

# 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 then click "Start or Continue Process."

Incoming first-year students and associate students are automatically granted access to the housing/dining section of the portal upon their acceptance of the admissions offer. Returning, undergraduate students receive their offer either by their participation in the Housing Application Process ("the housing lottery") or through their membership in a living-learning community or area such as our on-campus fraternity and sorority houses. Transfer and graduate students receive housing from their entry onto the contract wait list.

The process is broken down into 5 general sections:

- 1. Begin Process and Confirm Demographic Information
- 2. Living-Learning Community Interest Application (for new students)
- 3. Completion of the electronic signature on the terms and conditions page. This step is crucial and it helps establish your priority in the assignment process, so you should do this as soon as possible.
- 4. Creation of your roommate profile and roommate selection management.
- 5. For many students, you will self-select your room when it is your turn (you'll be assigned a timeslot to return to the site and pick a room)

If you have questions during this process, please contact the assignments staff at housing@vt.edu

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.



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



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

For incoming first-year students, please consider a Living-Learning Program (LLP)! LLPs are specialized on-campus communities which allow you to live with students of a common interest, identity, or passion area. To view all the programs available to you, please visit <u>llp.vt.edu</u>! You can apply at any time from the point of paying your matriculation fee to mid-June/early July when applications close. Some communities will fill up quicker than others, so don't delay! Students who are in LLPs also have assignment priority for choosing their rooms in early June.

If you are not in an LLP, 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. The housing/dining contract is a legally-binding agreement (lease) between you and the University. If you return the housing contract, you agree that you cannot seek contract cancellation at any time subsequent to signing and returning the lease and that you are financially liable for room-and-board charges for the entire academic year, if you continue to be enrolled.

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!

#### 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."



# Web Screen Name and Searchable Status

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.

Web Screen Name	
<empty></empty>	
Display in Roommate Search results	
Describe Yourself and What You Seek	in a Roommate:

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



# **Roommate Questions**

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.

#### **Roommate Questions**

What is your smoking preference in a roommate?

Note, smoking/e-cigs/vaping/hookahs or similar devices are not allowed in the residence halls (or any campus building); however, this question is asked due to sensitivity to the smell of smoke on clothing, etc.

(Please Select)	~
Bed Time:	
(Please Select)	~

Wake Up Time:

#### **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."



## **Roommate Groups**

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

Instructions: [How to Create 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. \*\* NOTE: Roommate groups are only for 2 individuals. We do not consider suitemate groups or requests.\*\*



### **Roommate Group Details**

Group Name:		
<empty></empty>		
Password:		
<empty></empty>		
sempty		
Confirm Password		
<empty></empty>		
Let other people search for this group?		
GO BACK SAVE GROUP		

- C. Once the group is created, you can edit, verify, and/or delete the 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.



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# Group: The Throne Room **GROUP NAME**



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.

#### **Incoming Requests**

me First-Year Student/Freshman own
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# HERE ARE SAMPLES OF THE EMAILS YOU WILL RECEIVE WHEN A POTENTIAL ROOMMATE REQUESTS TO JOIN YOUR GROUP AND WHEN YOU HAVE ACCEPTED THE REQUEST:

9	Housing Services - Virginia Tech Requester Name has requested to join your group To: student@vt.edu, Reply-To: housing@vt.edu	🖻 Inbox - Exchange	January 5, 2023	3 at 9:42 AM			
Hi Student, Requester Name has requested to join The Throne Room group.							
9	Housing Services - Virginia Tech New Group Member To: student@vt.edu, Reply-To: housing@vt.edu	🗅 Inbo	x - Exchange	January 5, 2023 at 10:17 AM			
Hi Stu Entry	dent, Requester Name has been added to The Thro	one Room roomma	ate 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".

#### Group: The Throne Room

VERIFY GROUP DELETE GROUP EDIT GROUP	Search for Roommates by Details Search for Roommates by Profiles
** (Group Leader)** Age: Unknown Classification: First-Year Student/Freshman Gender: Unknown Description:	VIEW PROFILE
Requester Name   Age: Unknown   Classification: First-Year Student/Freshman   Gender: Unknown   Description:	REMOVE ROOMMATE MAKE LEADER SEND MESSAGE VIEW PROFILE
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.