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:

- 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 bo identifier for your Roommate GROUP - this group has bee Members of this group shoul with the given password.	x should be used as an easy e Group. EXAMPLE: TEST A n created by Ekho Dolphin. Id make selection of this group
Gender:	Female	
Age:	19	
Smoking		
Do you smoke?	No	
Room Environment		
Would you prefer a(n)	Active Apartment	Quiet Apartment
What are your housekee	eping 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.

Home	Applica	tion	Visitors								
Applicati	on Menu Ap	oplying for	Academic	fear 2017 [.]	-2018 - Re	turning				Applic	ation Status
	-0-		6							-13-	15
Room Preferences	Sign Housing Contract	Eligible for Deferral	Emergency & Missing Person Contacts	Health Information	Profile Questions	Select a Meal Plan	Confirm Application	Create a Roommate Profile	Roommate Group Manage	Rooms	Request Cancellation of Application
Room	nmate G	roup l	Manage								
											(Step 12 of 14)
								м	ain Grou	ip Create	Group Join
Group M	Members										
You are	not currently	y in a Room	mmate Group	. You can s	search for a	group to joi	n using the	links below			
Options	;										
Add you If you k	urself to a gro know the grou	up up name a	nd password,	you can a	dd yourself	to a group					
Create	a new group										

You will become the leader of the new group and can add other members

You will become the leader of the new group and can add other members

Save & Continue

Applicatio	on Menu A	pplying for	Academic	Year 2017-	-2018 - Re	turning				Applic	ation Statu
-3	-0-				-8-						15
Room references	Sign Housing Contract	Eligible for Deferral	Emergency & Missing Person Contacts	Health Information	Profile Questions	Select a Meal Plan	Confirm Application	Create a Roommate Profile	Roommate Group Manage	Rooms	Request Cancellatio Applicatio
					_						
Room	mate G	roup	Manage	- Grou	p Crea	ite					
Room	mate G	roup	Manage	- Grou	p Crea	ite					(Step 12 of
Room	mate G	roup l	Manage	- Grou	p Crea	ite		Mai	n Group	Create	(Step 12 of
Room	mate G	roup I	Manage	- Grou	p Crea	ite		Mai	n <mark>Group</mark>	Create	(Step 12 of
Room ame: TEST A GR	ROUP	iroup I	Manage	- Grou	p Crea	ite		Mai	n <mark>Group</mark>	Create	(Step 12 of
ame: EST A GR		roup	Manage	- Grou	p Crea	lte		Mai	n Group	Create	(Step 12 of
ame: EST A GR assword:	ROUP	roup	Manage	- Grou	p Crea	ite		Mai	n Group	Create	(Step 12 of
ame: EST A GR assword: 	ROUP	roup	Manage	- Grou	p Crea	ite		Mai	n <mark>Group</mark>	Create	(Step 12 of

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.

Home	Applica	tion	Visitors								
Application	Menu Aj	oplying fo	r Academic	Year 2017	-2018 - Re	eturning				Applica	ation Status
-3	-0			-7-					<u>12</u>		15
Room S references	Sign Housing Contract	Eligible for Deferral	Emergency 8 Missing Person	k Health n Information	Profile Questions	Select a Meal Plan	Confirm Application	Create a Roommate	Roommate Group	Rooms	Request Cancellation (
			Contacts					Profile	Manage		Application
Roomr	nate G	roup	Manage	;							
											(Step 12 of 1
									Main	Group Re	assign Lead
roup Me	embers ·	TEST	A GROUI	P							
Ekho De	olphin (Ag	e: 19)									
Returnin View Pro	g Residents ofile	, this box	should be use	ed as an easy	identifier fo	or your R					
Options											
Delete thi	is group		6 11								
This will r	remove all	members	trom the gro	up, and the	n delete th	e group					
Reassign	the role of	Group Lea	ader to anoth	ner student	in the grou	р.					
Your grou	p has been	successfu	ully verified								
Save & C	ontinue										

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.

Applicatio	n Menu A	Applying for A	Academic	Year 2017-2	2018 - Ret	urning	-	~	-	Applica	ation Statu
0-	-2-		-4-	5		-0-	-8-			-0-	13
Welcome	Personal Details	Sign Housing Contract	Eligible for Deferral	Emergency & Missing Person Contacts	Health Information	Profile Questions	Confirm Application	Create a Roommate Profile	Roommate Group Manage	Rooms	Reque: Cancellatio Applicati
Room	mate G	Group M	lanage	•							
		<u> </u>									
		-									(Step 10 (
								Ma	ain Grou	p Create	(Step 10 o
								Ma	ain Grou	p Create	(Step 10 (
								Ma	ain Grou	p Create	(Step 10 (
roup M	embers							Ma	ain Grou	p Create	(Step 10 c
roup M You are 1	embers	ly in a Room	mate Grou	ip. You can se	earch for a c	group to joi	n using the	Ma	ain Grou	p Create	(Step 10 c
roup M You are i	embers	dy in a Room	mate Grou	ip. You can se	earch for a g	group to joi	n using the	Ma links below.	ain Grou	p Create	(Step 10 c
roup M You are 1 ptions	embers	ly in a Room	mate Grou	ip. You can se	earch for a g	group to joi	n using the	Ma	sin Grou	p Create	(Step 10 c
roup M You are n ptions	embers	ly in a Room	mate Grou	ip, You can se	earch for a g	group to joi	n using the	Ma	in Grou	p Create	(Step 10 c
roup M You are t ptions	embers not current self to a gr	dy in a Room	mate Grou	ip, You can se d. vou can ad	earch for a g	group to joi	n using the	Ma links below.	ain Grou	p Create	(Step 10 c
You are to You are to Ptions Add your If you kr	embers not current self to a gr	dy in a Room oup oup name an	mate Grou d password	ip. You can se d, you can ad	earch for a g	group to joi o a group	n using the	Ma links below.	ain Grou	p Create	(Step 10 c
You are n You are n ptions Add your If you kr Create a You will	embers not current self to a gr new group become the	ly in a Room roup oup name an e leader of th	mate Grou d password	ip, You can se d, you can ad	earch for a g Id yourself to	group to joi o a group embers	n using the	Ma links below.	ain Grou	p Create	(Step 10 c

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*)

0-				(5)			-8-				(13
Welcome	Personal Details	Sign Housing Contract	Eligible for Deferral	Emergency & Missing Person Contacts	Health Information	Profile Questions	Confirm Application	Create a Roommate Profile	Roommate Group Manage	Rooms	Reque Cancellat Applica
									-		
Room	mate G	Group M	lanage	- Grou	p Join						
Room	mate G	Group M	lanage	- Grou	p Join						(Step 10 (
Room	mate G	Group M	lanage	- Grou	p Join			Mai	a L Graup (Create I	(Step 10 c
Room	mate G	Group M	lanage	- Grou	p Join			Mai	n Group (Create	(Step 10 c
Room	mate G	Group M	lanage	- Grou	p Join			Mai	n Group (Create	(Step 10 c
Room	mate C	Group M	lanage wish to join	- Grou	p Join			Mai	n Group (Create	(Step 10 o
Room	mate C	e group you	lanage	- Grou	p Join			Mai	n Group (Create	(Step 10 c
Room	mate G etails of the	Group M	lanage	- Grou	p Join			Mai	n Group (Create	(Step 10 d

- 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.

Application	n Menu A	pplying for P	\cademic	Year 2017-	2018 - Ret	urning				Applica	tion Status
0-			-(4)-	5		-7-					13
Welcome	Personal Details	Sign Housing Contract	Eligible for Deferral	Emergency & Missing Person Contacts	Health Information	Profile Questions	Confirm Application	Create a Roommate Profile	Roommate Group Manage	Rooms	Request Cancellation Application
Room	mate G	roup M	lanage	;							
											(Step 10 of 12
FOUP M	embers olphin (Ag	- TEST A	GROU	P							
Ekho D Group Lea Returnir View Pro	olphin (Ag oder ng Resident: ofile	• TEST A ge: 19) s, this box sho	GROU	P ed as an easy i	identifier for	your R					
Ekho D Group Lee Returnin View Pri TEST - Member Leave G	embers olphin (Ag der og Resident ofile GROUP B of TEST A G roup View	- TEST A ge: 19) s, this box shu (Age: 19) ROUP w Profile	GROU	P Id as an easy i	identifier for	your R					
Ekho D Group Lee Returnir View Pri TEST - Member Leave G	embers olphin (Ag der ng Resident: ofile GROUP B of TEST A G roup View	- TEST A ge: 19) s, this box shu (Age: 19) ROUP W Profile	GROU	P :d as an easy i	identifier for	your R					
roup M Ekho D Group Lea Returnin View Pro TEST - Member Leave G ptions	embers olphin (A der ig Residenti file GROUP B of TEST A C roup View s group remove you	e: 19) (Age: 19) (Age: 19) (Age: 19) (ROUP) W Profile	GROU ould be use	P	identifier for	your R					

- 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.
 - 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.

<u> </u>									12		
Room ferences	Sign Housing Contract	Eligible for Deferral	Emergency & Missing Person Contacts	Health Information	Profile Questions	Select a Meal Plan	Confirm Application	Create a Roommate Profile	Roommate Group Manage	Rooms	Reques Cancellatio Applicati
oom	mate G	iroup l	Manage								
											(Step 12 o
									Main	Group Re	assign Le
oup N	lembers ·	- TEST	A GROUP	•							
OUP N	lembers Dolphin (Ag	- TEST	A GROUF	•							
COUP N Ekho I Group Le	lembers Dolphin (Ag	- TEST ,	A GROUP	•							
OUP N Ekho I Group Le Return	1embers Dolphin (Ag rader	- TEST , ge: 19) s, this box s	A GROUF	as an easy	identifier fo	r your R					
OUP N Ekho I Group Le Returni View P	lembers Dolphin (Ag ader ing Residents rofile	- TEST , ge: 19) s, this box s	A GROUF	as an easy	identifier fo	r your R					
Ekho I Group Le Returni View P	Dolphin (Ag eader ing Residents rofile	- TEST , ge: 19) s, this box s (Age: 19)	A GROUF	as an easy	identifier fo	r your R					
OUP N Ekho I Group Le Returni View P TEST - Membe	Colphin (Ag eader ing Residents rofile • GROUP B er of TEST A G	- TEST , ge: 19) s, this box s (Age: 19) ROUP	A GROUF	as an easy	identifier fo	r your R					
OUP M Ekho I Group Le Returni View P TEST - Membe Delete	Dolphin (Ag eader ing Residents rofile GROUP B er of TEST A G View Profil	- TEST , ge: 19) s, this box s (Age: 19) ROUP	A GROUF	as an easy	identifier fo	r your R					
OUP M Ekho I Group Le Returni View P TEST - Membe Delete	Dolphin (Ag eader ing Residents rofile GROUP B er of TEST A G View Profil	- TEST , ge: 19) s, this box s (Age: 19) ROUP le	A GROUF) as an easy	identifier fo	r your R					
oup M Ekho I Group Le Returni View P TEST - Membe Delete	Tembers - Dolphin (Ag ader ing Residents rofile - GROUP B r of TEST A G View Profil	- TEST . ge: 19) s, this box s (Age: 19) ROUP le	A GROUF	as an easy	identifier fo	r your R					
oup M Ekho I Group Le Returni View P TEST - Membe Delete	Tembers - Dolphin (Ag ader ing Residents rofile - GROUP B - GROUP B - rof TEST A G View Profil	- TEST , je: 19) s, this box s (Age: 19) ROUP le	A GROUF	as an easy	identifier fo	r your R					
oup M Ekho I Group Le Returni View P TEST - Membe Delete	Tembers - Dolphin (Ag ader ing Residents rofile - GROUP B r of TEST A G View Profil	- TEST , je: 19) s, this box s (Age: 19) ROUP le	A GROUF	, i as an easy	identifier fo	r your R					
Coup M Ekho I Group Le Returni View P TEST - Membe Delete Delete	Tembers - Dolphin (Ag ing Residents rofile - GROUP B - GROUP B - GROUP B - GROUP B - I View Profil his group - remove all	- TEST , je: 19) s, this box s (Age: 19) ROUP le members f	A GROUF	l as an easy	identifier fo	r your R					
Coup M Ekho I Group Le Return View P TEST - Membe Delete Delete Delete t This will Reassign	Action Content of the second s	- TEST . pe: 19) s, this box s (Age: 19) ROUP le members f members f	A GROUF	as an easy	identifier fo	r your R e group					
Coup M Ekho I Group Le Return View P TEST - Membe Delete Delete Delete t This will Reassign Reassign	Acmbers - Dolphin (Ag ader ing Residents rofile GROUP B ar of TEST A G View Profil View Profil his group remove all group leade the role of	- TEST , je: 19) s, this box s (Age: 19) ROUP le members f Group Lea	A GROUF) as an easy up, and ther	identifier fo n delete the	r your R e group p.					
oup M Ekho I Group Le Returni View P TEST - Membe Delete Delete Delete tions	Acmbers - Dolphin (Ag ader ing Residents rofile - GROUP B r of TEST A G View Profil his group remove all a group leade t the role of	- TEST , je: 19) s, this box s (Age: 19) ROUP le members f er responsi Group Lea	A GROUF) as an easy p, and then er student i	identifier fo n delete the	e group					

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:

Home	Applica	tion	Visitors								
Application	n Menu Ap	plying for	Academic Y	ear 2017-	2018 - Rei	turning				Applica	tion Status
											15
Room Preferences	Sign Housing Contract	Eligible for Deferral	Emergency & Missing Person Contacts	Health Information	Profile Questions	Select a Meal Plan	Confirm Application	Create a Roommate Profile	Roommate Group Manage	Rooms	Reques Cancellation of Application
Room	mate G	roup N	lanage	- Grou	p Reas	sign Le	ader				
											(Step 12 of 14)
								I	Main Gro	oup Reas	sign Leader
Group Le	ader:										
Ekho D	olphin					•					
Ekho D TEST -	olphin GROUP B					-					
Save & C	Continue										

Home	Applicat	tion	Visitors								
Application I	Menu Ap	plying for	Academic Ye	ear 2017-2	2018 - Rei	turning				Applica	ation SI
	-0				-8-						(
Room Si Preferences	ign Housing Contract	Eligible for Deferral	Emergency & Missing Person 1 Contacts	Health Information	Profile Questions	Select a Meal Plan	Confirm Application	Create a Roommate Profile	Roommate Group Manage	Rooms	Re Cance App
									_		
Deeme				<u></u>	- Door						
Roomm	nate Gi	roup N	/lanage -	Grou	p Reas	sign Le	ader				(Sten 1
Roomm	nate Gi	roup N	lanage -	Grou	p Reas	sign Le	ader				(Step 1
Roomm	iate Gi	roup N	lanage -	Grou	p Reas	sign Le	ader		Main Gr	oup Reas	(Step 1: sign L
Group Leas	nate Gi	roup N	lanage -	Grou	p Reas	sign Le	ader		Main Gr	oup Reas	(Step 1 sign L
Group Lead Ekho Dolp	der:	roup N	lanage -	Grou	p Reas	sign Le	ader		Main Gr	oup Reas	(Step 1 sign L
Group Lead Ekho Dolp Ekho Dolp	der: phin phin	roup N	lanage -	Grou	p Reas	sign Le	ader		Main Gr	oup Reas	(Step 1 sign L

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

Applicatio	n Menu Aj	pplying for	Academic ۱	fear 2017-	2018 - Re	turning		-		Applica	ation Status
	-0-			-7-							15
Room Preferences	Sign Housing Contract	Eligible for Deferral	Emergency & Missing Person Contacts	Health Information	Profile Questions	Select a Meal Plan	Confirm Application	Create a Roommate Profile	Roommate Group Manage	Rooms	Request Cancellation of Application
Room	mate G	roup I	Manage								
											(Step 12 of 14)
Group M TEST - Group Le Membe View P	GROUP B GROUP B ader r of TEST A G	- TEST / (Age: 19) ROUP	A GROUP	•							
Ekho I Returni Leave (Dolphin (Ag ing Residents Group View	je: 19) ;, this box s / Profile	hould be used	as an easy	identifier fo	r your R					
Options											
Leave th This will	is group remove you	from the	group								

Your group has been successfully verified

Save & Continue

- 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.

0-	2	(3)	-0-		(6)	-(7)					1 2
Welcome	Personal Details	Room Preferences	Sign Housing Contract	Eligible for Deferral	Emergency & Missing Person I Contacts	Health	Profile Questions	Select a Meal Plan	Confirm Application	Create a Roommate Profile	Room Gro Mana
Room	mate G	iroup N	lanage								
										(\$	Step 12
roup M	embers	- TEST A	GROUP								
		(Acc: 19)									
TEST -	GROUP B	(Age: 15)									
Group Le Membe	GROUP B ader r of TEST A G	ROUP									
Group Le Membe View Pr	GROUP B ader r of TEST A G rofile	(Age: 19)									
TEST - Group Le Membe View Pr Ekho I Returni Leave C	GROUP B ader r of TEST A G rofile Oolphin (A ng Resident Broup View	(Age: 19) ge: 19) s, this box sh	ould be used	as an easy	identifier for yo	our R					
TEST - Group Le Membe View Pr Ekho E Returni Leave C	GROUP B ader r of TEST A G ofile Dolphin (As ng Resident Group View	(Rge: 19) sROUP ge: 19) s, this box sh w Profile	ould be used	as an easy	identifier for yo	our R					
TEST - Group Le Membe View Pr Ekho I Returni Leave (Dtions	GROUP B ader rof TEST A C of TEST A C of Ie Oolphin (A ng Resident Aroup View is group remove you	ge: 19) s, this box sh w Profile	iould be used	as an easy	identifier for yo	our R					
TEST - Group Le Membe View Pr Ekho L Returni Leave C Dtions	GROUP B ader r of TEST A C of	ge: 19) sROUP ge: 19) s, this box sh w Profile u from the g	ould be used group ly verified	as an easy	identifier for yo	our R					

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

CI User Guide for Returning Roommate Group Selection

n	2	3		-(5)-	6	0	(8)-	-0-	10	-11)	12
elcome	Personal Details P	Room Preferences	Sign Housing Contract	Eligible for Deferral	Emergency & Missing Person Contacts	Health Information	Profile Questions	Select a Meal Plan	Confirm Application	Create a Roommate Profile	Roomm Grou Mana
oomi	mate Gr	oup M	lanage							(5	Step 12 (
oomi	mate Gr embers -	TEST	eave Group	,						(\$	Step 12 (
OOMI Dup Mo TEST - Group Lea Member View Pro	embers - GROUP B (A der of TEST A GRO	TEST A Age: 1	eave Group	you want t	to leave the g	roup?				(5	Step 12 (
oomi oup Mo TEST - Group Lea Member View Pro Ekho D Returnir Leave G	embers - GROUP B (A of TEST A GRO offle olphin (Age: ng Residents, t roup View I	TEST A Age: 1 OUP A : 19) this bo Profile	Leave Group	you want t	to leave the g	roup?	Y	es No			Step 12

- 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.

Home	Applica	tion	Visitors								
Applicatio	on Menu Aj	pplying for	Academic Year	2017-201	18 - Ret	urning				Applica	ation Status
	-0-		(7)(7	8-				12		
Room Preferences	Sign Housing Contract	Eligible for Deferral	Emergency & He Missing Person Infor Contacts	ealth I mation Qu	Profile uestions	Select a Meal Plan	Confirm Application	Create a Roommate Profile	Roommate Group Manage	Rooms	Request Cancellation of Application
Room	mate G	roup l	Manage								
											(Step 12 of 14)
Group	lembers							M	ain Grou	p Create	Group Join
You are	not currently	y in a Roo	nmate Group, You	ı can sear	ch for a g	group to joir	n using the	links below	•		
Options											
Add you If you k	rself to a gro now the grou	oup up name a	nd password, you	can add y	/ourself t	o a group					
Create a You will	new group become the	leader of	the new group an	d can add	other m	embers					
Save &	Continue										

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**.

pplication	n Menu /	Applying for I	Academic	Year 2017-	2018 - Ret	urning				Applica	tion Sta
0-	_2_		-4-	5		-7-	-8-				-0
elcome	Personal Details	Sign Housing Contract	Eligible for Deferral	Emergency & Missing Person Contacts	Health Information	Profile Questions	Confirm Application	Create a Roommate Profile	Roommate Group Manage	Rooms	Req Cancell Applic
										_	
oom	mate (Group M	lanage	•							(Step 10
									Main	Group Re	assign l
oup M	embers	- TEST A	GROU	P							
TEST -	GROUP B	(Age: 19)									
Member View Pro	of TEST A (ofile	GROUP									
Ekho D Returnir Delete	olphin (A ng Resident View Prof	ge: 19) ts, this box sh	ould be use	d as an easy i	identifier for	your R					
tions											
<u>Delete th</u> This will	<u>iis group</u> remove all	l members fro	om the gro	up, and then	delete the	group					
Reassign Reassign	group lead the role of	der responsibi f Group Lead	ilities er to anoth	ner student ir	the group.						
		C. 11	y varified								
Your grou	up has bee	n successfull	y vernieu								

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?

					Main	Group Reassign Leade
oun Members - TES	Delete Group					
TEST - GROUP B (Age: 1 Group Leader Member of TEST A GROUP	<mark>Are you sure y</mark> o	u want to delete thi	s group: TEST A GROUP	?		
View Profile			Y	s N	. 4	
Ekho Dolphin (Age: 19) Returning Residents, this bo Delete View Profile	x should be used as	an easy identifier for	your R		7/1	

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.

Roommate Group Manage	
	(Step 10 of 12
	Main Group Create Group Joir
Group Members	
You are not currently in a Roommate Group. You can search for a group to	o join using the links below.
You are not currently in a Roommate Group. You can search for a group to) join using the links below.
You are not currently in a Roommate Group. You can search for a group to	o join using the links below.
You are not currently in a Roommate Group. You can search for a group to Options Add yourself to a group If you know the group name and password, you can add yourself to a grou	p join using the links below.
You are not currently in a Roommate Group. You can search for a group to Options Add yourself to a group If you know the group name and password, you can add yourself to a group Create a new group You will become the leader of the new group and can add other members	p join using the links below.
You are not currently in a Roommate Group. You can search for a group to Options Add yourself to a group If you know the group name and password, you can add yourself to a grou Create a new group You will become the leader of the new group and can add other members	p join using the links below. אין

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.