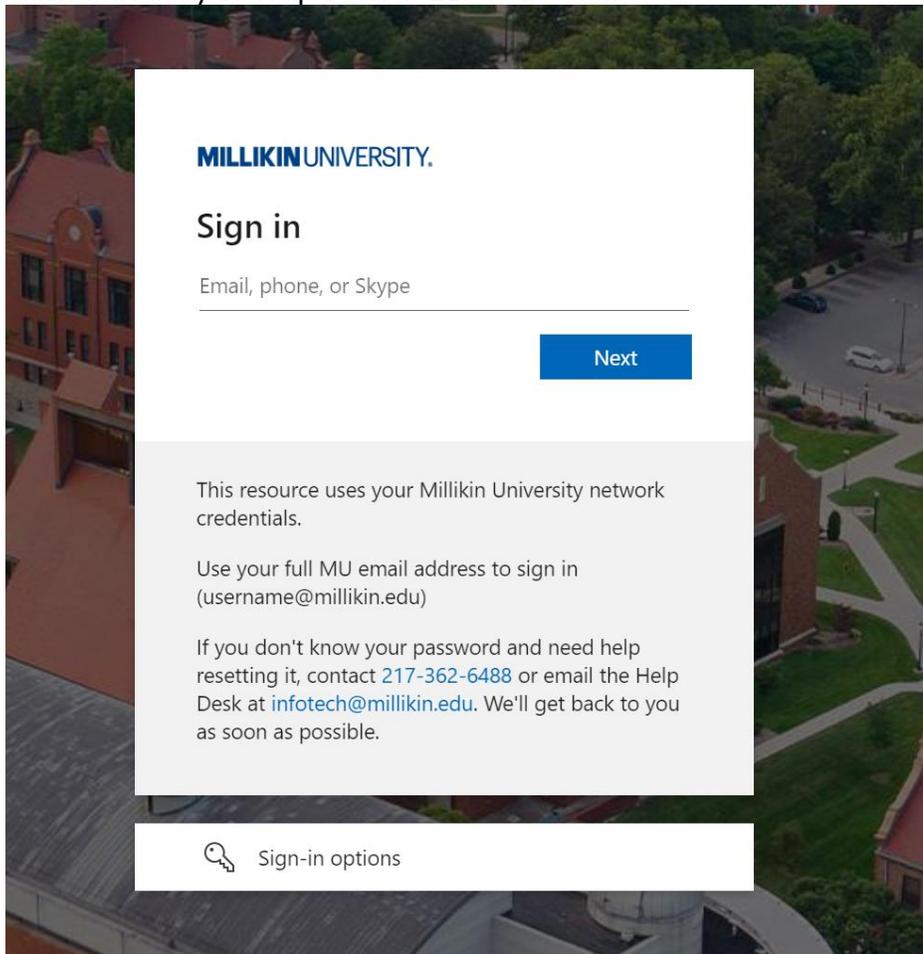


# Roommate Selection Instructions on eRezLife's "Roomeez" Portal

After you have paid your advanced tuition deposit and completed your housing application, you will have a chance to select your roommate. Please note that student athletes and Honors & Long Vanderburg Scholars housing may be located in pre-determined communities. Additionally, students requested medical single rooms may be contacted by the Office of Campus Life about room assignments. This document offers steps and tips on how to pick a roommate in a double-occupancy rooms. If you have any specific questions on the system, your application, or housing in general, please do not hesitate to contact us at 217-424-6395, or email [ndeliberis@millikin.edu](mailto:ndeliberis@millikin.edu).

## Complete a Roommate Profile

1. **Click through your MyVIP page to apply for housing.** You will be taken to a log-in screen that looks like the image below. Your username and password are the same as your log-in for all other Millikin University software systems (like MyMillikin, Moodle, etc.). For most students, their username is their first initial and last name (i.e. "ndeliberis"). If you're having trouble logging in or need your password reset, you can call the Millikin University IT Help Desk at 217-362-6488.



2. **Complete your roommate profile.** Once you successfully log in, click the "My roommate profile" option on the left-hand menu (under the section heading "Housing"). Begin filling out the information. There are many fields here. The subpoints below explain what each piece of information is and how it is used to help you find a roommate, and help other students find you.

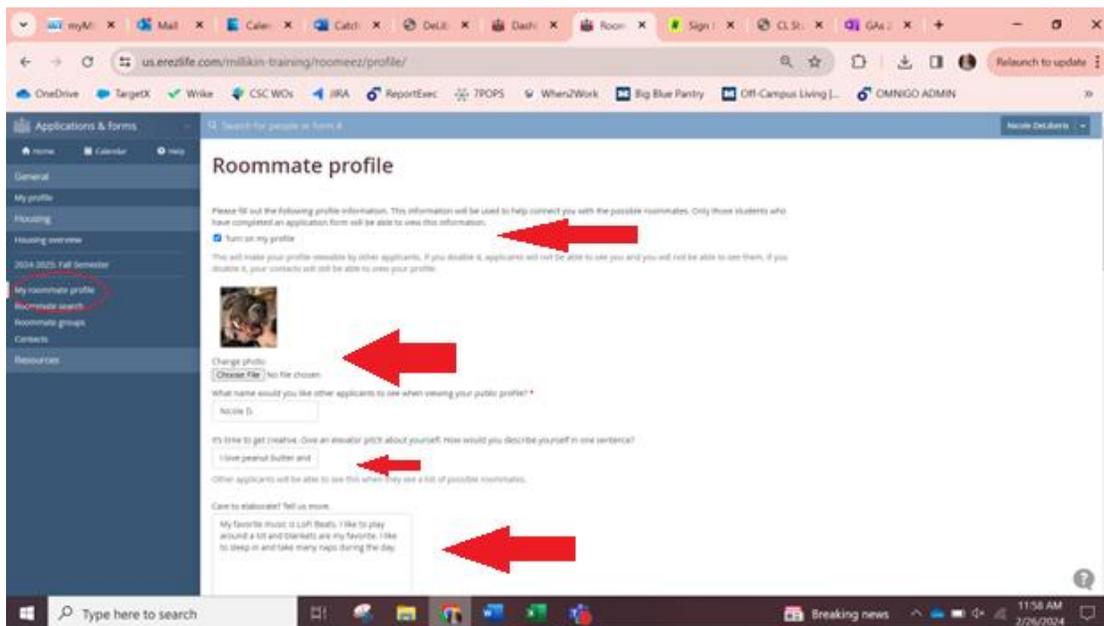
a. **Note:** make sure to click the checkbox at the top that says, "Turn on my profile." This is what will make your profile visible to other potential roommates. You can wait to click this until you finish your profile.

b. **Photo.** Adding a photo of yourself is optional but can add a personal touch to your roommate profile. It's up to you whether to include this!

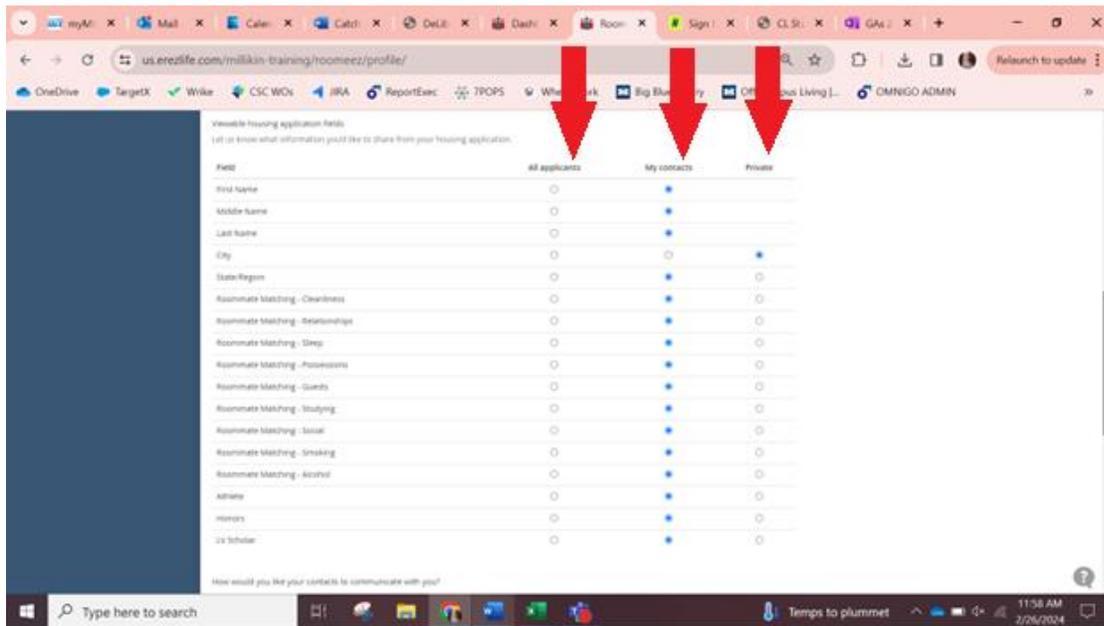
c. **Preferred name.** Below the photo is a field titled "What name would you like other applicants to see when viewing your public profile?" If you go by something other than your legal name on your application, this is where you can make that change. Note that this field is required with an asterisk (\*), so you will need to complete this box.

d. **Elevator pitch.** The next textbox asks you to describe yourself in one sentence. Time to get creative!

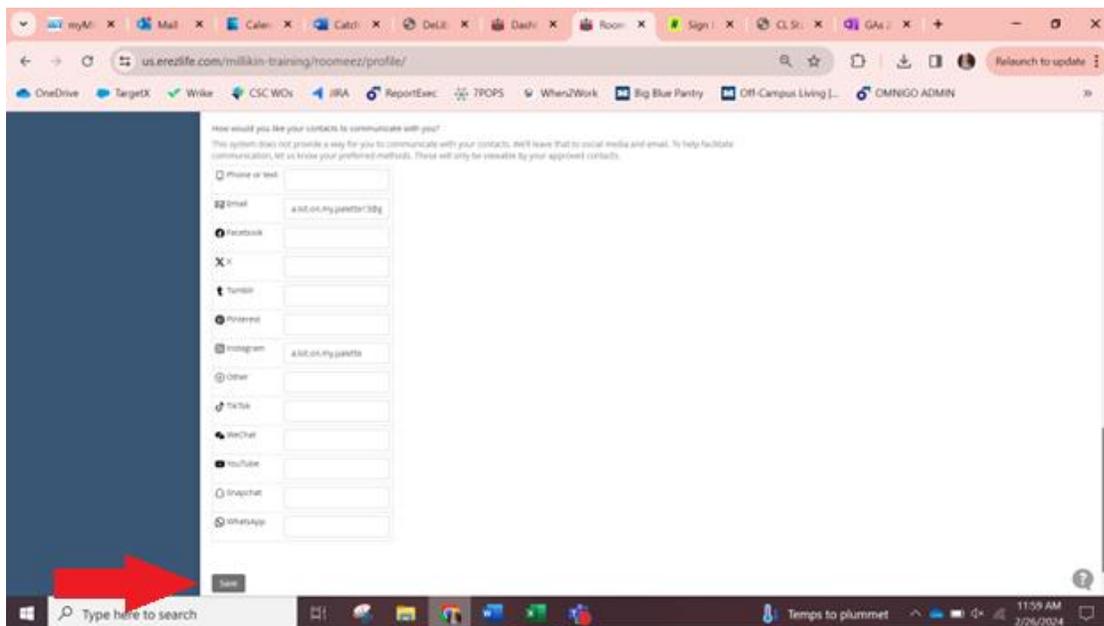
e. **Care to elaborate?** The larger textbox underneath the elevator pitch allows you to say more about who you are, your interests, and what you're looking for in a roommate. Keep it "grandma appropriate"! For example, you could say something like: "I'm really interested in softball, painting, and the outdoors. I'm serious about my schoolwork, so I'm looking for a roommate who is social but knows that sometimes we will need to be quiet and get some studying done. I also love playing guitar, so I'd like to have to have a roommate who doesn't mind me playing occasionally."



f. **Viewable fields.** You'll notice further down the page you will have the option to select what information about you is viewable to other housing applicants. For each piece of information, you can either select "All applicants" (meaning anyone searching for roommates can see this), "My contacts" (meaning only the people you've added to a potential roommate group can see this), or "Private" (meaning no other applicants can see this information).



g. **Social media and contact info.** This is the place where you can add your phone, email, and social media profiles to help you connect with potential roommates. *This info is not visible to all applicants—only the ones you add as contacts.* Adding this information is a good way to allow potential roommates to get in touch with you so you can get to know each other and determine if living together is going to be a good fit. Contacts will be encouraged to chat offline via that contact information before adding someone to a Roommate Group. The Office of Campus Life cannot provide students with one another’s contact information.

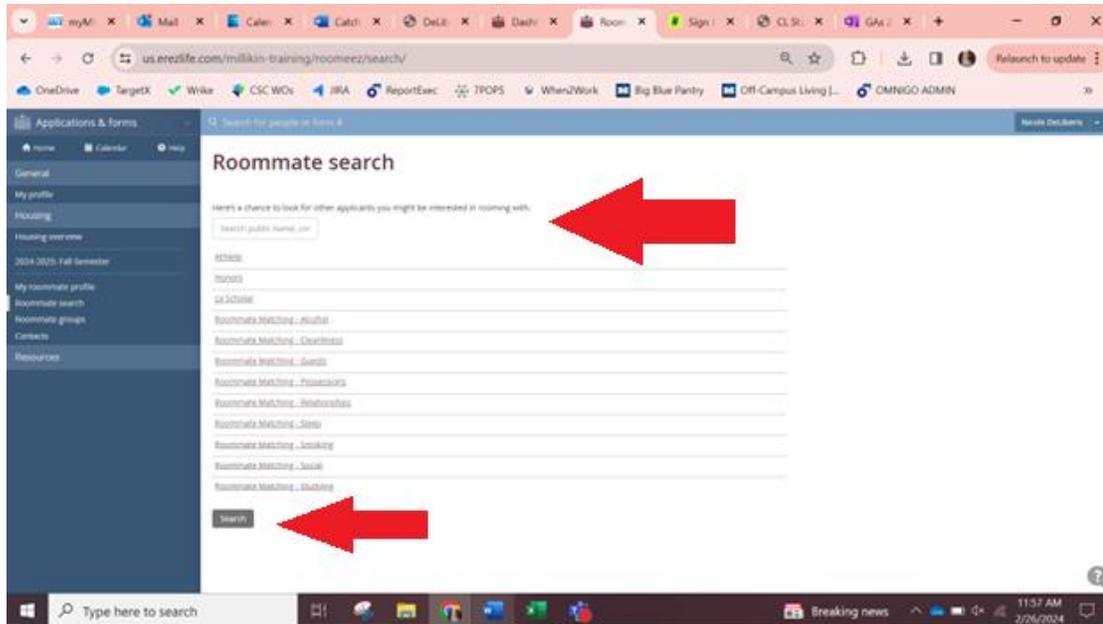


h. **Click the “Save” button when you’re finished!**

## Search for Roommates

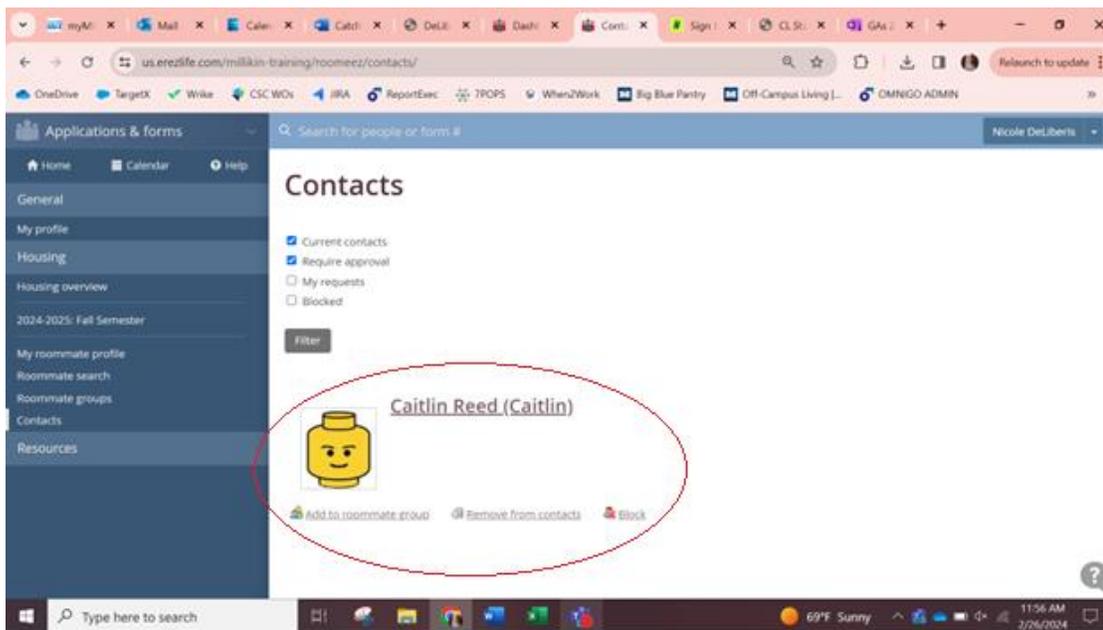
Once you complete your roommate profile, you can start searching for roommates! To do this, click on the "Roommate search" option on the left-hand menu. Here, you can search for specific people by name (if known), or you can apply various filters (ex. If you only want a non-smoker who goes to bed late). If you select no filters, then click the "Search" button, you will see all applicants who have a completed profile and are eligible to be your roommate.

*If you search and don't see many people, other students may not have added their profile, or your specifications need to be broadened. We expect the list to grow as more students log into the system and complete their profiles.*



Once you search, names (and pictures, if added) will appear in a list. Below shows images of what a search result may look like, as well as the information that will appear if you click on a student's profile. When you click on a student, you will see all the roommate profile information they chose to make public. If you send them a contact request, it is possible that they could make more information available to you on their profile.

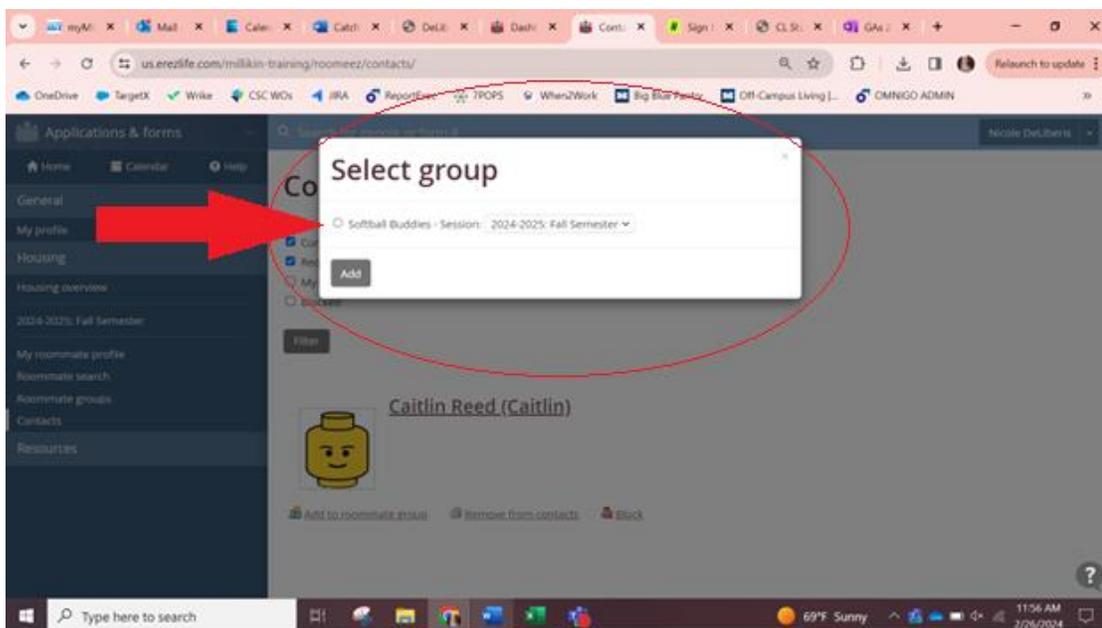
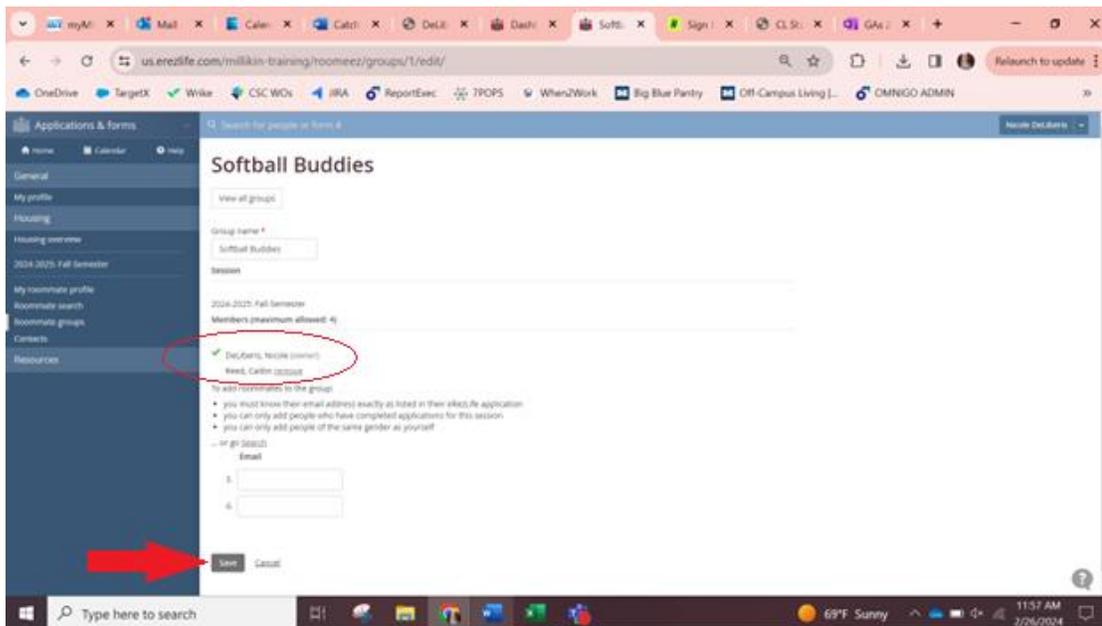
If you find someone who you'd like to begin getting to know better, send them a contact request by clicking "Send contact request." If they accept, you can view each other's contact information, additional information, and social media. Once you begin sending and receiving contact requests, we encourage you to reach out via their provided contact information (phone, email, social media) to get to know folks and determine if you would be a good fit for living together. *We suggest getting to know someone a bit before ruling them out as a roommate option.*



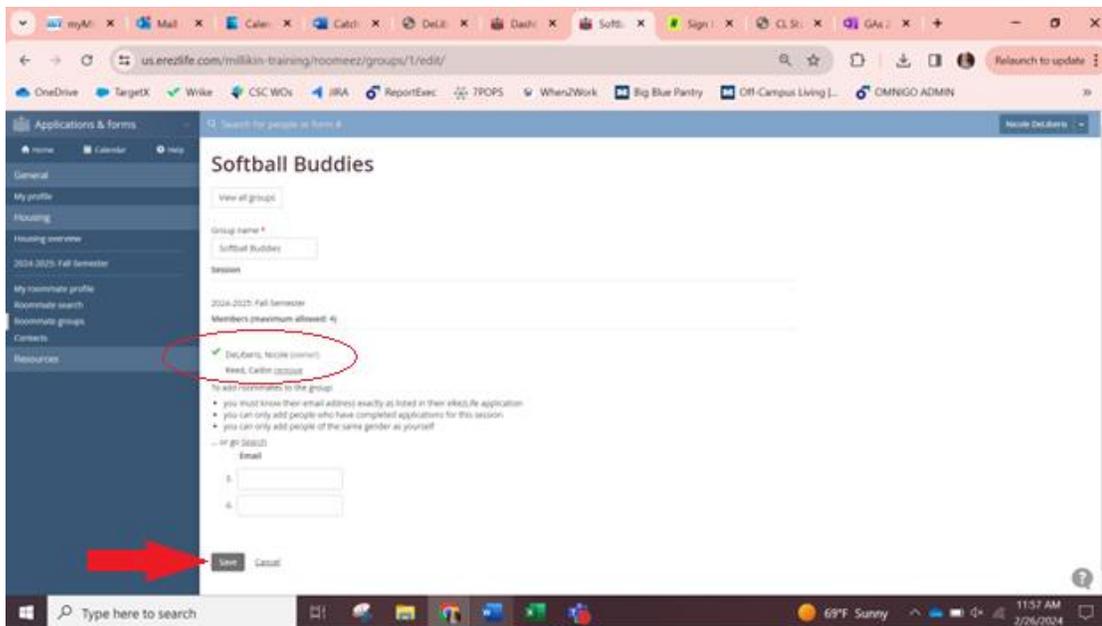
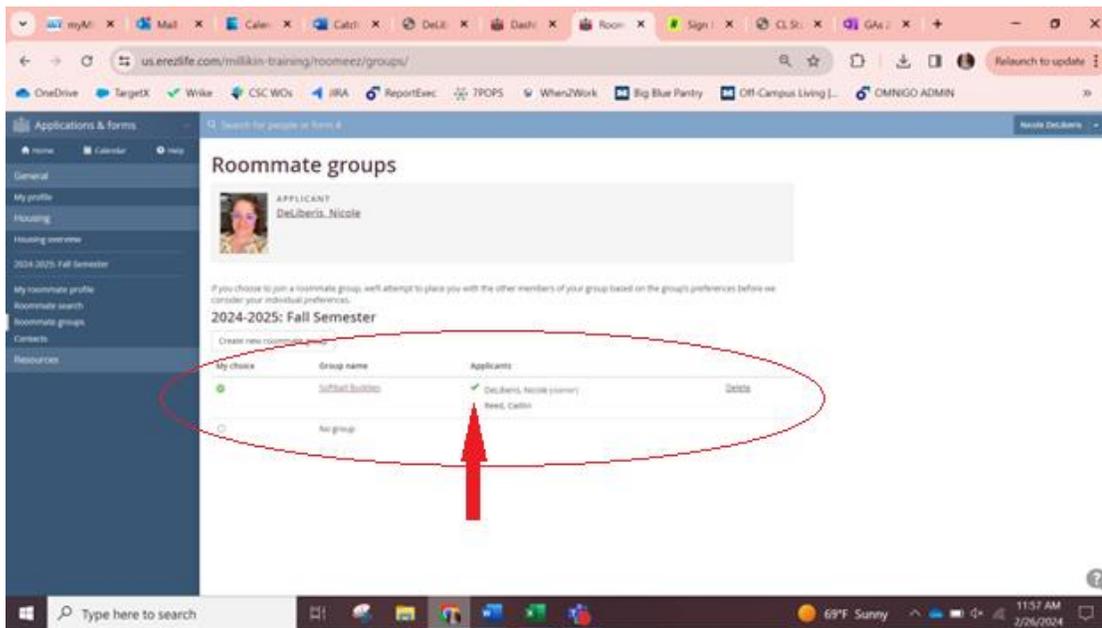
## Create Roommate Groups

A "roommate group" is a pairing of you and another person who you may want to room with. Roomeez will allow you to create as many roommate groups as you want, so you can have multiple and back-up options. When it comes time to actually pick a room (the "lottery," explained in [another help document](#)), the system will place you and your roommate together in a room *as long as both of you have selected the roommate group with both of you in it* (this prevents someone you don't want to room with from putting you in a room without your approval).

Once you have someone you think you might mesh well with as a roommate, you should create a Roommate Group. You can do so by clicking "Roommate Groups" and clicking to make a new one with a title (grandma appropriate) of your choice. Then, once you save the group, you can add a contact to a roommate group by searching your contacts and clicking "Add to roommate group." Select the group, then "Add". This will create a pairing between you and other students (they will need to approve this on their end) that will enable you to select a room together once the room selection lottery opens up.



After you add a potential roommate to a Roommate Group, you can click back into Roommate Groups and select the group to which you added them. You should see yourself listed as well as anyone who is in the group with you.



**Remember, if you have any specific questions, please do not hesitate to contact us. We are happy to help you in any way we can! Millikin University Office of Campus Life 217-424-6395 or email: [ndeliberis@millikin.edu](mailto:ndeliberis@millikin.edu).**

Make slideshow? <https://drive.google.com/file/d/1RiRdaG0Mv9VEeNDT6-zfWUmQ-wJ6Q7TL/view>