

# Creating a Roommate Group and Roommate Search Tips

## Creating Roommate Group

### STEP 1

Fill out your **Roommate Profile** page with some information about yourself.



KODERLOOZ

This is your opportunity to share information about yourself that you would like potential roommate may want to include information about hobbies and interests.

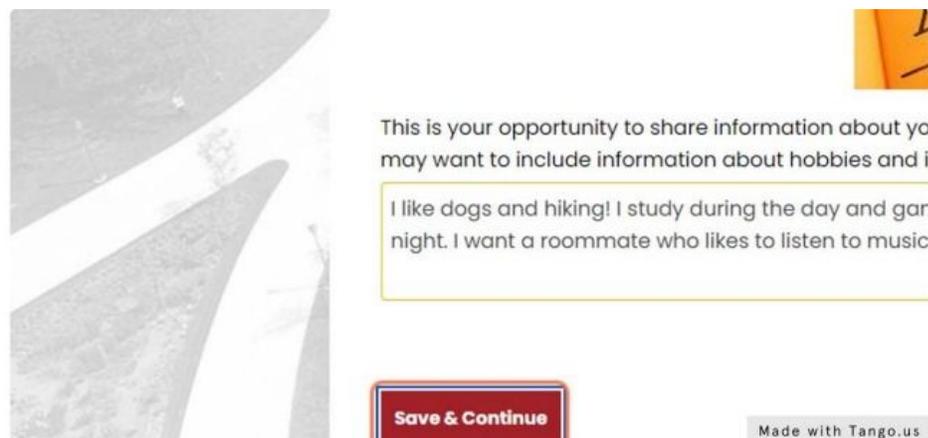
I like dogs and hiking! I study during the day and game at night. I want a roommate who likes to listen to music

Save & Continue

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### STEP 2

Click on **Save & Continue** to head to the Roommate Request & Group Formation Page.



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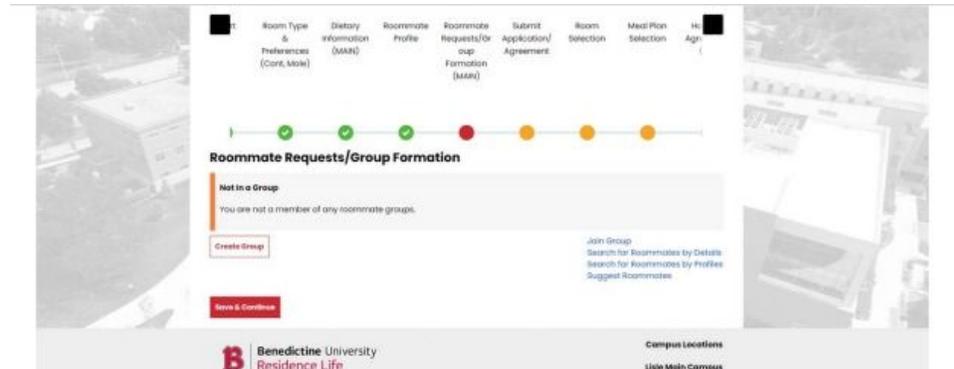
Save & Continue

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## STEP 3

This is what your Roommate Requests/Group Formation page looks like if you have not yet created or joined a roommate group.

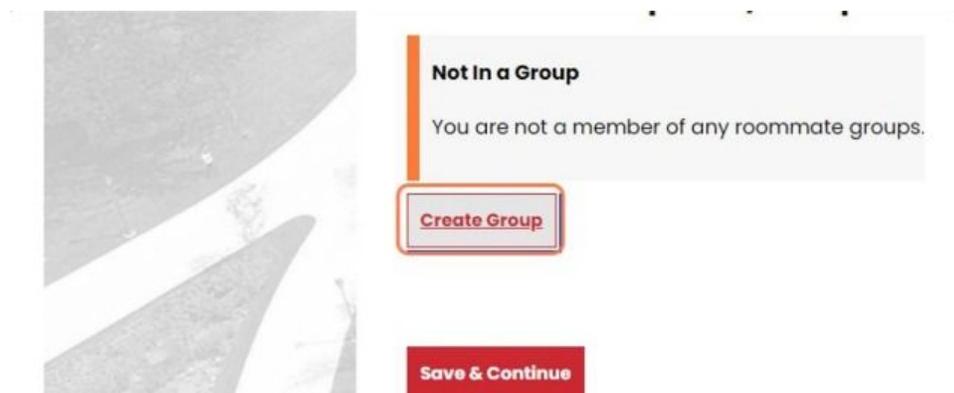
**Remember:** Only one person can be the Group Leader. You can use the roommate search features to find roommates and then decide who will be the Group Leader from that point on.



## STEP 4

If you and your roommate(s) have decided that you will be the group leader, click on **Create Group**.

**Remember:** Only one person can be the Group Leader. You can use the roommate search features to find roommates and then decide who will be the Group Leader from that point on. **See *Finding Potential Roommate Tips and Steps*.**



## STEP 5

Create a **Group Name and Password** for your Group.

**Roommate Group Details**

Group Name:

Password:

Confirm Password:

## STEP 6

Once you have confirmed the Group Name and Group Password, click on "**Save Group.**"

Confirm Password:

[Go Back](#) [Save Group](#)

## Step 7: Confirm Roommate Group \*\*\* \*\*

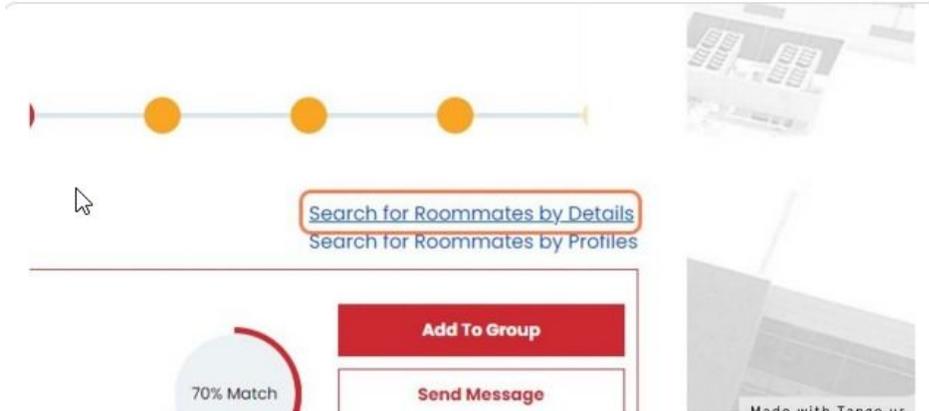
See *Tips 7 -9 for Group management below for additional guidance.*

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## Finding Potential Roommates - Navigation Tips

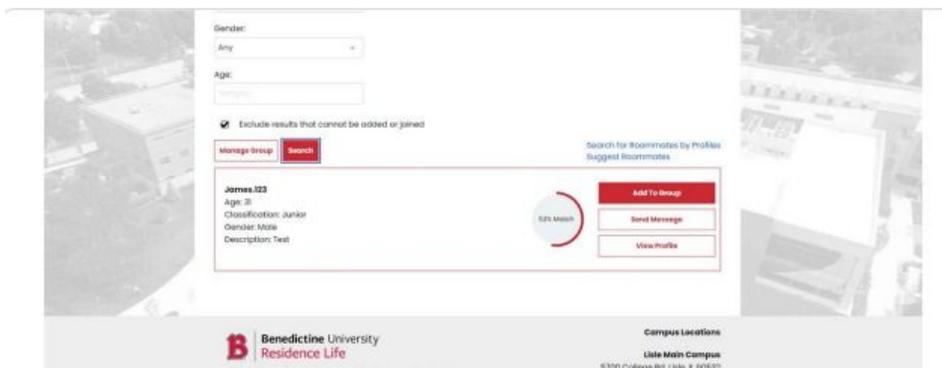
### Tip 1 - Search for Roommates by Details

You have the option to Search for Roommates by Details (search using criteria like gender or age), Search for Roommates by Profiles (search using the Roommate Profile questions as criteria), or Suggest Roommates.



## Tip 2 - Search for Roommates by Details

When you use the Search for Roommates by Details, Search for Roommates by Profiles, or Suggest Roommates options, your results will display the web name, age, classification, gender, and bio of your potential roommates. You will also see a percentage that indicates how similarly you filled out the Roommate Profile questions.



## Tip 3 - Roommate Search by Profile

This is what the **Roommate Search by Profile** page looks like - you can choose one or more of the profile questions to find a roommate that may be compatible.

**Roommate Search by Promies**

**Roommate Matching**

Club Sports:  
Any

I prefer to go to bed:  
11:00PM

Are you interested in living in Greek Life Community?  
Any

Are you interested in living in LEADS Community?  
Any

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## Tip 4 - Navigate back to Roommate Group

To return to the Roommate Requests/Group Formation page, you can click on "Manage Group" at any time.

How comfortable are you living with an international  
Any

Exclude results that cannot be added or joined

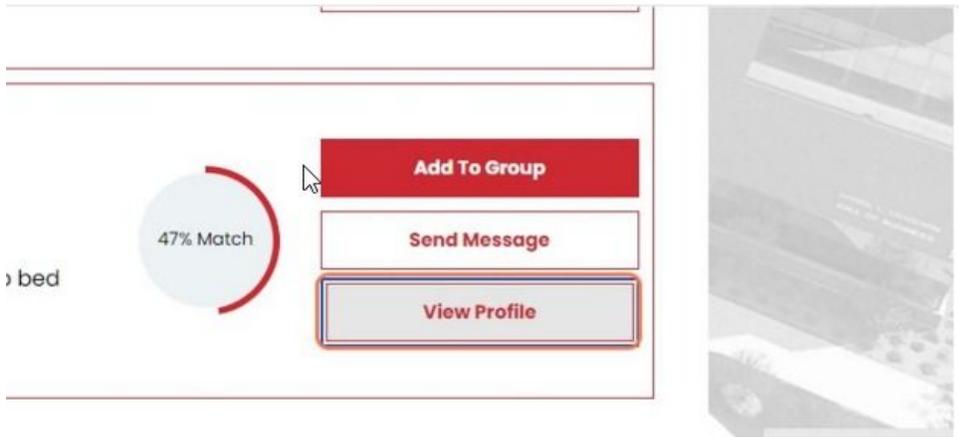
**Manage Group** **Search**

Age: 18  
Classification: Freshman  
Gender: Male

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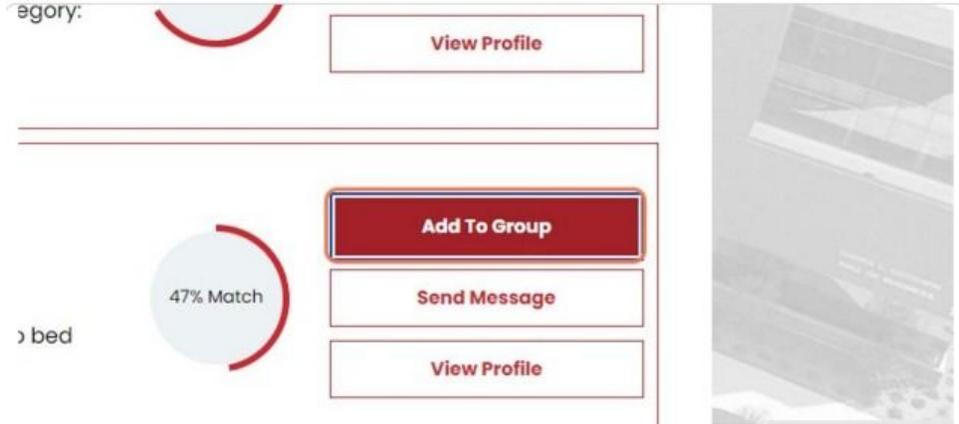
## Tip 5 - Viewing Profiles and Messaging

You can opt to click on "**View Profile**" to see how your potential roommate answered the Roommate Profile Questions. You can also **send messages** to start a conversation about potentially being a roommate.



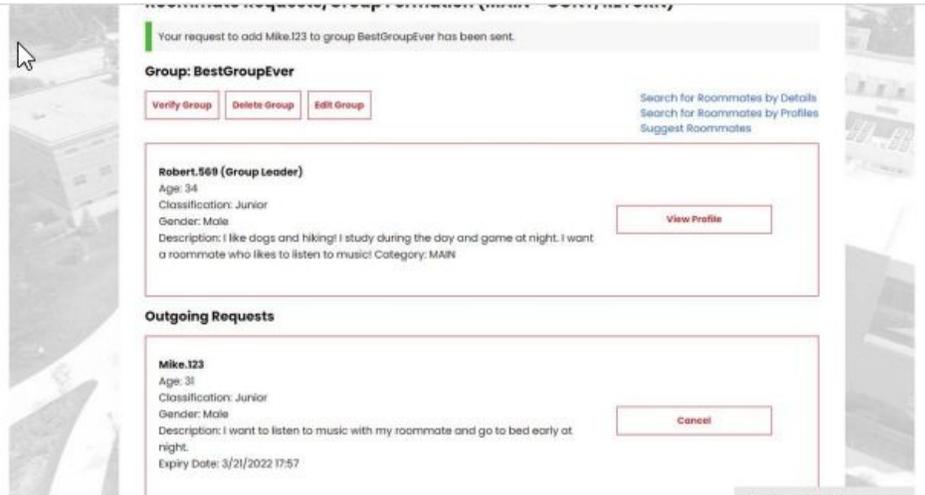
### Tip 6 - Adding to a group from search results

When you know you want to add a person to your group, click on "Add To Group."



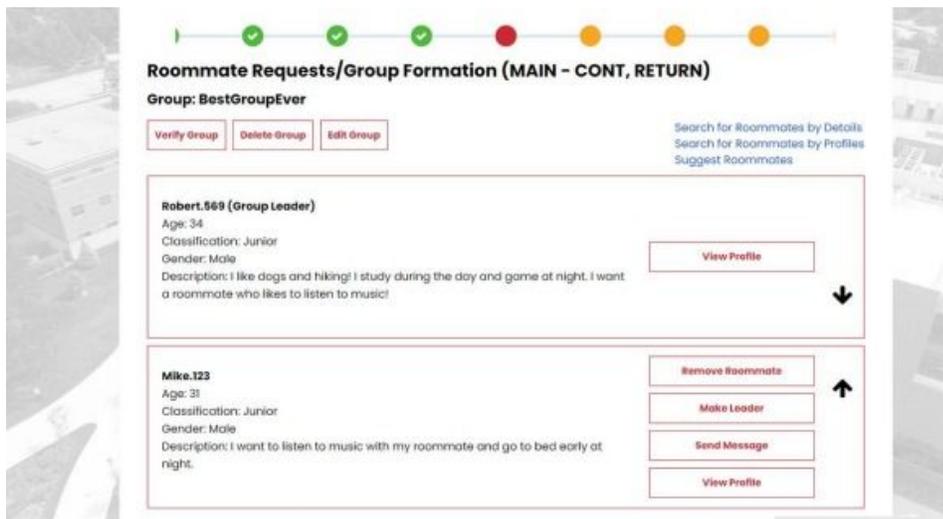
### Tip 7 - Pending Requests

On your Roommate Requests/Group Formation page, you will now see an outgoing request to your roommate(s). Your group will not be confirmed until any outgoing requests have been accepted.



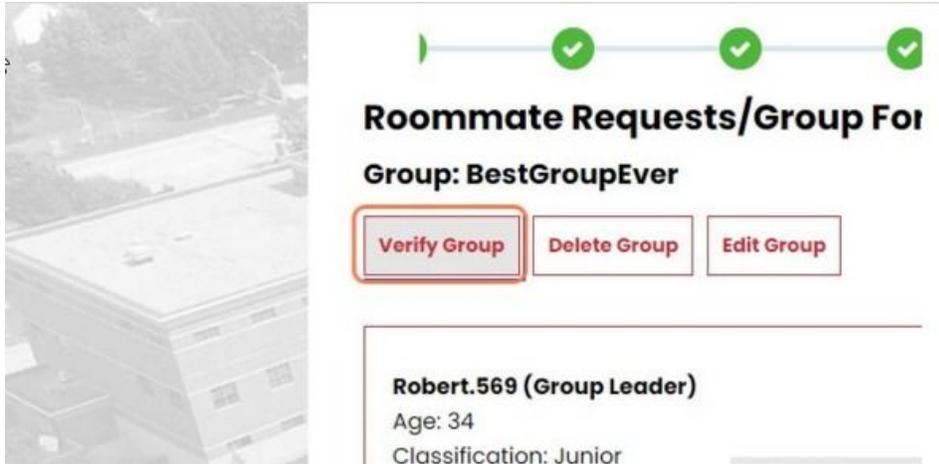
## Tip 8 - Accepted Requests

When your Roommate Request has been accepted, you will see the following: You have the option to verify, delete, or edit your group. You also have the option to make your roommate the Group Leader, remove your roommates, or send messages to your roommates.



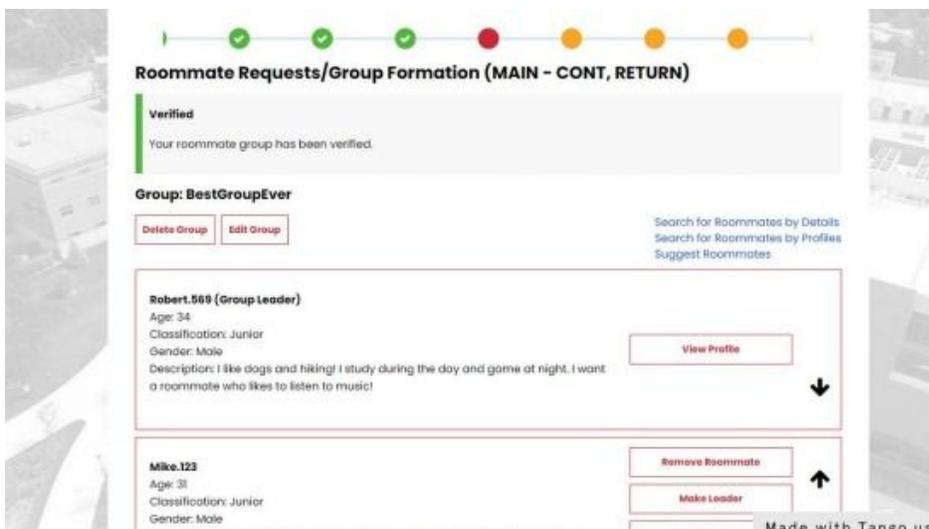
## Tip 8 - Verify Group

Click on Verify Group when your roommate group is complete and everyone has accepted their requests.



## Tip 9 - Group Confirmed, Wait for Room Selection!

You will see a "Verified" box at the top of your Roommate Requests/Group Formation page if your group has been verified.



Click on Save & Continue - and you are all set until Room Selection!



Gender: male

Description: I want to listen to music with my roomr  
night.

**Save & Continue**



**Benedictine** University  
Residence Life