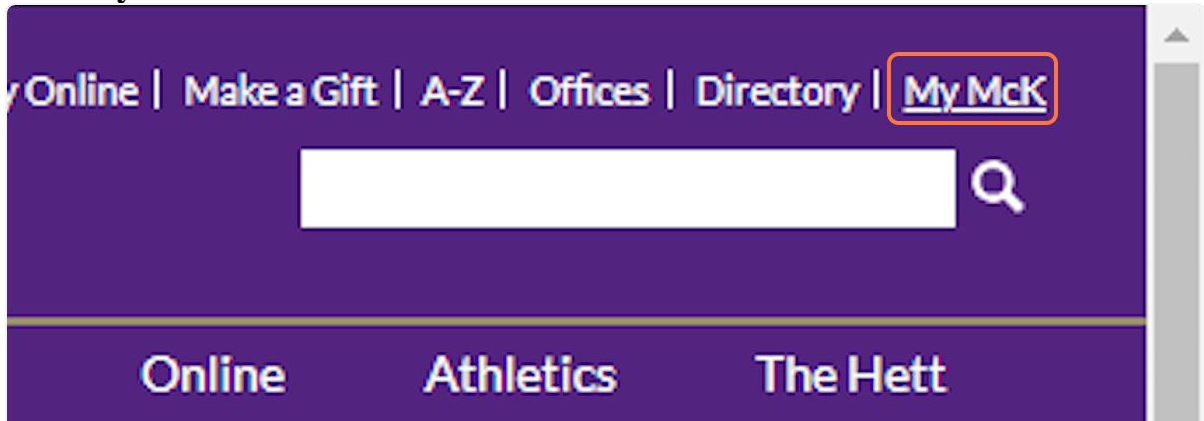


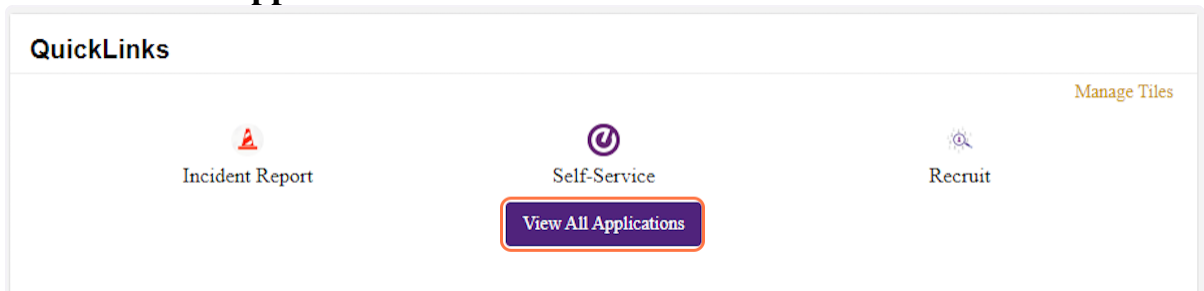
Searching for and Selecting Roommates

[Start on the McKendree University Website](#)

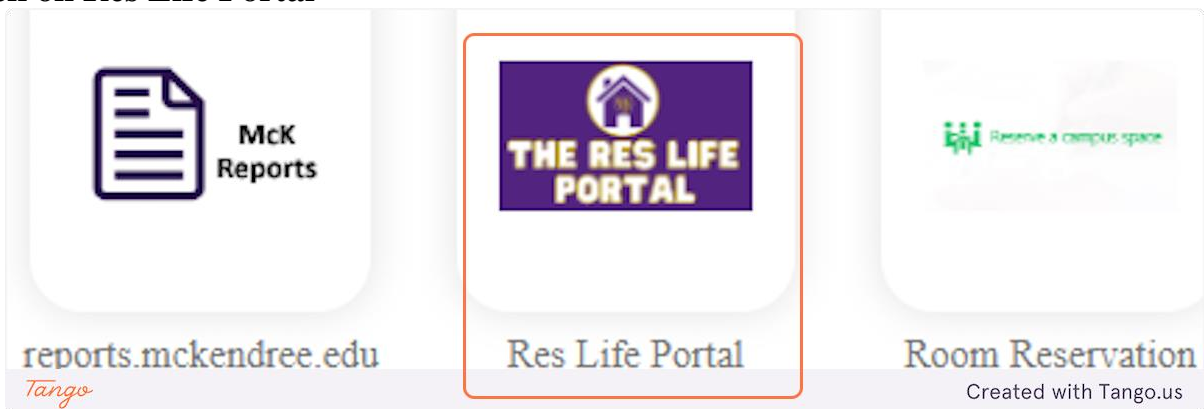
1. Click on My McK



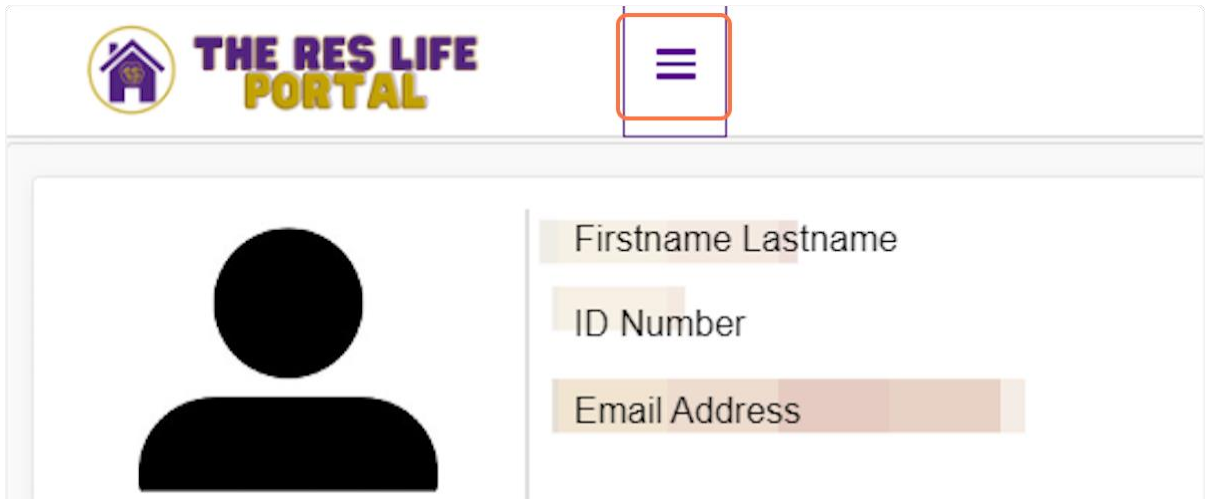
2. Click on View All Applications



3. Click on Res Life Portal



4. Click on the three bars to open the main navigation

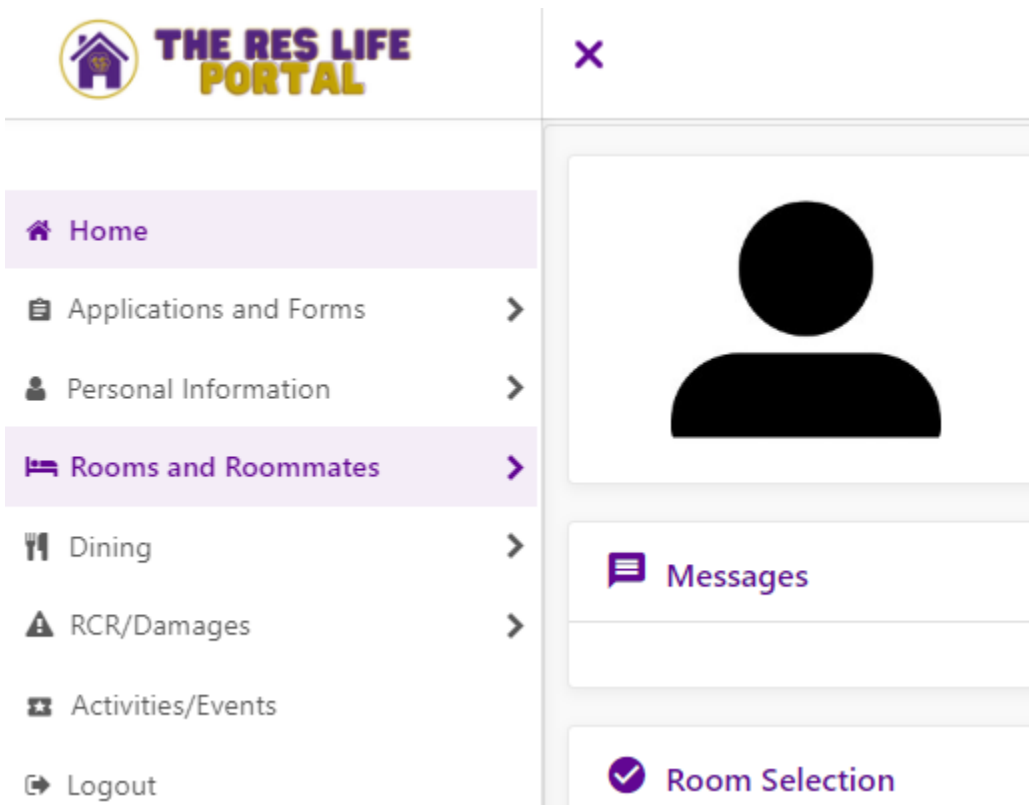


5. Searching and Selecting Roommates

You can search for someone in specific or just peruse by a preference/field for a roommate. Just go to Rooms and Roommates in the menu.

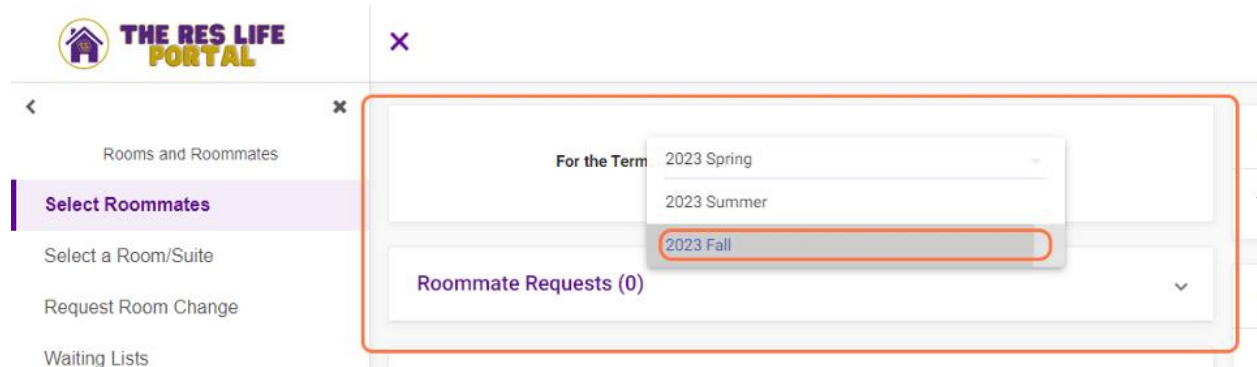
NOTE: You will only be able to find people who have completed their housing application.

NOTE 2: You will get locked out of this process on May 31. Room preferences after this point will need to go through the Office of Residence Life via email at reslife@mckendree.edu.



6. Go to Select Roommates and Choose the Correct Term

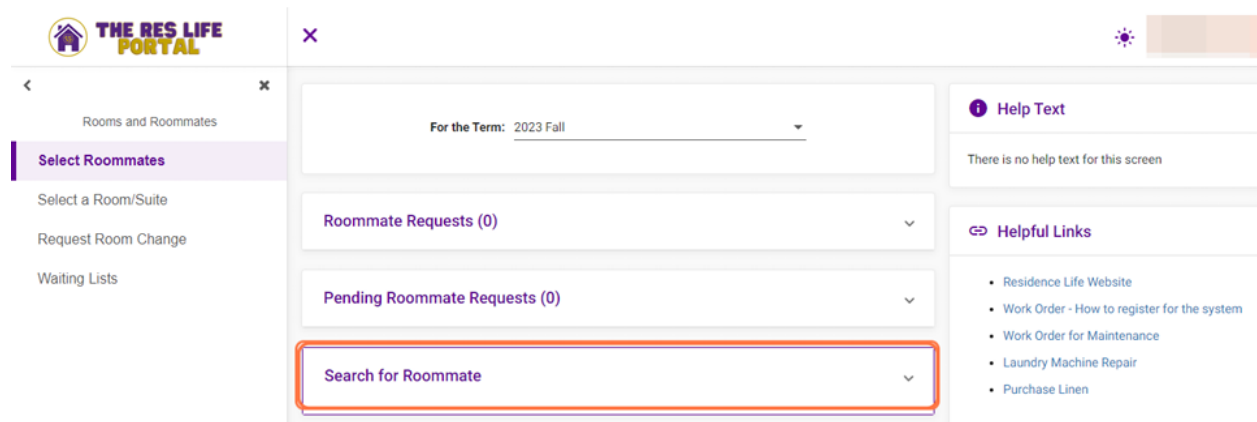
Very important: every time you go in, this screen will revert to the current term. You will want to change this to the term that you are selecting a roommate for, so in this case below the student is looking for a roommate for the 2023 Fall term.



While you may see “Select a Room/Suite” this feature has been shut off by the department since we do placements.

7. Select Search for Roommate

This option will only show up for those students who have completed their housing application. If the student is under the age of 18 when they filled out the application, then they will only see this option after their Parent/Guardian completes their contract since the application is not considered completed until the Terms and Conditions are agreed to by a legal adult.



8. Preference Fields

All of the fields here are searchable, so if you know the person's name, you can type it and pull up just that person. If you want a specific Team/Organization, you can do that too. You do not have to narrow your search at all if you do not want to. Once you select Begin Search, it will bring up all the results with matching criteria.

THE RES LIFE PORTAL

Rooms and Roommates

Pending Roommate Requests (0)

Select Roommates

Select a Room/Suite

Request Room Change

Waiting Lists

Search for Roommate

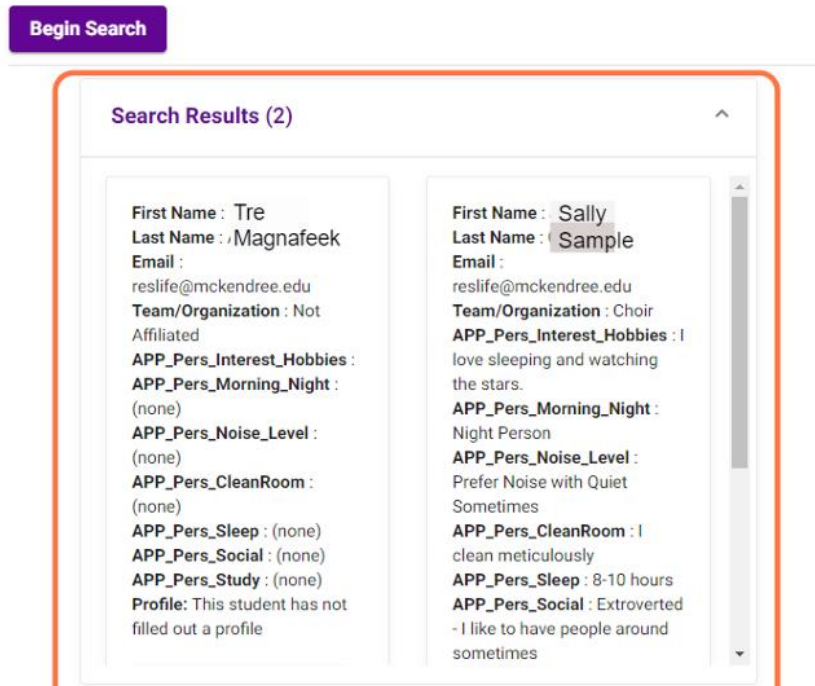
First Name	First Name
Last Name	Last Name
Email	Email
Team/Organization	Team/Organization
APP_Pers_Interests_Hobbies	APP_Pers_Interests_Hobbies
APP_Pers_Morning_Night	APP_Pers_Morning_Night

- Residency Life Website
- Work Order - How to register for the system
- Work Order for Maintenance
- Laundry Machine Repair
- Purchase Linen

RENTERS INSURANCE

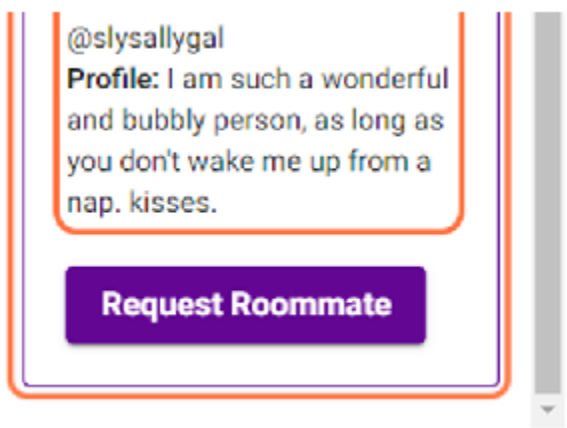
9. Profiles

Remember the Roommate Profile from the Personal Information page? That information comes here, as well as several of their selections from their application.



10. Found them!

Once you have found the person you want, click "Request Roommate". At this time an email will immediately go to the requested person's McK email saying that they have a request.



11. After the Request

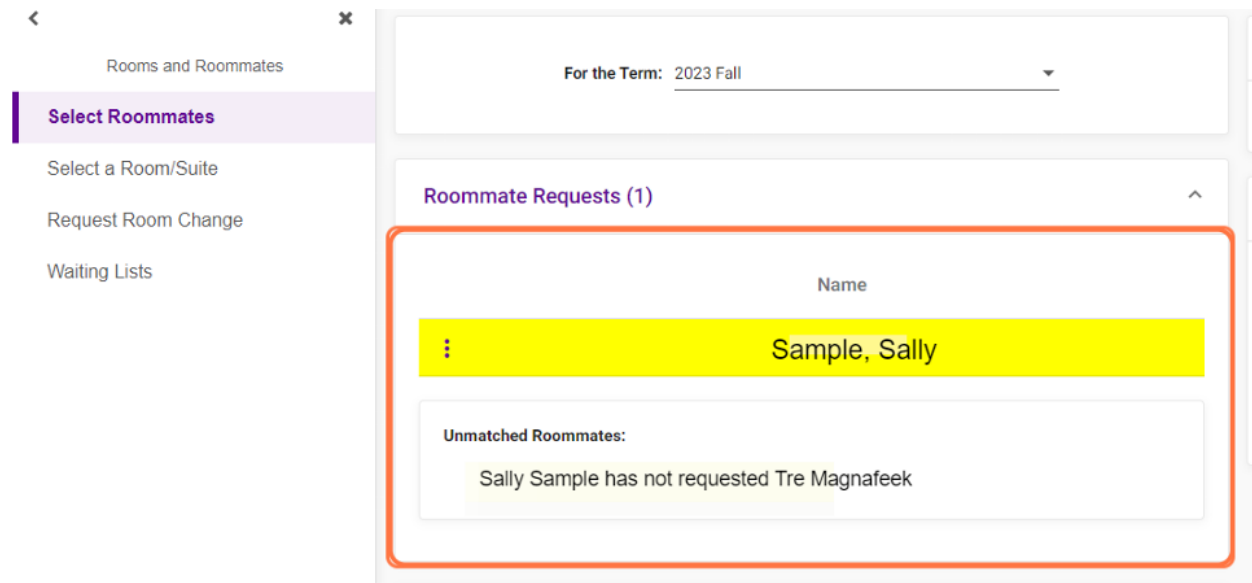
The person you requested as a roommate will then be highlighted in yellow under Roommate Requests. You can use those three dots to Poke, View, Email, or Remove them.

- Poke - A reminder is sent.
- View - This lets the requestor look at the other person's profile.
- Email - Pulls a pop-up screen that allows the student to type and send a message. The email goes to their McK email. The email will say it is from reslife@mckendree.edu, but the first line is "From Student: First Name Last Name".
- Remove - This button removes the request.

HUGE AND IMPORTANT

Our requests are mutual, so if there are 6 guys who want to live in the Summerfield Suites each guy is going to have to request the other 5 guys. Thus, if out of Matt, Mark, Luke, John, Bo, and Radley, everyone one selects the others as roommates except Luke, it will still show the "Unmatched Roommates" statement for everyone's connection to Luke, and NONE of their roommate selections are finalized.

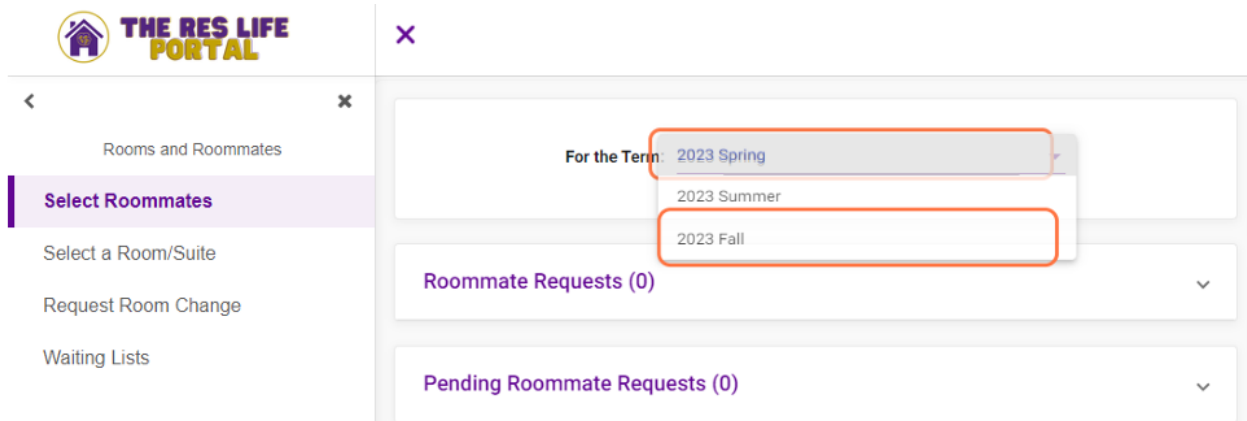
Once the other person Accepts, the yellow and the Unmatched Roommates statement go away, and a confirmation email is sent. If it is rejected, that email is also sent. Thus, below, Tre request Sally, but Sally has not mutually agreed.



The screenshot shows a web interface for managing roommates. On the left is a navigation menu with options: 'Rooms and Roommates', 'Select Roommates' (highlighted), 'Select a Room/Suite', 'Request Room Change', and 'Waiting Lists'. The main content area is titled 'For the Term: 2023 Fall'. Below this is a section for 'Roommate Requests (1)'. A table with one row is shown, where the name 'Sample, Sally' is highlighted in yellow. To the left of the name is a vertical ellipsis icon. Below the table is a section titled 'Unmatched Roommates:' containing the text 'Sally Sample has not requested Tre Magnafeek'.

Accepting or Rejecting a Request

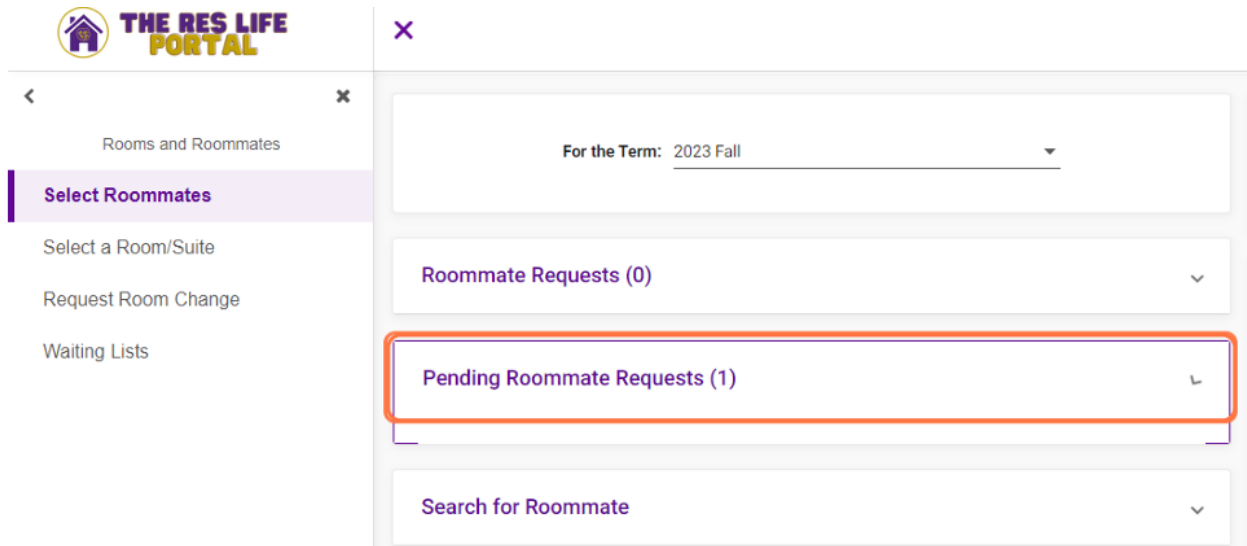
Now, from the other person's side, they take a similar path of going to **Rooms and Roommates** and then going to **Select Roommates**. Also, do not forget to change the term to the semester that you are starting school.



12. Pending Roommate Requests

You will see the Pending Request. That "1" will change to however many requests they have. A person can request up to 5 people, but you can be requested an infinite number of times.

Now, going back to our Matt, Mark, Luke, John, Bo, and Radley example from Step 11, if Bo requests Mark and Mark accepts, Mark does not (and cannot) send a roommate request – the system will automatically make it a mutual request. Both Bo and Mark will still need to request each of the other four or they will need to accept a roommate request from the other four.

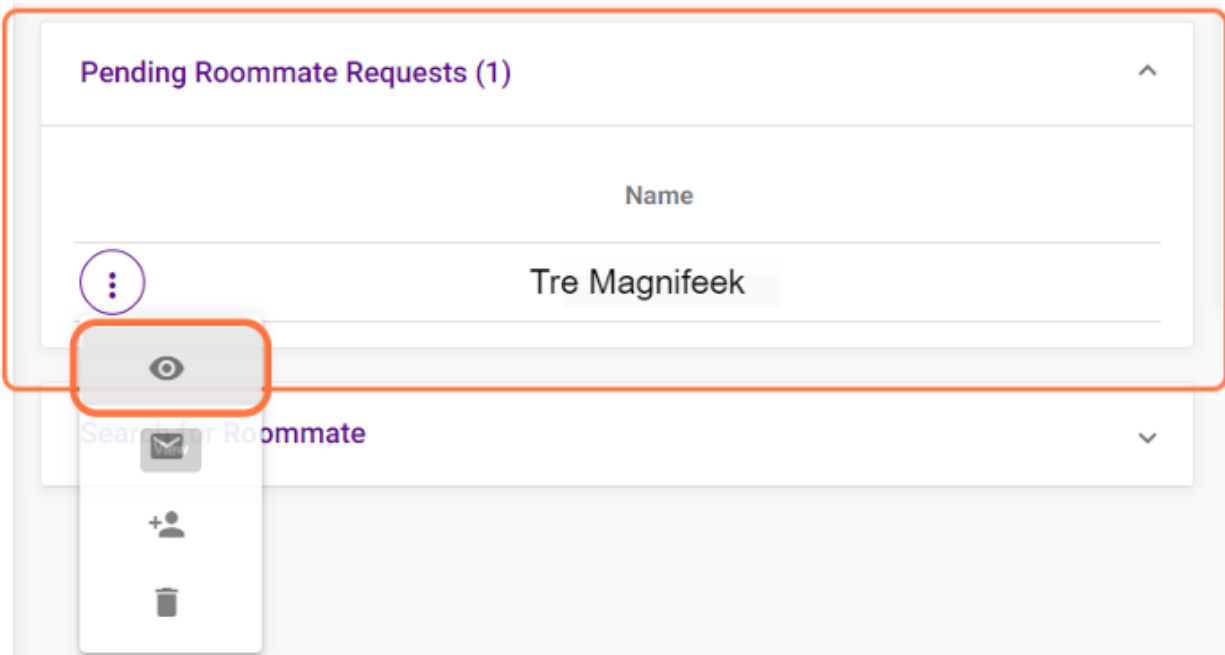


13. Options for the Pending Roommate

Now, the three dots will be on the line for the pending request. they can View, Email, Accept, and Remove.

- View - This lets the viewer look at the other person's profile.
- Email - Pulls a pop-up screen that allows the student to type and send a message. The email got to their McK email, which says it is from reslife@mckendree.edu, but the first line is "From Student: First Name Last Name".
- Accept - Accept the request.
- Remove - Denies the request.

Clicking either of the last two, send the notification email to the requestor.



14. Finished

Once all the roommates have accepted their request, you are done. The system will update a student after you are placed into rooms.

Housing assignment for the Fall term are sent out in mid-June. Housing assignments for the Spring term are sent out in early January. After housing assignments are announced students will be able to join a Waiting List if they did not receive the housing preference they desired most.