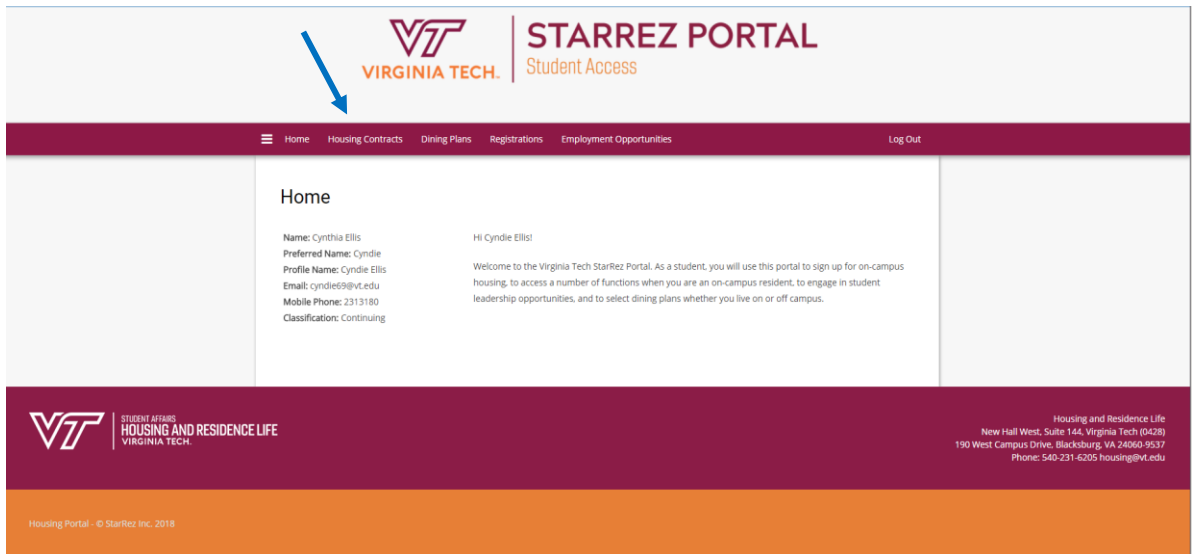


# Creating a Roommate Group in the StarRez Portal

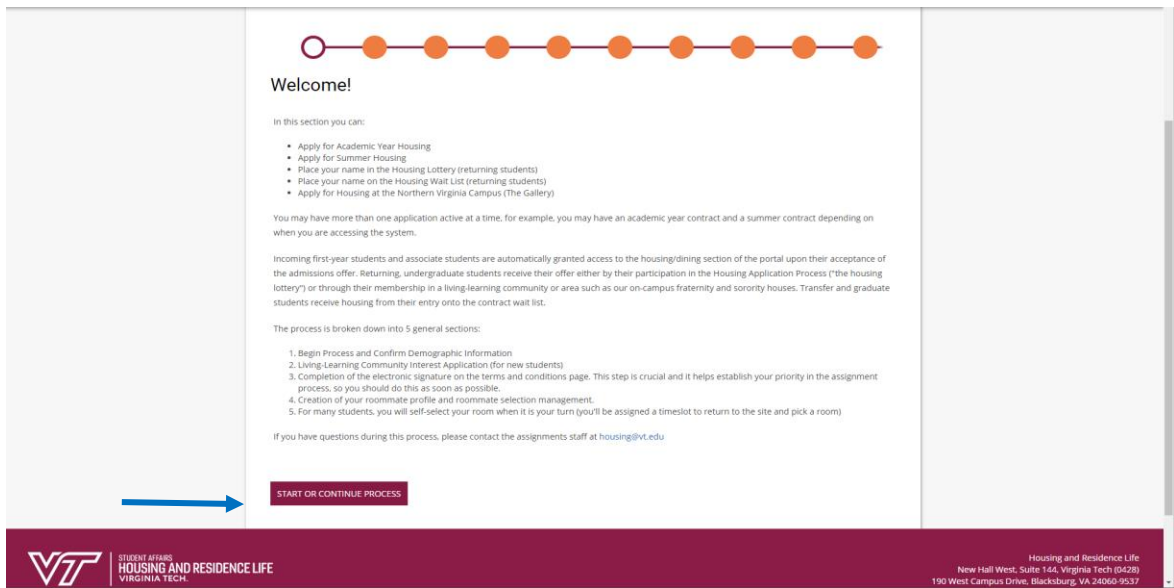
In order to select a room with a preferred roommate, students must create and verify their roommate group in the StarRez Portal.

## 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”.



- 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:

<b>Academic Year 2021-2022</b>  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	<b>APPLY</b>
<b>Blacksburg Campus - Fall 2021 Wait List</b>  Blacksburg Campus Wait List for students who are not currently in on-campus house and wish to live on campus for Spring 2021.	<b>APPLY</b>

- This opens the housing contract process. Read the introduction prior to clicking “Proceed to Housing/Dining Contract”

The screenshot displays the Virginia Tech Housing and Residence Life website. At the top, there is a navigation bar with links for Home, Housing contracts, Dining Plans, Registrations, and Employment Opportunities, along with a Log Out button. Below the navigation bar, a horizontal menu contains various options: Welcome!, Campus Selection, Start Housing & Dining Contract, Personal Details, Corps of Cadets Status, Medical & Disability Needs, Renters Insurance, Building and Break Preferences, Terms and Conditions, and Dining Plan Selection. A progress indicator shows a series of colored circles (green, white, orange) representing the steps in the process. The current step is 'Start Housing & Dining Contract', which is highlighted with a green circle and a checkmark. Below the progress indicator, the text reads: 'Start Housing & Dining Contract'. It then states: 'You are now starting your housing contract for the upcoming academic year.' This is followed by instructions for incoming first-year students and returning students. At the bottom of the main content area, there is a prominent red button labeled 'PROCEED TO HOUSING/DINING CONTRACT', with a blue arrow pointing to it from the left. The footer of the page includes the Virginia Tech logo, the text 'STUDENT AFFAIRS HOUSING AND RESIDENCE LIFE VIRGINIA TECH.', and contact information for Housing and Residence Life: New Hall West, Suite 144, Blacksburg, VA 24060-9537, and 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”

The screenshot shows a progress bar at the top with 10 circles. The first five are green with checkmarks, and the sixth is white with a red border. The text 'Status' is above the first five circles, and 'Coming Later' is above the last three. Below the progress bar is the title 'Web Screen Name and Searchable Status'. The instructions state: 'Please create a Web Screen Name below and indicate if you wish to be locatable in the roommate matching searches. To match with another person, even someone you know and are planning to ask for as a roommate, you need to have the display in roommate search feature turned on for the time when you are mutually-requesting your roommate. You may subsequently turn that option off. Web Screen Names which are inappropriate (offensive, not in keeping with the Virginia Tech Principals of Community, or that receive complaints) may be removed by Housing and Residence Life staff at their discretion.'

The form contains a text input field for 'Web Screen Name' with the value 'Cyndie Ellis'. Below it is a checkbox labeled 'Display in Roommate Search results:' which is checked. A red arrow points to the 'SAVE & CONTINUE' button.

At the bottom of the page, there is a footer with the Virginia Tech logo and 'STUDENT AFFAIRS HOUSING AND RESIDENCE LIFE VIRGINIA TECH.' on the left, and contact information for Housing and Residence Life on the right: 'New Hall West, Suite 144, Virginia Tech (0428) 190 West Campus Drive, Blacksburg, VA 24060-9537 Phone: 540-231-6205 housing@vt.edu'. A small copyright notice 'Housing Portal - © Starter inc. 2018' is at the bottom left.

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”.

The screenshot shows a progress bar at the top with 10 circles. The first six are green with checkmarks, and the seventh is white with a red border. The text 'Status' is above the first six circles, and 'Coming Later' is above the last three. Below the progress bar is the title 'Roommate Questions'. The instructions state: 'The questions below may be used to search for roommates and for others to find you. While you are not guaranteed to have a roommate that matches your criteria and students may have different definitions of what some of the terms below mean, they form a basis for you to start conversations. You may also return to update these preferences.'

The form contains several dropdown menus: 'Roommate Questions' (No, prefer non-smoker), 'Bed Time' (Between 10 pm - Midnight), 'Room Tidiness' (Very Tidy), 'Study/Room Atmosphere' (Somewhat Quiet Normally with Study), and 'Wake Up Time' (Mid-Morning (9 a.m. - 10 a.m.)). A red arrow points to the 'SAVE & CONTINUE' button.

## 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”

Building and Break Preferences | Terms and Conditions | Dining Plan Selection | Application Summary | Web Screen Name and Searchable Status | Roommate Questions | Roommate Groups | Room Assignment Process | Room Selection Process Coming Later | End

Roommate Group Details

Group Name:

Password:

Confirm Password:

Let other people search for this group?

[GO BACK](#) [SAVE GROUP](#)

VT 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: 540-711-6295 housing@vt.edu

Building and Break Preferences | Terms and Conditions | Dining Plan Selection | Application Summary | Web Screen Name and Searchable Status | Roommate Questions | Roommate Groups | Room Assignment Process | Room Selection Process Coming Later | End

Roommate Groups

To select a roommate, you form a "roommate group."

If your friend has already created a group, they should give you the group name and also the password they have set for the group so that you can join the group. Alternately, they can send you an invitation to the group to accept.

Once you and your friend have created and accepted into the group and it is time to make your own assignments, the group leader will be able to assign everyone in the group to a room selection as long as you are all eligible for the same room types. (example, if one person was as cadet and the other a civilian student, they could not be roommates)

The group leader should "verify" the group status once the member(s) have been added and have all accepted.

**Not In a Group**

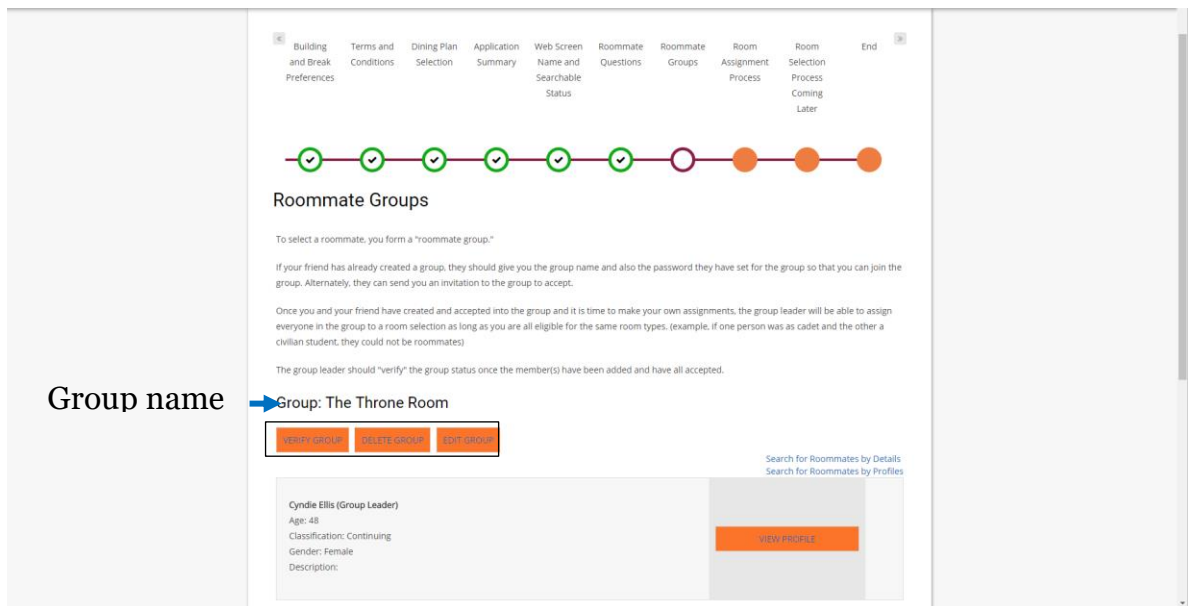
You are not a member of any roommate groups.

[CREATE GROUP](#)

[JOIN GROUP](#)  
Search for Roommates by Details  
Search for Roommates by Profiles

[SAVE & CONTINUE](#)

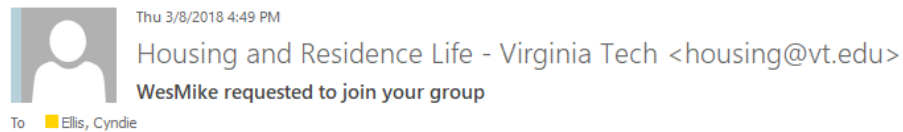
- C. Once the group is created, you can edit, verify, and/or delete group as needed. Do not verify the roommate group until your preferred roommate has joined – this closes the group and prevents anyone else from joining it.
- D. You can either search for a roommate by details or by profiles.
- Search for Roommates by Details: Allows you to search by web screen name, gender, or age.
  - 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.



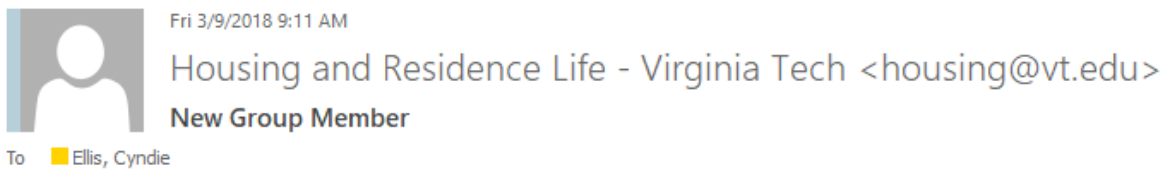
Here is a sample of the email you will receive when a potential roommate requests to join your group:



Hi Cyndie Ellis,

WesMike has requested to join The Throne Room group.

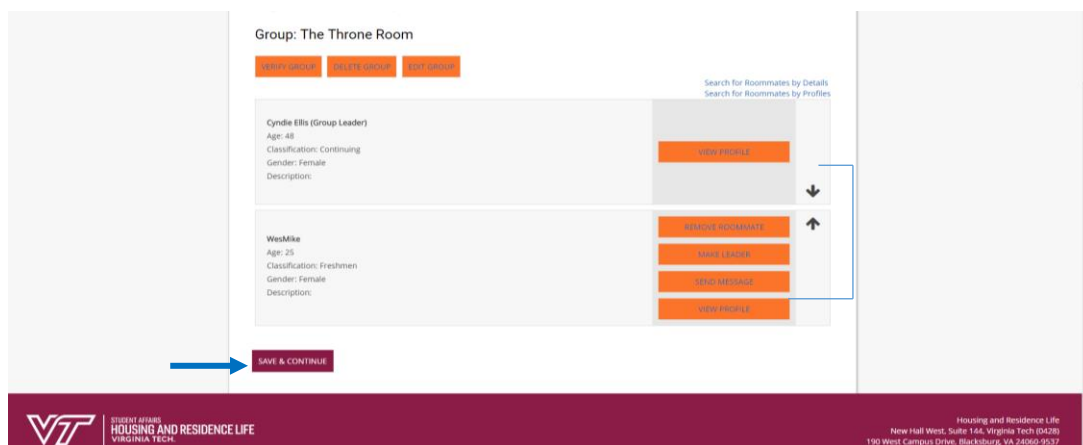
Wh



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.