

# OWU Residential Life's Guide to Selecting Roommates

## Step 1 – Login to the Res Life Portal

The screenshot shows the top of the Residential Life Office website. A dark red header contains the text "RESIDENTIAL LIFE OFFICE" in white. Below the header is a navigation bar with links for HOME, ABOUT, OFFICES & SERVICES DIRECTORY, and RESIDENTIAL LIFE. The main content area has a white background with a dark red sidebar on the right. The sidebar contains a list of menu items: RESLIFE PORTAL LOGIN, HOUSING OPTIONS, HOUSING SELECTION, RESIDENCY REQUIREMENT, ARRIVALS & DEPARTURES, JOB OPPORTUNITIES, and IMPORTANT DATES. A red arrow points from the "RESLIFE PORTAL LOGIN" link to the text "Greetings from Ohio Wesleyan's Residential Life Office..." on the main page.

## Step 2 – Select “Roommates/Suitemates” in the dropdown box.

This screenshot shows the user's profile page in the Residential Life portal. The top navigation bar is dark red with the "Ohio Wesleyan Residential Life" logo on the left and navigation links for Home, Applications & Forms, My Info, Roommate & Room Selection, Dining, and More Tasks. A red arrow points to the "Roommate & Room Selection" dropdown menu, which is open and shows three options: "Roommates/Suitemates" (highlighted with a red arrow), "Select a Room or Suite", and "Select a Room or Suite". Below the navigation bar are three red-bordered sections: "Messages" (no messages), "Room Selection" (no processes to list), and "Room Assignments". A "Sign Out" button is in the top right, and an "Information" sidebar is on the right side.

## Step 3 – Select “Fall 2019” from the dropdown box and click “Submit”

This screenshot shows the "Roommates/Suitemates" selection form. The top navigation bar is dark red with the "Ohio Wesleyan Residential Life" logo and navigation links. Below the navigation bar is a red-bordered section titled "Roommates/Suitemates". Inside this section, there is a "Select a Term:" dropdown menu with "Fall 2019" selected. A red arrow points to the dropdown menu, and another red arrow points to the "Submit" button below it. At the bottom of the page, there is a small copyright notice: "© Adirondack Solutions, Inc - The Housing Director Self-Service v4.6".

Step 4 – Search for your roommates by using one of the two roommates search options.

The screenshot displays two search options for finding roommates. The top section is titled "Simple Roommate Search" and includes a search icon and a magnifying glass icon. Below the title, it states "None of these do not need to fill in all fields." and provides four input fields: "Last Name:", "First Name:", "Middle Initial:", and "Email Address:". A "Begin Search" button is located below the "Email Address" field. A black arrow points to the search icon, and another black arrow points to the "Begin Search" button. The bottom section is titled "Advanced Roommate Search" and includes a magnifying glass icon. It explains that "Advanced Roommate Search is available. If you already know the name or e-mail address of the student you would like to request, you should use the Simple Roommate Search above." It further states that "Advanced Roommate Search allows you to search for a roommate using specific traits or characteristics. For example, you may be able to search for a fellow student who goes to bed after 11 p.m. and keeps his/her room neat and tidy." Below this, it lists "Basic Attributes" with three input fields: "First Name:", "Middle Initial:", and "Last Name:". Under "Other Attributes", there is a question "How do you feel about your roommate using your belongings?" followed by three radio button options: "It's probably fine, but ask for permission first", "My roommates shouldn't use my things", and "Okay with TV, fridge, microwave, etc."

Step 5 – Match roommates and Select Preferred Housing

All roommates need to follow the same steps to get matched up with one another. Then, each roommate needs to revisit their housing application to preference their halls in the same order.