

Roommate Selection Steps

Roommate Selection Timeline:

Opens June 30th at 9am

Closes July 8th at 4pm

Logging Back In:

- ▶ **Go to the following website:**
<https://www.uww.edu/housing/assignments/housingcontracts>
- ▶ **Click Apply for Fall 2021 Housing Here**
- ▶ **Click Login on the Top RIGHT (DO NOT CLICK HOUSING PORTAL REGISTRATION)**
- ▶ **Your username is your FULL UW-Whitewater email.**
- ▶ **Your password will be the one your created when you first registered for housing.**
- ▶ **Once you log in, click Application at the top.**
- ▶ **Scroll down and click Save and Continue.**
- ▶ **Click Continue on the Application**
 - ▶ **The application will bring you to the last step you left off on. Make sure you complete those steps before roommate selection. If you appear on the roommate selection page, then follow the Roommate Selection steps and information below:**

Roommate Selection

Step 1. When you first get to Roommate Selection, this is what you should see. (See picture below) If you have a friend on-campus, and they requested you, you will also see their request. If you do not see a request go to Step 2.

- ▶ If you see the request from a friend, then go ahead and accept it. Then click Save and Continue. Once you do that, you will be all set.

The screenshot shows a web application interface for "Roommate Selection". At the top, there is a navigation bar with "Application" and "Housing Cancellation" on the left, and "Log Out" on the right. Below the navigation bar is a horizontal menu with various options: Terminology, Medical/Disability Accommodations, No Medical/Disability Needs or Accommodations, UW System Administrative Policy #136, Contract, Update Profile Responses, Roommate Selection, Meal Plan Selection Page, Weekly Meal Plans, and Application Status (NO BOOKING INFORMATION). Below the menu is a progress indicator consisting of a series of circles connected by a line. The first six circles contain a checkmark, and the seventh circle is highlighted in blue, indicating the current step. Below the progress indicator, the text "Roommate Selection" is displayed. A yellow box contains the text "Not In a Group" and "You are not a member of any roommate groups." At the bottom right, there are three links: "Search for Roommates by Details", "Search for Roommates by Profiles", and "Suggest Roommates". At the bottom left, there is a purple button labeled "SAVE & CONTINUE".

Roommate Selection cont.

Step 2. Finding a Preferred Roommate (If you do not have a preferred roommate go to Step 3)

- ▶ On the current roommate selection screen, click Search for Roommate by Details. (Picture 1 is what you will see)
- ▶ Type in their Username, this should be their NetID.
- ▶ Click Search, if they have a contract, then they will appear.
 - ▶ If they do not appear, it is likely that they have not started a contract, or they may be a different classification. For example, you are a current new student and they are a transfer student. In this case just email Housing@uww.edu and we will match you both together manually.
- ▶ Once you find them, click Add to Group (See picture 2).
 - ▶ This will send them an email to join your group.
 - ▶ Your friend will need to click on the email, log in, and accept your roommate request. Once they accept, you will be matched together.
- ▶ Click Save and Continue and you are all set!

Application Housing Cancellation Picture 1 Log Out

Roommate Search By Details

Screen Name:

Description:

Gender:

Age:

Exclude results that cannot be added or joined

MANAGE GROUP SEARCH

Search for Roommates by Profiles Suggest Roommates

Application Housing Cancellation Picture 2 Log Out

Roommate Search By Details

Screen Name:

Description:

Gender:

Age:

Exclude results that cannot be added or joined

MANAGE GROUP SEARCH

Search for Roommates by Profiles Suggest Roommates

Age: 17
Classification: 2021/22 New Student
Gender: Male
Description:

0% Match

ADD TO GROUP
SEND MESSAGE
VIEW PROFILE

Roommate Selection cont.

Step 3: Finding a Random Roommate

- ▶ For this you have two options.
 - ▶ **First Option: Search for Roommate by Profiles**
 - ▶ This allows you to search for someone based on the profile questions you answered.
 - ▶ This is not the best method to find a roommate.
 - ▶ **Second Option: Suggest Roommates (See picture)**
 - ▶ This is the best option for finding a random roommate, click suggest roommates and it will give you a list of students that have answered their profile questions similar to yours.
 - ▶ The person who matches the best will be at the top. It will break down from there and you can send them a message. You can find your messages at the top left hand side of the screen under the three lines (Drop down menu).
 - ▶ At this point you will want to send them a message and include a way to contact you. Keep checking your messages for replies.
- ▶ Once you have connected with them and they are a match, log back in and follow Step 2: Finding a Preferred Roommate.

The screenshot displays a web application interface for finding roommates. At the top, there is a navigation bar with a hamburger menu, 'Application', 'Housing Cancellation', and 'Log Out'. Below the navigation bar, there is a table with columns for 'Accommodations', 'Ability Needs or Accommodations', 'e Policy #136', 'Responses', 'Page', and 'BOOKING INFORMATION'. A progress bar below the table consists of 10 circular steps, with the 8th step highlighted in blue. Below the progress bar, the text 'Suggested Roommates' is displayed. To the left of the suggested roommates section is a 'MANAGE GROUP' button. To the right are two search options: 'Search for Roommates by Details' and 'Search for Roommates by Profiles'. A profile card for a student is shown with the following information: Age: 18, Classification: 2021/22 New Student, Gender: Male, and Description: [redacted]. A circular progress indicator shows a 68% Match. To the right of the profile card are three buttons: 'ADD TO GROUP', 'SEND MESSAGE', and 'VIEW PROFILE'.

Final Steps

- ▶ Once you have complete the roommate selection page, you will be brought to the next steps of the application. You can go back to roommate selection any time by click on it in the top menu between June 30th and July 8th.
- ▶ Any questions about this process can be emailed to Housing@uww.edu. Please note that this is a very busy time of the year for University Housing, so emails are preferred when asking questions.

Thanks,

University Housing

Housing@uww.edu

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