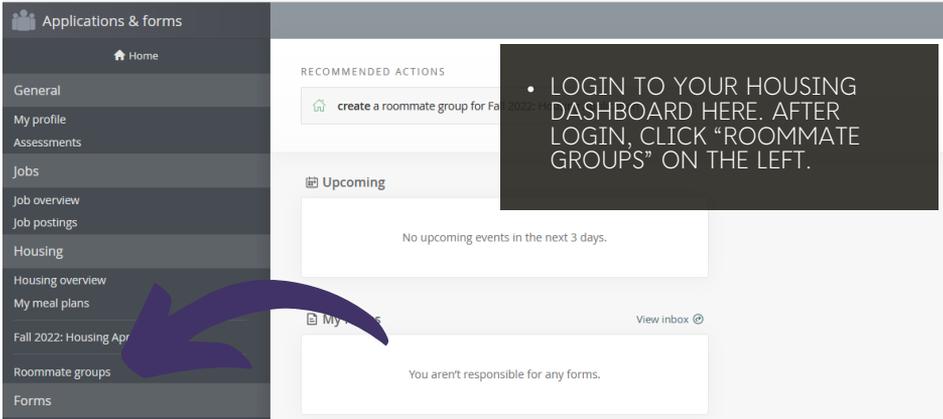


creating roommate groups

office of residential & commuter life
Capital University

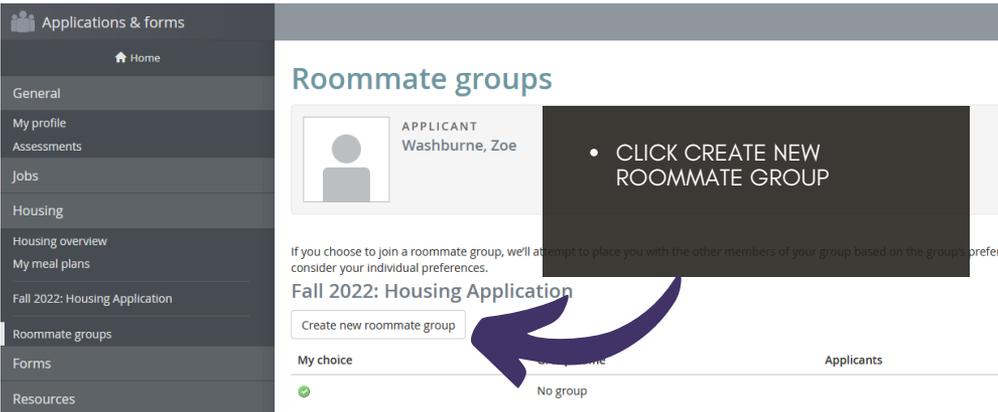
We are thrilled that you will be living with us on campus! Below are step-by-step instructions for creating your roommate group. Please note, you will not be able to create a roommate group until you AND your roommate(s) have completed the housing application.

STEP ONE: LOGIN - FIND TAB



The screenshot shows the 'Applications & forms' dashboard. On the left is a navigation menu with the following items: Home, General, My profile, Assessments, Jobs, Job overview, Job postings, Housing, Housing overview, My meal plans, Fall 2022: Housing Application, Roommate groups, and Forms. A purple arrow points to the 'Roommate groups' tab. On the right, there are sections for 'RECOMMENDED ACTIONS' (with a button 'create a roommate group for Fall 2022'), 'Upcoming' (with a message 'No upcoming events in the next 3 days.'), and 'My forms' (with a message 'You aren't responsible for any forms.' and a 'View inbox' link). A black callout box with white text says: '• LOGIN TO YOUR HOUSING DASHBOARD HERE. AFTER LOGIN, CLICK "ROOMMATE GROUPS" ON THE LEFT.'

STEP TWO: CREATE GROUP



The screenshot shows the 'Roommate groups' page. The left navigation menu is the same as in the previous screenshot, with a purple arrow pointing to the 'Roommate groups' tab. The main content area has a header 'Roommate groups' and a card for 'APPLICANT Washburne, Zoe' with a profile picture icon. Below this is a message: '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. Consider your individual preferences.' Underneath is the heading 'Fall 2022: Housing Application' and a button 'Create new roommate group'. A purple arrow points to this button. At the bottom, there is a section for 'My choice' with a green checkmark and the text 'No group'. On the right side, there is a 'View inbox' link and the text 'Applicants'. A black callout box with white text says: '• CLICK CREATE NEW ROOMMATE GROUP'.

STEP THREE: NAME THE GROUP

Applications & forms

Home

General

My profile

Assessments

Jobs

Housing

Housing overview

My meal plans

Fall 2022: Housing Application

Roommate groups

Forms

Resources

New roommate group

Group name *

Session

Fall 2022: Housing Application

Members (maximum allowed: 3)

✓ Washburne, Zoe (owner)

To add roommates to the group:

- you must know their email address exactly as listed in their eRezLife application
- you can only add people who have completed applications for this session

Email

2.

3.

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

STEP FOUR: ADD ROOMMATES

Applications & forms

Home

General

My profile

Assessments

Jobs

Housing

Housing overview

My meal plans

Fall 2022: Housing Application

Roommate groups

Forms

Resources

New roommate group

Group name *

Roomies4Life

Session

Fall 2022: Housing Application

Members (maximum allowed: 3)

✓ Washburne, Zoe (owner)

To add roommates to the group:

- you must know their email address exactly as listed in their eRezLife application
- you can only add people who have completed applications for this session

Email

2.

3.

- 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

Housing overview

My meal plans

Fall 2022: Housing Application

Roommate groups

Forms

Resources

New roommate group

Session

Fall 2022: Housing Application

Members (maximum allowed: 3)

✓ Washburne, Zoe (owner)

To add roommates to the group:

- you must know their email address exactly as listed in their eRezLife application
- you can only add people who have completed applications for this session

Email

2.

3.

- 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
<input checked="" type="radio"/>	Commons	<ul style="list-style-type: none">✓ Potter, Harry (owner)✓ Weasley, Ronald✓ Granger, Hermione✓ Lovegood, Luna
<input type="radio"/>	No group	

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

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
<input type="radio"/>	Commons	<ul style="list-style-type: none">✓ Potter, Harry (owner)Weasley, Ronald✓ Granger, Hermione✓ Lovegood, Luna
<input checked="" type="radio"/>	No group	

