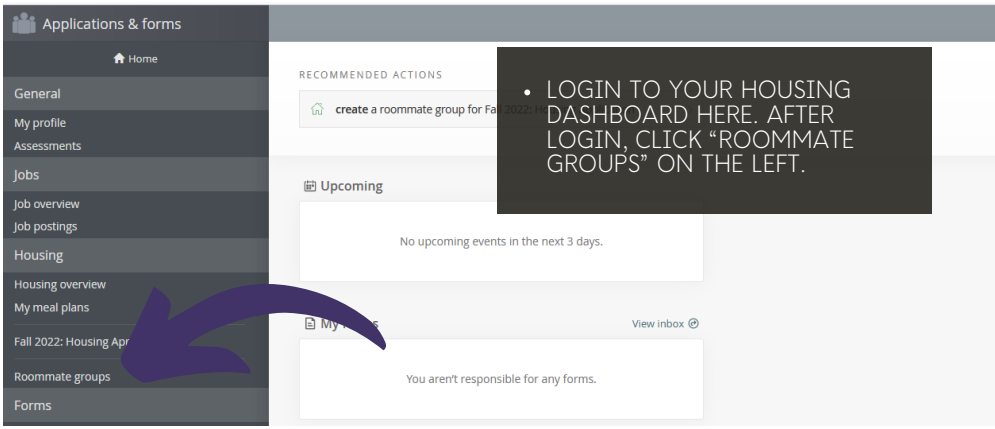
creating roommate groups

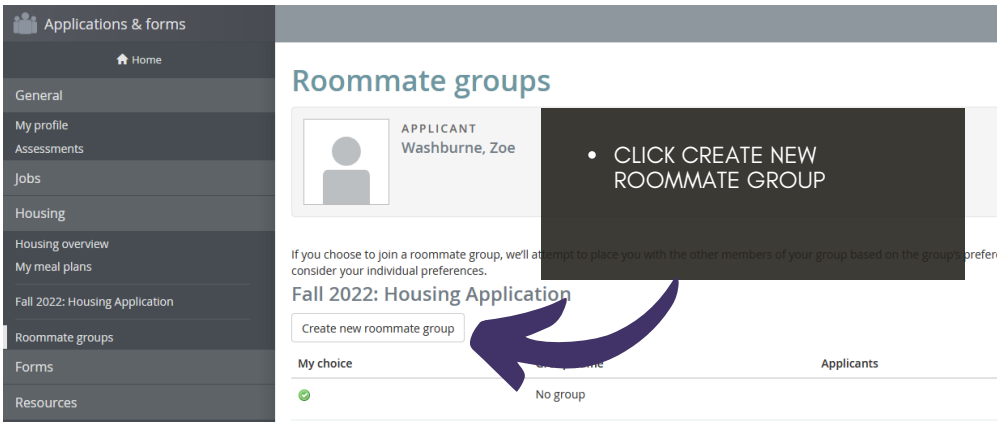
office of residential & commuter life
Capital University

We are thrilled that you will be living with us on campus! Below are step-by-step instructions for creating your roommate group. Please note, you will not be able to create a roommate group until you AND your roommate(s) have completed the housing application.

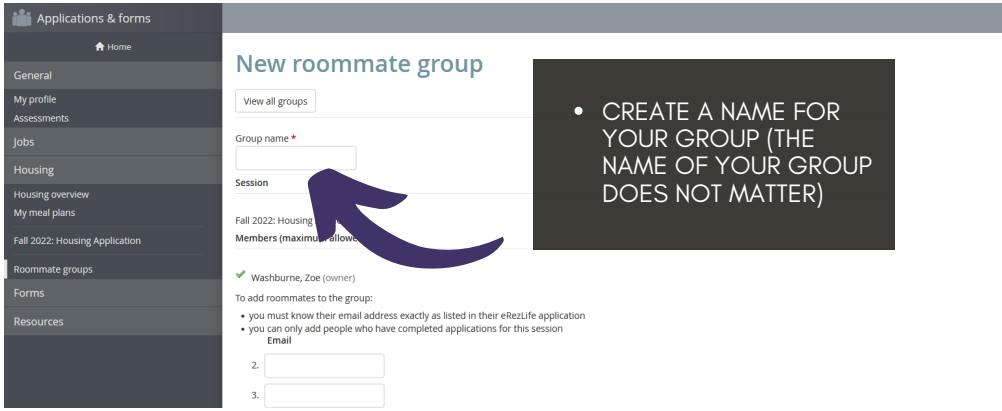
STEP ONE: LOGIN - FIND TAB



STEP TWO: CREATE GROUP

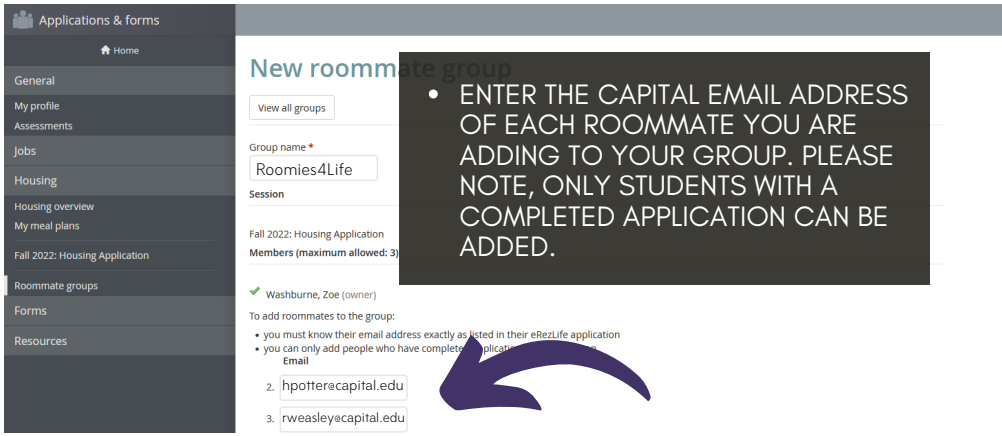


STEP THREE:
NAME THE GROUP



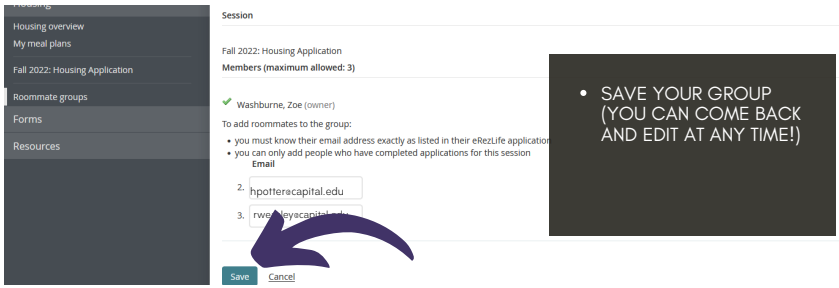
- CREATE A NAME FOR YOUR GROUP (THE NAME OF YOUR GROUP DOES NOT MATTER)

STEP FOUR:
ADD ROOMMATES



- ENTER THE CAPITAL EMAIL ADDRESS OF EACH ROOMMATE YOU ARE ADDING TO YOUR GROUP. PLEASE NOTE, ONLY STUDENTS WITH A COMPLETED APPLICATION CAN BE ADDED.

STEP FIVE:
SAVE GROUP



- SAVE YOUR GROUP (YOU CAN COME BACK AND EDIT AT ANY TIME!)

BUT WAIT...
THERE'S MORE

MAKE SURE ALL MEMBERS OF YOUR ROOMMATE GROUP HAVE SELECTED THE GROUP AS "MY CHOICE." THIS WILL BE CONFIRMED BY THE GREEN

If you choose to join a roommate group, we'll attempt to place you with the other members of your group based on the group's preferences before we consider your individual preferences.

Fall 2022: Housing Application

Create new roommate group

My choice	Group name	Applicants
●	Commons	✔ Potter, Harry (owner) ✔ Weasley, Ronald ✔ Granger, Hermione ✔ Lovegood, Luna
○	No group	

BELOW IS AN EXAMPLE OF AN INCOMPLETE ROOMMATE GROUP. IN THIS INSTANCE RON WOULD NOT BE ASSIGNED HOUSING WITH HIS FRIENDS.

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