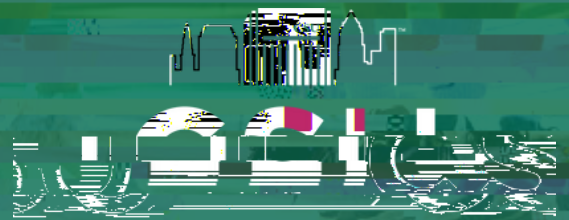


CLEVELAND STATE UNIVERSITY

VIKES
Love
HERE

YOUR HOME AWAY FROM HOME

INCOMING STUDENT ROOMMATE MATCHING GUIDE



Office of Residence Department of
Housing, Life and



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WHILE STUDENTS CAN ELECT TO PARTICIPATE IN THE (OUSING SELECTION PROCESS WITHOUT ANY ROOMMATES OR GROUPS STUDENTS ARE HIGHLY ENCOURAGED TO PARTICIPATE IN THE ROOMMATE INFORMATION PROCESS SINGLE ROOMS WITHIN OUR RESIDENTIAL COMMUNITIES ARE LIMITED AND G SELECTING SPACES BEFORE STUDENTS SELECT SPACES BY THEMSELVES

- YOU WILL NEED TO USE YOUR #35)\$ LOGIN EX VIKES CSUOHIO EDU AND PASSWORD TO ACCESS [\(OUSING SELF SERVICE \)](#) IF YOU NEED HELP WITH YOUR PASSWORD CALL THE)NFORMATION SERVICE)3 4 (ELP \$ESK AT DURING NORMAL BUSINESS HOURS
- ROOMMATE GROUPS CAN RANGE FROM TWO TO FOUR INDIVIDUALS
-)NCOMING & FIRST YEAR STUDENTS ARE ./4 PERMITTED TO REQUEST STUDENTS FROM CLASS STATUS THEIR OWN !LL FIRST YEAR STUDENTS LIVE TOGETHER IN OUR COMMUNITIES
- 4RANSFER STUDENTS WHO ARE NOT IN THEIR FIRST YEAR ARE PERMITTED TO REQUEST STUDENT STATUSES DIFFERENT THAN THEIR OWN
- SELECTION TIMESLOTS ARE GENERATED BASED ON APPLICATION DATE
-)F STUDENTS CAN T FIND THEIR DESIRED ROOMMATE I E THE INDIVIDUAL THEY ARE SEARCHING UP IN THE SEARCH RESULTS THEY SHOULD COMMUNICATE WITH THE DESIRED ROOMMATE DIRECTLY IF THEY HAVE COMPLETED THE HOUSING CONTRACT)F THEY HAVE COMPLETED THE CONTRACT AND UNABLE TO FIND EACH OTHER THEY SHOULD [CONTACT OSUOHIO EDU](#) WE WILL DO OUR BEST TO HELP THE STUDENTS
- !LL STUDENTS ARE HIGHLY ENCOURAGED TO UPDATE THEIR ROOMMATE PROFILE BY NAVIGATING TO [\(OUSING SELF SERVICE](#)



Zoommate

SEE BELOW FOR A SHORT TASK LIST FOR EACH CATEGORY OF THE ZOOMMATE GROUP & INFORMATION

PAIR



GROUP



GROUP LEADER



- FIND A ROOMMATE TO CREATE A **PAIR**
- FIND ROOMMATES TO BE PART OF A **GROUP**
- PARTICIPATE IN SELECTION BY YOURSELF
- FIND OR SEARCH FOR A ROOMMATE
- SEND ROOMMATE REQUEST OR ACCEPT THEIR REQUEST
- PARTICIPATE IN SELECTION AS A PAIR
- **GROUP LEADER** SENDS REQUESTS TO MEMBERS
- **GROUP MEMBER** ACCEPT ROOMMATE REQUEST
- **GROUP MEMBER** ALSO ACCEPT OR SEND REQUESTS FOR EVERY MEMBER ON THE GROUP
- PARTICIPATE IN SELECTION AS A GROUP



2/50 ,%!\$%2 2%30/.3"),)4)%3

IF YOU ARE INTENDING ON PARTICIPATING AS A GROUP OF THREE OR FOUR YOU WILL NEED TO ELECT A LEADER. AFTER DETERMINING YOUR 2/50 ,%!\$%2 THEY MUST ACCOMPLISH THE FOLLOWING:

- SEND A REQUEST FROM EACH OF YOUR GROUP MEMBERS THROUGH SELF SERVICE
- CONTACT EACH GROUP MEMBER INDIVIDUALLY TO REMIND THEM TO
 - ACCEPT THE 2/50 ,%!\$%2 S REQUEST
 - SEND AND ACCEPT REQUESTS FROM GROUP MEMBERS
- KEEP TRACK OF MISSING REQUESTS APPROVALS THAT MAKE UP YOUR RESIDING GROUP THROUGH SELF SERVICE VORTAL (HAVE EVERYONE CHECK THEIR LISTED ROOMMATES TO CONFIRM THAT THEY HAVE ACCEPTED EACH OTHER)



Department of
Residence, Housing, Life and Learning



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+NOW THE NAME OF YOUR FUTURE ROOMMATE

- TYPE IN THEIR LAST NAME INTO THE APPROPRIATE FIELD AND CLICK BEGIN SEARCH
- SPELLING MUST MATCH WHAT IS IN OUR SYSTEM CHECK WITH YOUR FRIEND FIRST BEFORE ASKING US FOR HELP

LOOKING FOR A ROOMMATE

- YOU CAN SEARCH AGAINST VARIOUS CHARACTERISTICS THESE FIELDS ARE BASED AROUND ANSWERS STUDENTS SUBMITTED IN THEIR HOUSING CONTRACT
- REMEMBER TO LIMIT YOURSELF TO A FEW IMPORTANT ONES SELECTING MULTIPLE SEARCH CRITERIA WILL NOT WORK THE SYSTEM TO FIND A MATCH TO YOUR SEARCHES
- WE RECOMMEND PRIORITIZING THE FOLLOWING AREAS BEDTIME GUESTS STUDY HABITS ROOMMATE RELATIONSHIP
- ONCE YOU HAVE SELECTED YOUR CRITERIA CLICK BEGIN SEARCH



34%0 › .AVIGATE TO h2OOMMATESv

- ,OGIN TO HOUSING SELF SERVICE

