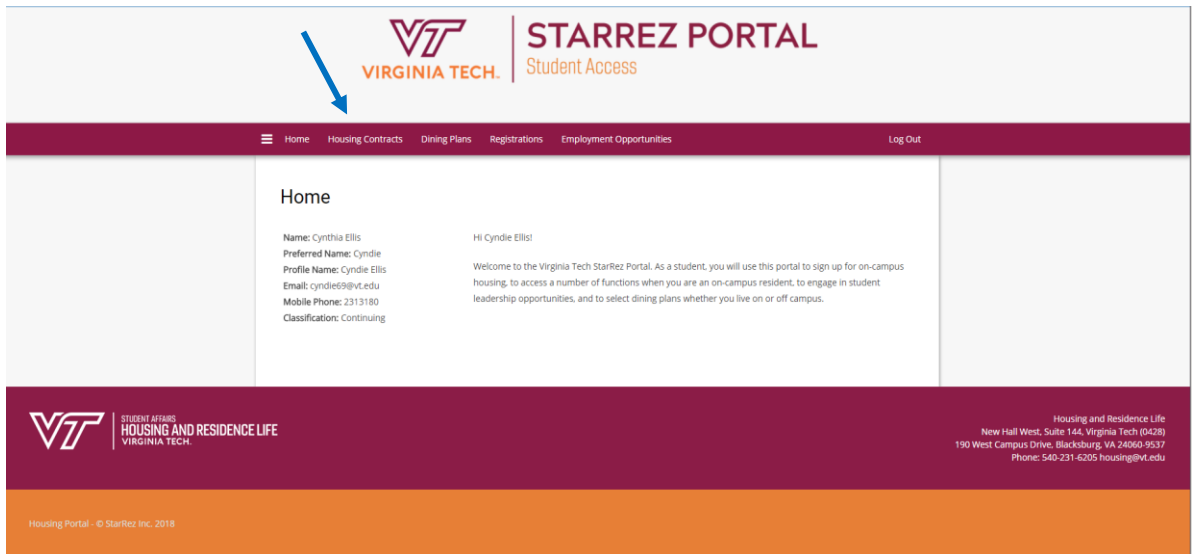# Creating a Roommate Group in the StarRez Portal

In order to select a room with a preferred roommate, students must create and verify their roommate group in the StarRez Portal.

Logging On and Opening the Housing Contract

1. Log into the StarRez Portal. From the "Home" page click on the "Housing Contracts" tab.

2. Read through the "Welcome" page and the click "Start or Continue Process".
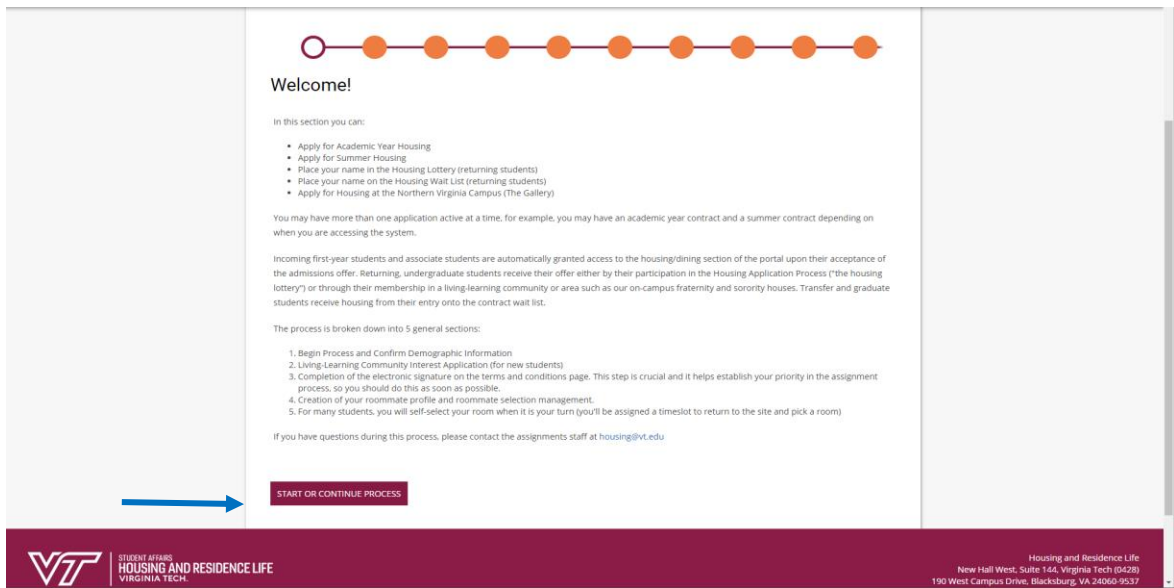
3. Find the correct term and click "Apply". For most students, this will be an Academic Year term. If you are a summer housing resident, you may be creating a group within the summer housing term.

Blacksburg - Main Campus Term

Please select the academic year or summer semester for which you are applying for campus housing.

Your housing contract spans both the fall and spring semesters if you remain enrolled at Virginia Tech. For example, the Academic Year 2021-2022 would include both fall 2021 semester and spring 2022 semester.

Please select an active term process below:

Academic Year 2021-2022

Academic Year housing application is open to incoming first-year students (incoming freshmen), to returning students who have been offered housing as part of a second-year component of a living-learning community, returning students awarded a housing contract offer through the housing lottery, and to graduate or transfer students offered a contract from the waiting list.

Fall 2021 - Spring 2022 On-Campus Housing

APPLY

Blacksburg Campus - Fall 2021 Wait List

Blacksburg Campus Wait List for students who are not currently in on-campus house and wish to live on campus for Spring 2021.

APPLY

4. This opens the housing contract process. Read the introduction prior to clicking "Proceed to Housing/Dining Contract"

Home   Housing Contracts   Dining Plans   Registrations   Employment Opportunities   Log Out

Welcome!   Campus   Start   Personal   Corps of   Medical &   Renters   Building   Terms and   Dining Pla
           Selection Housing & Details   Cadets   Disability Insurance and Break Conditions Selection
                      Dining   Status   Needs   Preferences
                      Contract

Start Housing & Dining Contract

You are now starting your housing contract for the upcoming academic year.

For incoming first-year students, we hope that you will consider a living-learning community! As you continue in the process, think about visiting www.llc.vt.edu to check out the different enhanced communities avaialble to you. Assignment priority is given according to when you electronically sign your terms and conditions page as part of this contract, so make sure you do that as soon as you have read the terms and conditions.

For returning students, please make sure you have read your contract offer letter for any specific details and have reviewed the terms and conditons of your offer.

We're really excited to have you on campus with us in the upcoming year! Please click the button below if you are ready to start!

PROCEED TO HOUSING/DINING CONTRACT

STUDENT AFFAIRS
HOUSING AND RESIDENCE LIFE
VIRGINIA TECH.

Housing and Residence Life
New Hall West, Suite 144, Virginia Tech (0428)
190 West Campus Drive, Blacksburg, VA 24060-9537
Phone: 540-231-6205 housing@vt.edu

Setting Up Your Web Screen Name and Profile

5. On this screen you can create a web screen name if you have not already done so. If you would like to have your screen name searchable by other students, click the small box under "Display in Roommate Search Results"

6. Set up your profiles by answering these questions regarding what you are searching for in a roommate. Once all questions have been answered click "Save & Continue".

Creating a Roommate Group

7. Tab through to the Roommate Groups page of the Housing Contract to start.

   A. Click on "Create Group"

   B. Create a name for the roommate group and create a password. If you want to allow other students to search for the group, click the small box under "Let other people search for this group". Click on "Save Group"

C. Once the group is created, you can edit, verify, and/or delete group as needed. Do not verify the roommate group until your preferred roommate has joined – this closes the group and prevents anyone else from joining it.

D. You can either search for a roommate by details or by profiles.

   a. Search for Roommates by Details: Allows you to search by web screen name, gender, or age.
   b. Search for Roommates by Profiles: Allows you to search for more specific criteria such as cleanliness, study habits, GIH participation, or membership in a Living Learning Program. Only the criteria you enter will be used for matching.
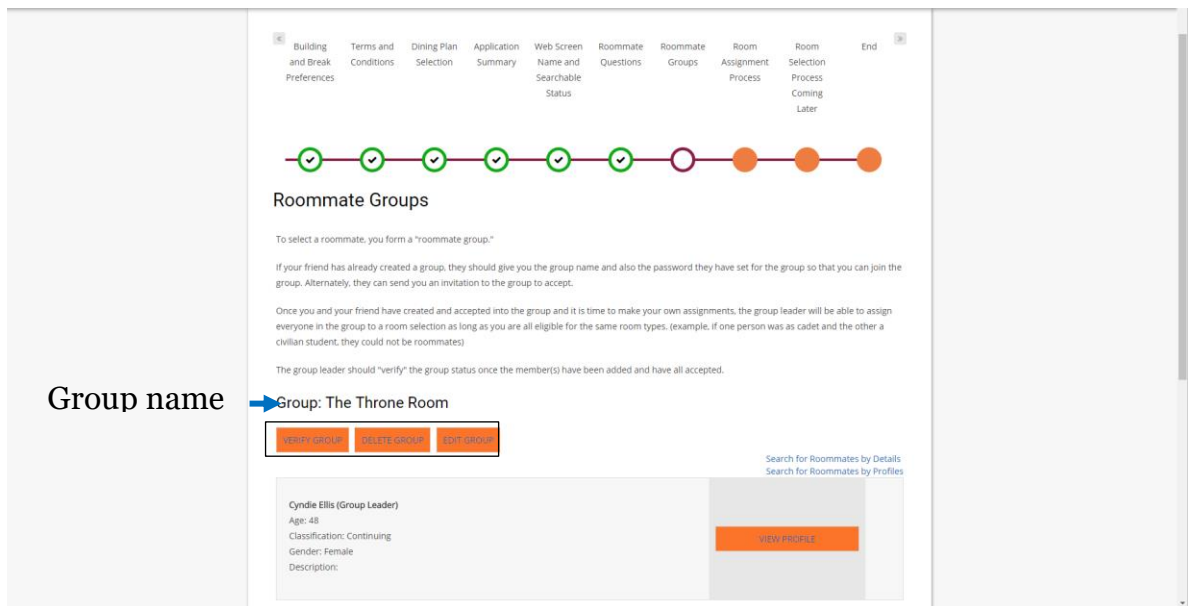
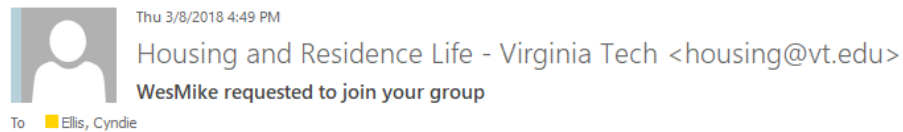E. If you have another student in mind for a roommate, you can give that student the name of the group and the group password. Your preferred roommate can then log onto the StarRez Portal and look for that roommate group. Once they find the group, they can send a roommate request. As the group leader, you will receive an email notification stating that someone has requested to join the group. You will then need to log on to the Portal to accept or decline the request.
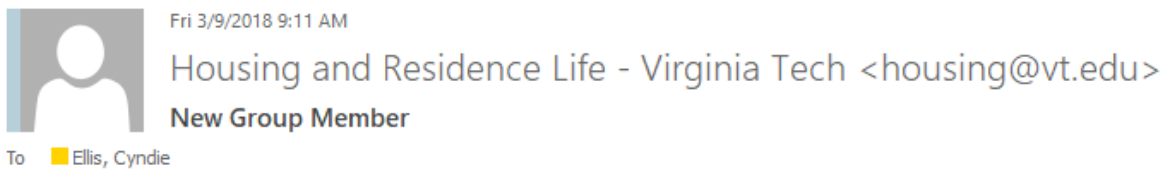
Here is a sample of the email you will receive when a potential roommate requests to join your group:

Thu 3/8/2018 4:49 PM

Housing and Residence Life - Virginia Tech <housing@vt.edu>

WesMike requested to join your group

To   ■ Ellis, Cyndie

Hi Cyndie Ellis,

WesMike has requested to join The Throne Room group.

Wh

Fri 3/9/2018 9:11 AM

Housing and Residence Life - Virginia Tech <housing@vt.edu>

New Group Member

To   ■ Ellis, Cyndie

Hi Cyndie Ellis,

Entry WesMike has been added to The Throne Room roommate group.

F. If you choose to accept the request, you have the option of making your roommate the new group leader, viewing their profile, sending them a message, or removing them from the group. Your new group member will be able to view your profile as well. Click "Save & Continue".
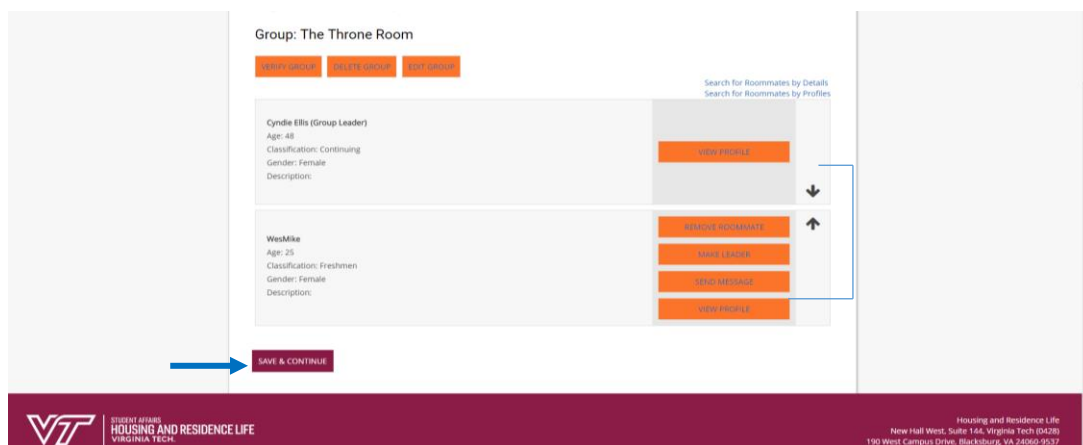
G. Once you and your preferred roommate are in the group together, and you have selected the group leader, the group leader must verify the group. This will close the group and ensure that during room selection, the group leader is able to assign both roommates to a room. Unverified roommate groups cannot select together during room selection.