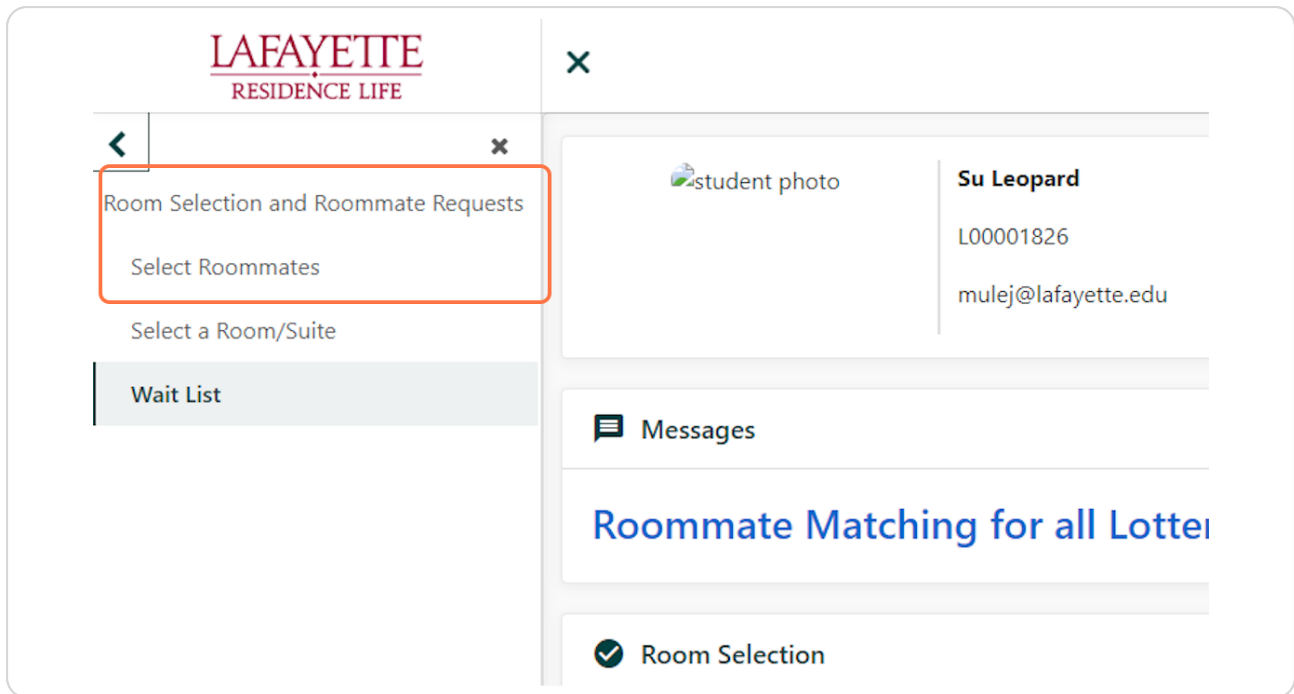


[View most recent version on Tango.us](#)

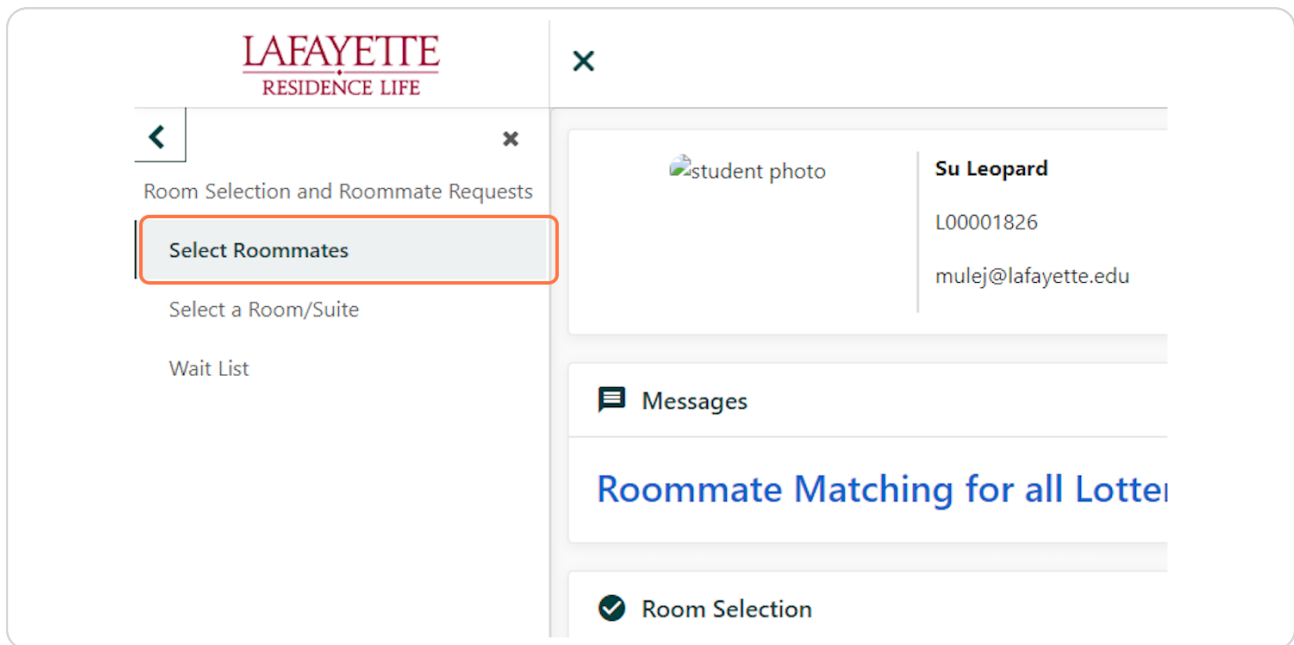
STEP 1

Go to Room Selection and Roommate Requests



STEP 2

Click on Select Roommates

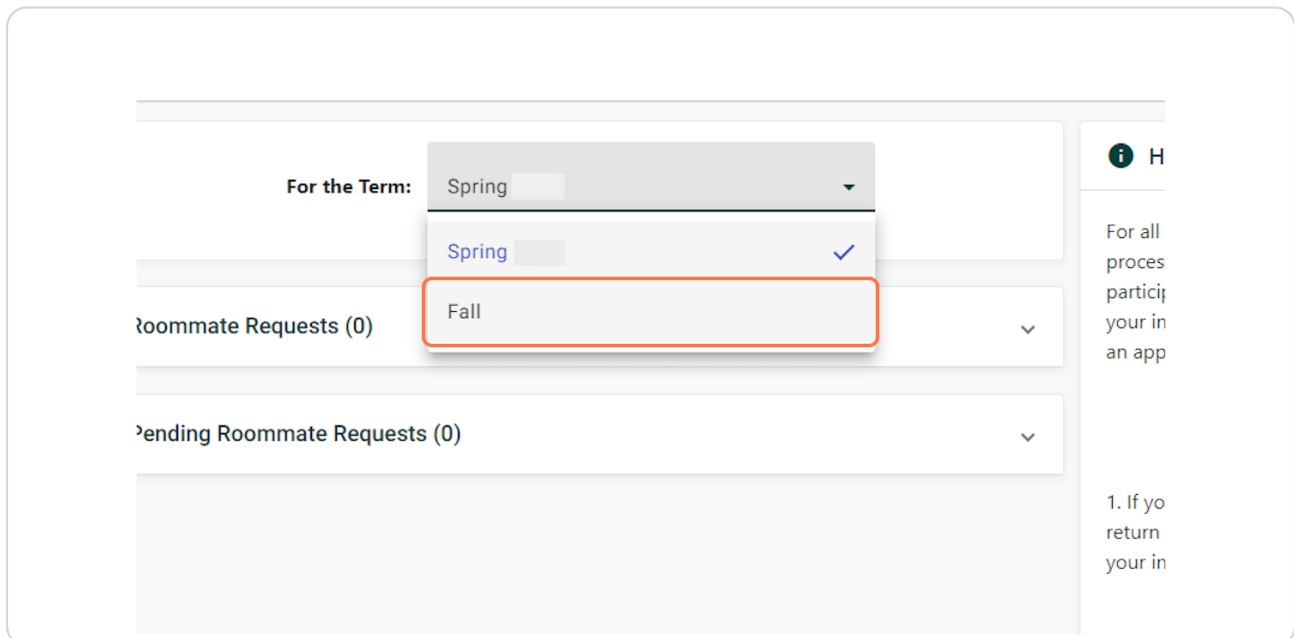


The screenshot shows the Lafayette Residence Life web application. On the left, a sidebar menu is visible with the following options: 'Room Selection and Roommate Requests', 'Select Roommates' (highlighted with a red rectangular box), 'Select a Room/Suite', and 'Wait List'. The main content area on the right displays a student profile for 'Su Leopard' with ID 'L00001826' and email 'mulej@lafayette.edu'. Below the profile, there are sections for 'Messages', 'Roommate Matching for all Lottery', and 'Room Selection' (marked with a green checkmark).

STEP 3

Select the Term using the drop down menu.

Be sure to select the upcoming term, not the current term.



The screenshot shows the 'For the Term:' dropdown menu open. The menu has three options: 'Spring' (with a downward arrow), 'Spring' (with a blue checkmark), and 'Fall' (highlighted with a red rectangular box). Below the dropdown, there are sections for 'Roommate Requests (0)' and 'Pending Roommate Requests (0)', both with downward arrows. On the right side of the interface, there is a sidebar with an information icon and the text 'For all processes participate in an app' and '1. If you return your in'.

STEP 4

Click on Search for Roommate

The screenshot shows a web interface for finding roommates. On the left is a sidebar with a close button (X) and a list of items: 'n and Roommate Requests', 'nmates', and 'om/Suite'. The main content area has a header 'For the Term:' with a dropdown menu set to 'Fall'. Below this are three expandable sections: 'Roommate Requests (0)', 'Pending Roommate Requests (1)', and 'Search for Roommate'. The 'Search for Roommate' section is highlighted with an orange border. To the right of the main content is a 'Help Text' panel with a question mark icon and four numbered steps explaining the search process.

For the Term: Fall

Roommate Requests (0)

Pending Roommate Requests (1)

Search for Roommate

Help Text

For all housing application processes groups must be participate. For application your intended roommates an application to be found

1. If you search using a pa return multiple students. 1 your intended roommate
2. Once selected, that stu your Roommate Requests notification will be sent to the request.
3. If you have additional r search steps.
4. If you need to remove a

STEP 5

Type Roommate's name (last, preferred, or both)

The screenshot shows the same web interface as Step 4, but now the 'Search for Roommate' section is expanded. It contains a form with two rows: 'Last Name' and 'Preferred Name'. The 'Last Name' row has a text input field containing 'Lafayette', which is highlighted with an orange border. The 'Preferred Name' row has an empty text input field. The 'Help Text' panel on the right is still visible, showing the same four numbered steps.

Roommate Requests (1)

ite

Last Name Last Name Lafayette

Preferred Name Preferred Name

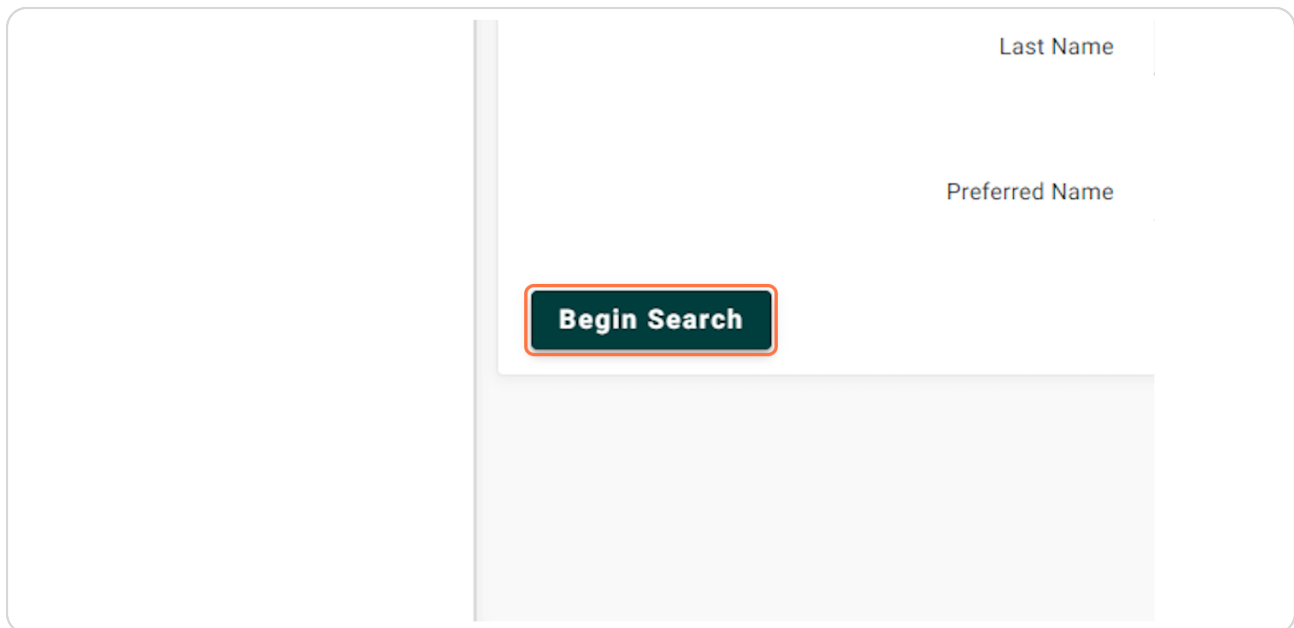
Help Text

an application to be found

1. If you search using a return multiple student your intended roomma
2. Once selected, that s your Roommate Reque notification will be sent the request.
3. If you have additiona search steps.

STEP 6

Click on Begin Search

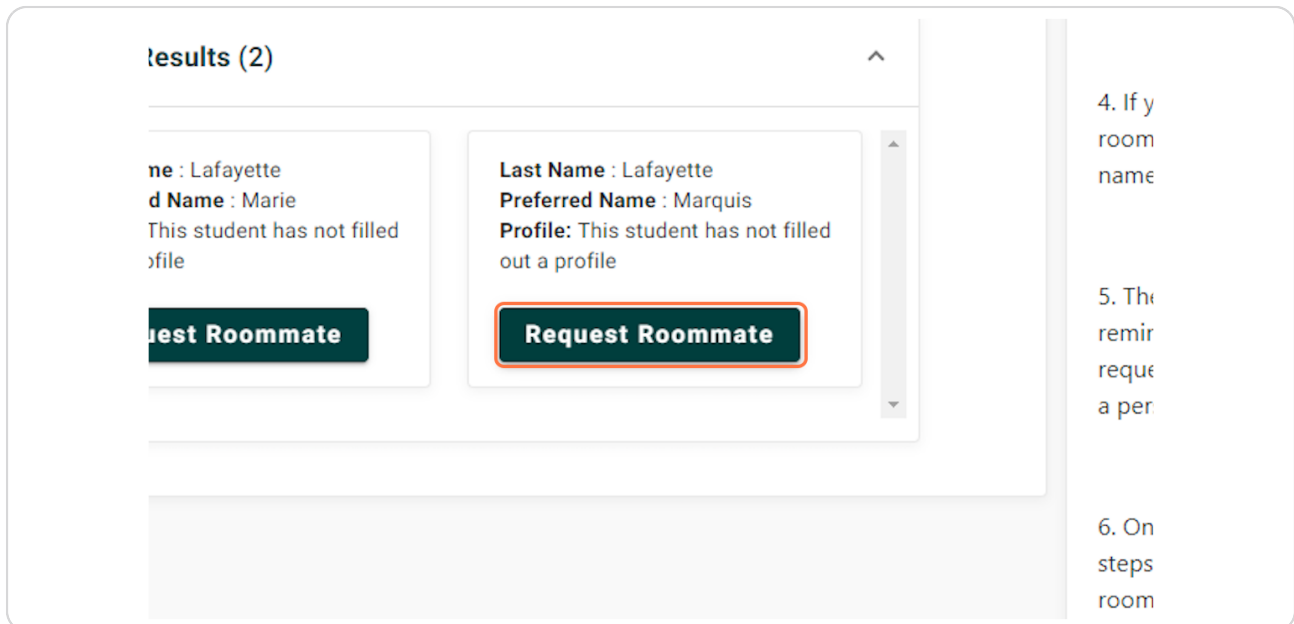


A search form with two input fields: 'Last Name' and 'Preferred Name'. Below the 'Preferred Name' field is a dark green button with white text that says 'Begin Search'. The button is highlighted with a red rectangular border.

STEP 7

Click on Request Roommate

If you entered only 'last name', the search may return multiple students. Be sure to select the correct person.



A search results page titled 'Results (2)' with an upward arrow. It displays two student profiles in a list. The first profile shows 'Last Name : Lafayette', 'Preferred Name : Marie', and a note 'This student has not filled out a profile'. Below it is a dark green button with white text that says 'Request Roommate'. The second profile shows 'Last Name : Lafayette', 'Preferred Name : Marquis', and a note 'This student has not filled out a profile'. Below it is a dark green button with white text that says 'Request Roommate'. The second button is highlighted with a red rectangular border. To the right of the profiles is a vertical sidebar with a list of steps: '4. If y room name', '5. The remir requ a per', and '6. On steps room'.

STEP 8

View your Roommate Request status

Your requests will appear highlighted until the student accepts your request. To request an additional, repeat the steps.

The screenshot shows a web interface for viewing roommate request status. At the top, there is a header with the word "Name". Below this, a yellow bar contains a vertical ellipsis icon and the text "Lafayette, Marquis". Underneath, a section titled "Unmatched Roommates:" contains a single bullet point: "Marquis Lafayette has not requested Su Leopard". At the bottom, there is a section titled "Pending Roommate Requests (1)" with a downward-pointing chevron icon.

STEP 9

View your Pending Roommate Requests (1)

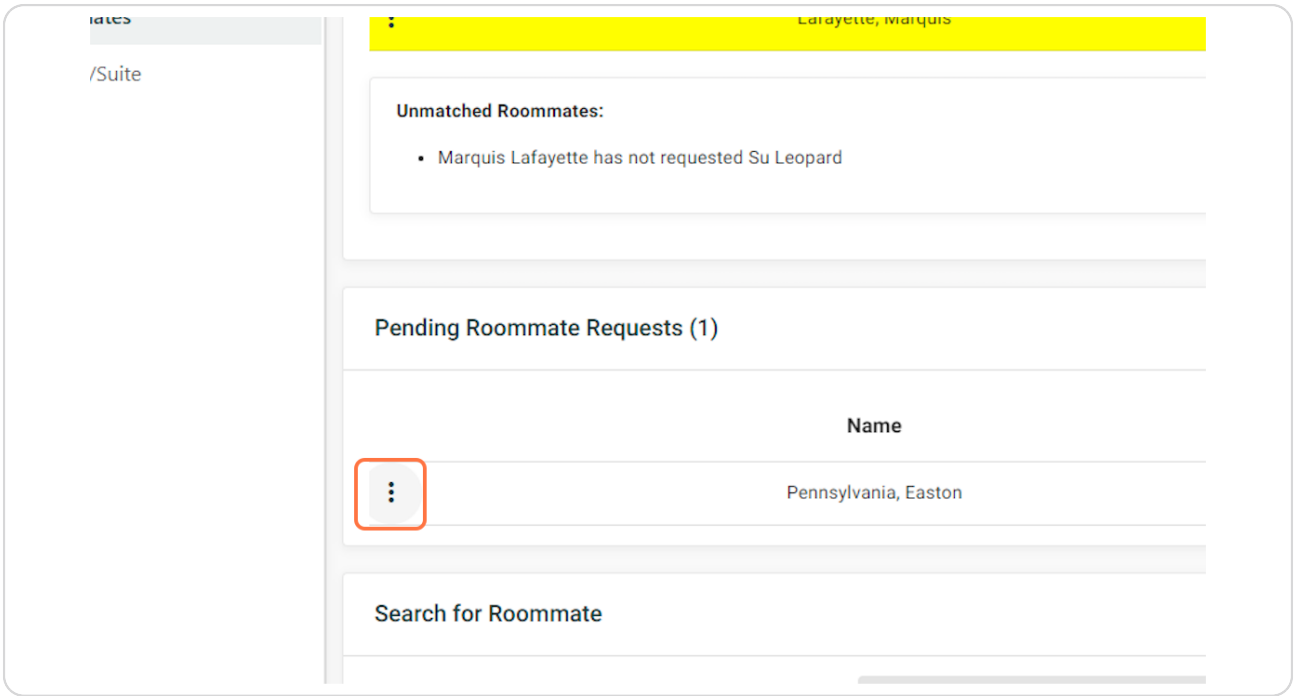
The screenshot shows a web interface for viewing pending roommate requests. On the left, there is a sidebar with a search bar and a list of items including "Roommate Requests", "Roommates", and "Room/Suite". The main content area has a header with the word "Name". Below this, a yellow bar contains a vertical ellipsis icon and the text "Lafayette, Marquis". Underneath, a section titled "Unmatched Roommates:" contains a single bullet point: "Marquis Lafayette has not requested Su Leopard". Below this, there is a section titled "Pending Roommate Requests (1)" with a downward-pointing chevron icon. At the bottom, there is a section titled "Search for Roommate" with a search bar and a "Begin Search" button. On the right side of the interface, there is a list of instructions:

1. If you search using a partial name, you will return multiple students. 1. If you search using a partial name, you will return multiple students. 1. If you search using a partial name, you will return multiple students.
2. Once selected, that student's Roommate Requests notification will be sent to the request.
3. If you have additional requests, you can search for more.
4. If you need to remove a roommate, hit the red button.
5. The green button is 'po reminder email to the roommate request or you can use the personalized email'.

STEP 10

Take Action on Roommate Requests

Click the on three dots next to the person's name



STEP 11

Accept the Request

Match by clicking the 'add person' icon. Deny the request with the 'trash can' or message the student with the 'envelope'.

Pending Roommate Requests (1)

Name

⋮

Pennsylvania, Easton

Roommate

Last Name

Last Name

Lafayette

Preferred Name

Preferred Name

👁

✉

➕

👤

🗑

Match

STEP 12

Review Status of your Roommate Group

All members of the group must request and accept each other as roommates. Read the messages below your Roommate Requests to see the status of the group. If not matched, details will be provided about what actions are required for the group to be fully matched.

Name	
⋮	Lafayette, Marquis
⋮	Pennsylvania, Easton

Unmatched Roommates:

- Marquis Lafayette has not requested Su Leopard
- Easton Pennsylvania has not requested Marquis Lafayette

STEP 13

Group is Fully Matched

Your matched group will be entered into the process for your group size.

<

×

Room Selection and Roommate Requests

Select Roommates

Select a Room/Suite

Wait List

For the Term: Fall

Roommate Requests (2)

Name	
⋮	Lafayette, Marquis
⋮	Pennsylvania, Easton

Your roommate group is fully matched.

Pending Roommate Requests (0)

Search for Roommate

Help Text

For all housing processes group participate. For your intended room an application to

1. If you search return multiple your intended room

2. Once selected your Roommate notification will the request.

3. If you have access search steps.

4. If you need to roommate, hit the