CI User Guide for Returning Roommate Group Selection

Step by Step Guide: How to Create and Join a Roommate Group:

1. Each student who wishes to be in a roommate group must create a profile with a **Screen Name**. (See detailed instructions below on creating a screen name.)
   - It is recommended to use your given name to allow members of your roommate group to view and recognize you as a roommate.
   - Members of your roommate group will also be able to see your response to your profile questions.
   - As room assignments have been confirmed your **Screen Name** will display to your Group Leader and other members of your roommate group so they can confirm that all desired members of the roommate group have been assigned.
   - If you wish for your roommates to find you in the roommate search process, be sure to check the box, **Check this box if you wish to be included in the roommate searching process.**

2. Each group of students who wishes to live together must decide on a **Group Leader.** The Group Leader has three responsibilities:
   1) Create a <u>Roommate Group</u>. This involves selecting a name for the Roommate Group and setting a password. (See instructions for Group Leaders below).
   2) Sharing the Roommate Group Name and Password with all requested roommates.
      - NOTE: Only returning students (current residents with a spring booking) who have completed their housing application through the **Confirm Application** step on or before May 7 may add themselves to a Roommate Group.
   3) Assigning all roommates within the given Roommate Group upon WAVE assignment via the opening of Room Selection.

3. After the Group Leader sets up the Roommate Group and sends out the group name and password to all desired roommates, all remaining **roommate(s) must assign themselves to the Roommate Group** using the group name and password. (See instructions for adding yourself to a roommate group below.)

Detailed Instructions to Create a Screen Name, Create a Group, and Join a Group

Instructions for Creating a Screen Name:

1. Choose a Screen Name: We recommend that you use your own given name (First Last – i.e., John Doe) to make it easy for your friends to find you; however, your screen name can be any non-vulgar word or short phrase. Most screen names have already been defaulted to your Dolphin identification (i.e. echo.dolphin123).

2. Write a description: Optional. This can be as short or long as you like, but it provides descriptive information that can be viewed by others (if you've checked to box allowing it to be viewed by others) to help you connect to other possible roommates.

3. Don't forget to check the box to allow your profile to be displayed, and if you wish to be included in a roommate group.

4. Click **Save and Continue.**

By selection of the checkbox below, you will be included in the Roommate Search for the upcoming academic term:

Check this box if you wish to be included in the roommate searching process. ☑

Screen Name *(required for participation in Roommate Group)*

We recommend the use of your name (first and last name) that you wish potential roommates to see. For example, Ekho Dolphin:

Ekho Dolphin

Description *(optional)*

Enter a description of yourself to display to potential roommates:

Returning Residents, this box should be used as an easy identifier for your Roommate Group.

EXAMPLE: TEST A GROUP - this group has been created by Ekho Dolphin. Members of this group should make selection of this group with the given password.

[Save & Continue]

Ekho Dolphin   ✖

Details

Screen Name:	Ekho Dolphin
Description:	Returning Residents, this box should be used as an easy identifier for your Roommate Group. EXAMPLE: TEST A GROUP - this group has been created by Ekho Dolphin. Members of this group should make selection of this group with the given password.
Gender:	Female
Age:	19

Smoking

Do you smoke?	No

Room Environment

Would you prefer a(n)...

Active Apartment   Quiet Apartment

What are your housekeeping habits?

Clean & neat   Usually messy

Instructions for Group Leaders to Create a Roommate Group:

See the screenshot below showing the example of CI student, **Ekho Dolphin.**

1. Click the **Roommate Group Manage** tab on the menu of numbered items across the top of the application.

2. Click **Create a new Group.**

3. Create a Group Name and Password.
    1. Select a Group Name – it can be any non-vulgar word or short phrase (three words maximum).
        *   *In the example, the designated group leader **Ekho Dolphin** has established the group "**TEST A GROUP**" as the group name.*
            *   *See example in the below screenshot* applicable to description of roommate group created by Group Leader.
            NOTE: This field is not required, however can be used as an easy identifier for roommates adding themselves to your Roommate Group.
    2. Create a password. The password must be at least 3 characters long and must contain a number. *Don't lose the password. If you forget it, you will need to contact the HRE office, or delete the group and create a new one.*
    3. Once the identifying aspects of the Roommate Group have been completed, select **Save & Continue** to move to the next step.

This page will prompt you to create a Group Name and Password.
- The next step would be to share the given Group Name and Password to desired roommates so they may add themselves to the group.

CI User Guide for Returning Roommate Group Selection

Once the group name and password has been confirmed, group members will display.

As completion of your group has been created, a message will display at the bottom of the page that states, **Your group has been successfully verified**. This should be interpreted that your group has been created and is ready to add members to the group.

Please be advised that each group will undergo a validation by the HRE administration team after May 9 to confirm all Roommate Groups meet group criteria with selection of roommates.

Step by Step guide on how to add yourself to a Roommate Group:

1. To add yourself as a **Roommate**, on the **Roommate Group Manage** page. Remember to **Create a Roommate Profile** as displayed in prior instructions.

2. Select the **Roommate Group Manage** step.

3. Next, select the hyperlink **Add yourself to a group**.

4. Add the **Group Name** and **Password** of your group in the appropriate data fields (*this information should be shared with you individually by your Roommate Group Leader*)

5. Once the name and password of your desired group have been added select **Save & Continue** to confirm your group membership.

6. The next step displays your group membership to the roommate group per entry of the group's **Name** and **Password**. Roommates that have already been added will display on the next step with designation of the Group Leader and Members.

   a. Roommates are able to confirm accuracy with the group they are adding themselves to by selection of the view of the Roommate Group Leader Profile.

7. As you have been able to confirm your membership to your **Roommate Group**, select **Save & Continue**.

   a. This will take you to the **Application Status** step until WAVE assignment has been completed via a lottery process.
   b. Information regarding your lottery selection, WAVE, and room assignment process will be emailed by May 24.

IMPORTANT NOTES:
1. Placement into the initial six WAVES of the priority room selection process will be by random lottery process from among Returning Residents that have applied and submitted a confirmed application by May 6.

2. All members of a Roommate Group will be assigned the same lottery number.

3. The designated Roommate Group Leader will be responsible for assigning all members of the group in designated facilities that accommodate a given group.

4. The creation of a Roommate Group must be completed no later than 5 p.m., May 8.
   a. This would include reassignment of a Roommate Group Leader no later than May 8.
   b. It is recommended to select a Roommate Group Leader that has already completed their housing application and is able to make the room assignment on the date of your WAVE based on group size, should your group be selected in the lottery.
   c. In order to participate in Roommate Groups, groups must have a minimum of 2 roommates and a maximum of 6 roommates according to the facility that all members of your group can be assigned to.
      i. For example, students with less than 45 units should expect to assign themselves to **Santa Cruz Village only** in a Roommate Group not to **exceed four roommates** in total.
      ii. Students with 45 units or more should expect to assign themselves in Santa Cruz Village (largest group size = 4), Anacapa Village (largest group size = 6) or Town Center (largest group size = 4, smallest group size = 2).
   d. For residents that are over 21 years of age that participate in Roommate Groups with residents that are less than 21 years of age, DCZ assignment is not allowed.
   e. HRE will conduct a verification process after May 8 to verify that all groups conform to requirements. Roommate Groups that do not fit the parameters of a minimum of two roommates or a maximum number that is equal to or less than the rooms available in the facility(s) that all roommate group members are eligible to live in may be voided by HRE.

Instructions for Common Changes to Roommate Groups

Change of Roommate Group Leader:

Should the need to change a Roommate Group Leader arise, the designated Roommate Group Leader can reassign Roommate Group Leadership to any member of the group by following the steps outlined below.
a. Log back into your student housing application and select the **Roommate Group Manage** step**.**
b. Select the option **Reassign Group Leader Responsibilities** and **Save & Continue**.
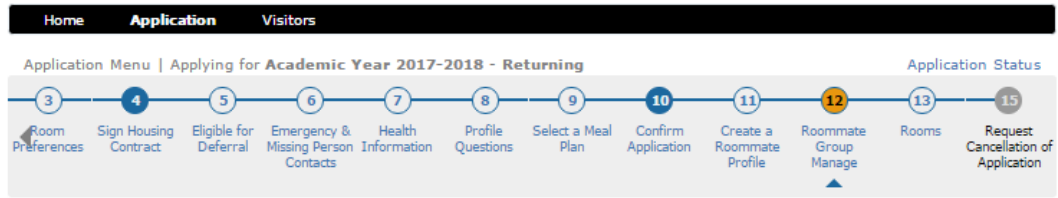
c. Once you select **Reassign group leader responsibilities**, a list of all group members displays. The current Roommate Group Leader may select one of the other students and reassign group member responsibilities.

FROM:
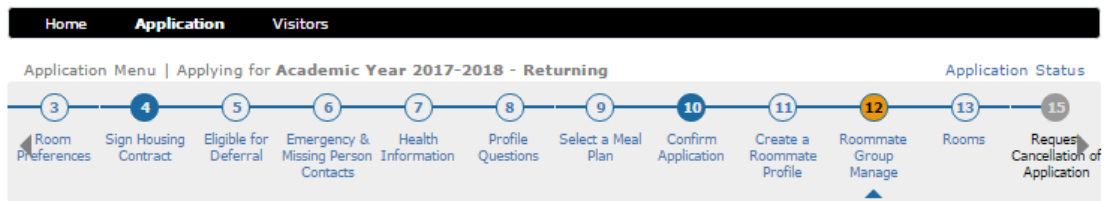
TO:
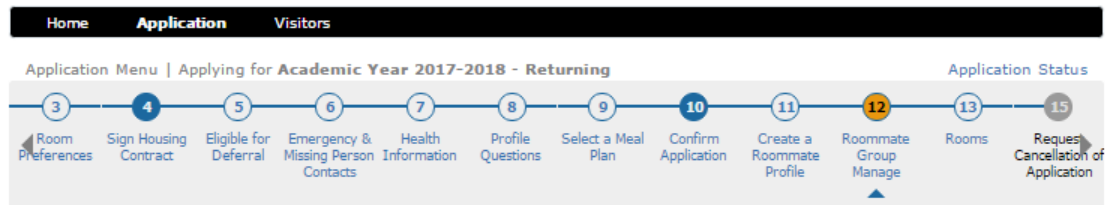
d. Once the **Save & Continue** button is selected, the new Roommate Group Leader is displayed.

e. Finally, when Group Leadership is reassigned, it is VERY IMPORTANT that the former Group Leader share the following information with their group members:
1) The responsibilities of being the NEW Roommate Group Leader with new person selected.
2) The name and password of the group with the NEW Roommate Group Leader.
3) Notify all group members of the NEW Roommate Group Leader.

Some common reasons for change in Roommate Group Leader include:
- Former Roommate Group Leader is not available on the date of the designated group WAVE assignment to complete room assignments for all group members.
- Cancellation of the student housing application for the original Roommate Group Leader.
    - NOTE: If you are a Roommate Group Leader or Member and you wish to cancel your license, the **Request to Cancel License Agreement** option will not be available to

you until you have cancelled your group membership, either by reassigning Group Leader responsibilities (as a Roommate Group Leader), or you leave the group as a member of a group.

**Leaving a Group as a Member of a Group:**

If you are a member of a group and no longer wishes to be a part of that group, you can remove yourself by completing the steps outlined below,

1. Log back into your student housing application and select the **Roommate Group Manage** step.

2. Under the Options portion of the page select **Leave this group** and **Save & Continue**.

3. As this option is selected, you will be prompted to confirm your selection by display of the message below.

---
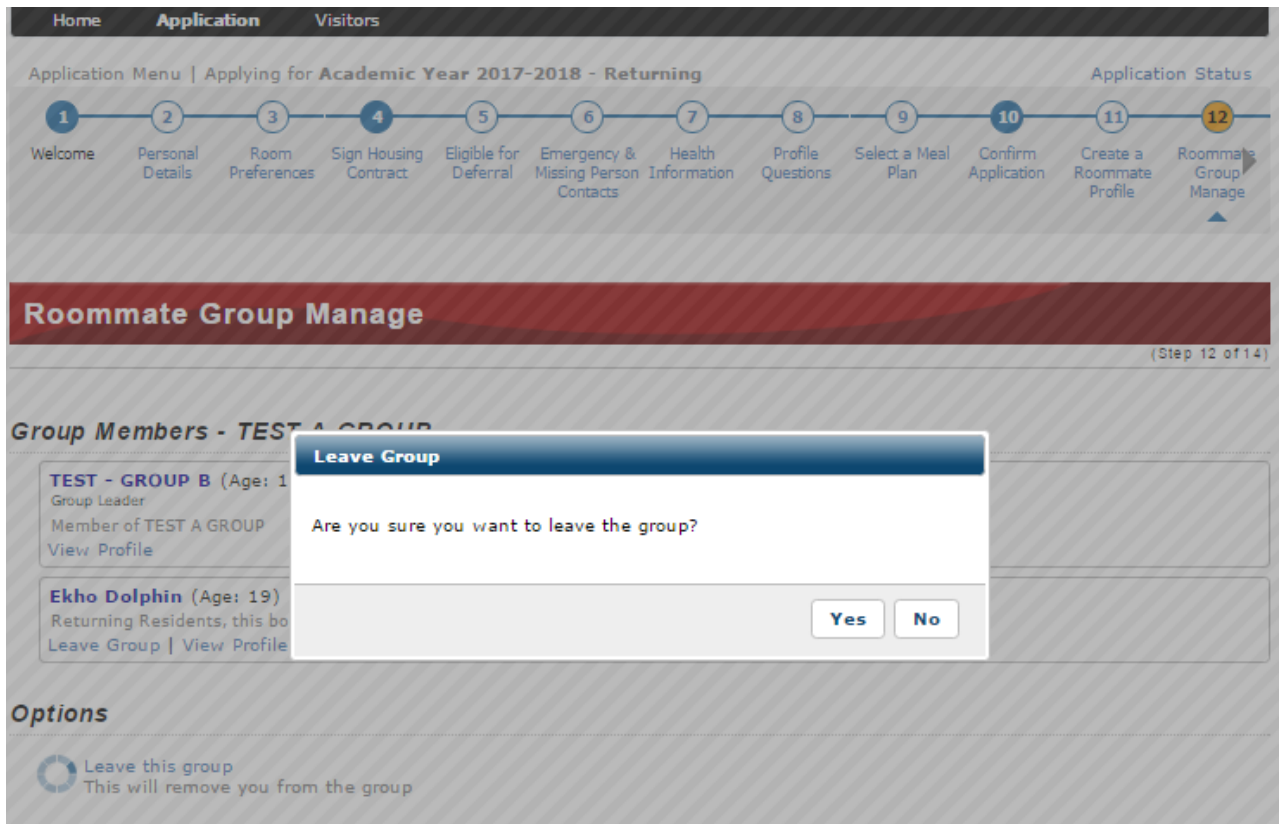
4. If you are sure you want to leave the group select the option **YES**.

5. Once this option is selected, you will see the statement that you are no longer part of a Roommate Group.
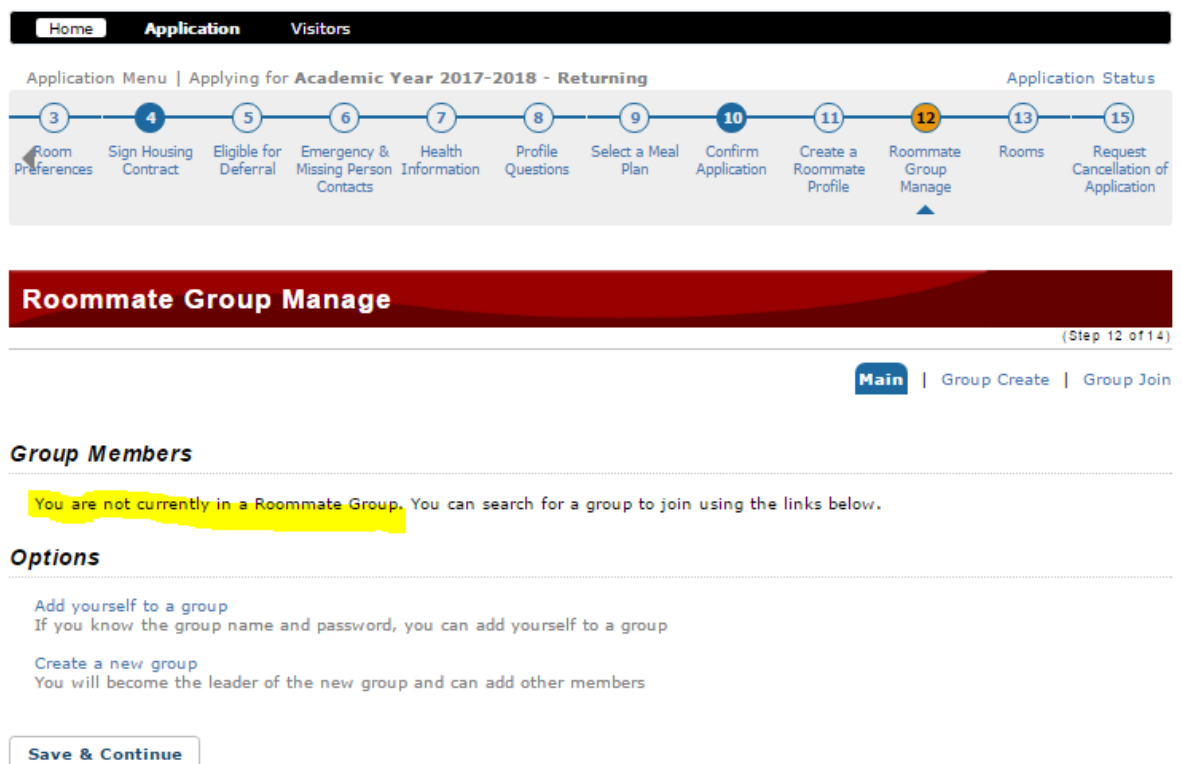
6. You can begin the process all over again and either create your own group or add yourself to a different Roommate Group.

NOTE:
- You cannot be included in more than one Roommate Group at any given time.
- Once you have removed yourself from a group, the Roommate Group Leader will receive a message that a member has removed themselves from the group.

Deleting a Group as a Roommate Group Leader:

If you are a Roommate Group Leader that wishes to disassemble a group and have already spoken with all members of the group, this can be achieved by completing the steps outlined below,

1. Log back into your student housing application and select the **Roommate Group Manage** step.

2. Under the Options portion of the page select **Delete this group**.
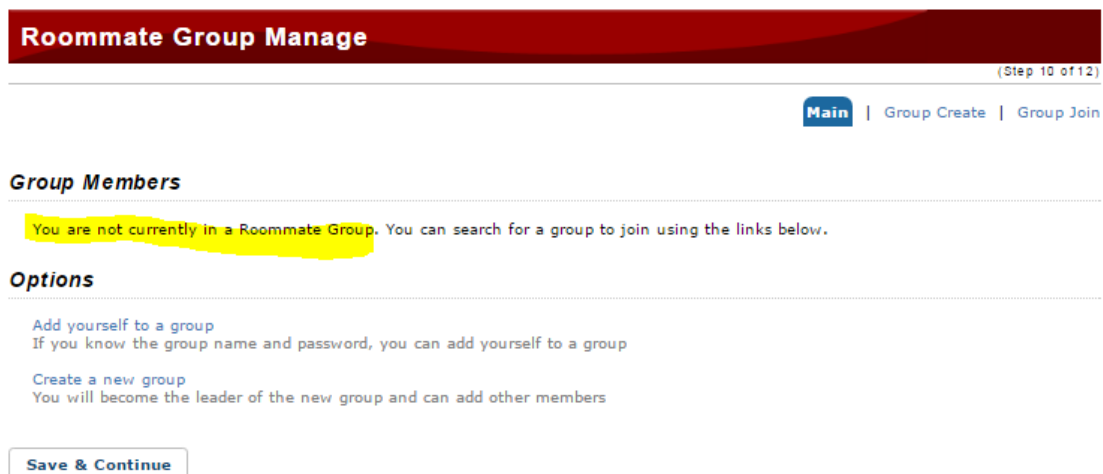

3. Once this option is selected, you will be prompted by a message to confirm if you **Are sure you want to delete this group: TEST A GROUP**?
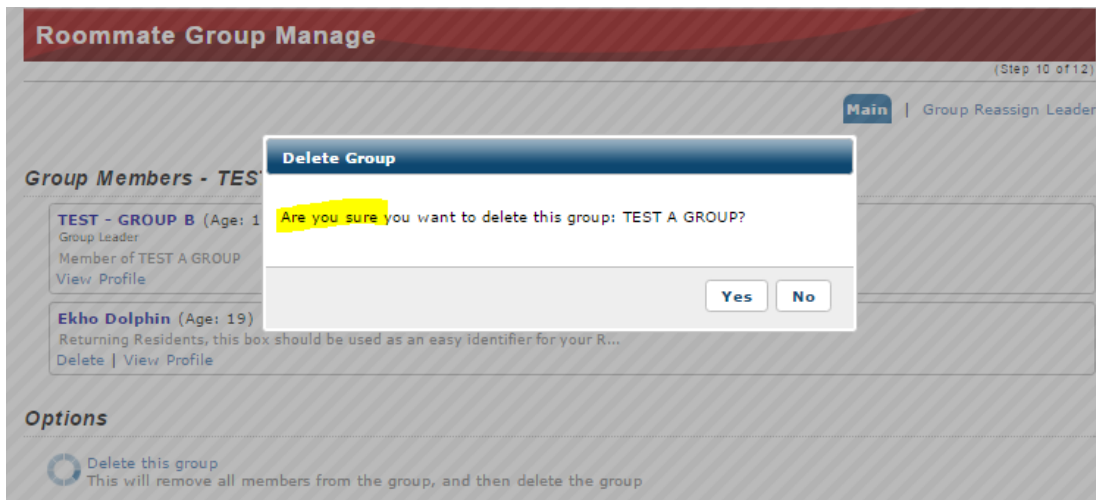
4. If **Yes** is selected, a confirmation message will display that you are not part of any roommate group. You can begin the process again either adding yourself to a group or creating a new group.

5. All members of the deleted group will receive an automated email sharing that the Roommate Group was deleted by the designated Roommate Group Leader.

Forgot Password to Group as a Roommate Group Leader:

If you are a Roommate Group Leader and you have forgotten the group name and/or password that you used to create your group, this information can be retrieved by contacting the main HRE office OR by deleting your group and starting over with the create roommate group process.

IMPORTANT: As a Roommate Group Leader, it is essential that the Group Name and Password be written down and share carefully with your members of your Roommate Group.