

# FIRST-YEAR STUDENT ROOMMATE PAIRING GUIDE

.....  
2025-2026



OFFICE OF RESIDENCE LIFE

# HOW TO COMPLETE YOUR HOUSING CONTRACT AND SUBMIT YOUR DEPOSIT

1. Go to [rmu.edu/reslife](https://rmu.edu/reslife) to get to the Residence Life landing page.



2. Click "[Housing Contract](#)" to access the housing contract for the upcoming academic year.

See us on Instagram: [@rmu\\_life](#)

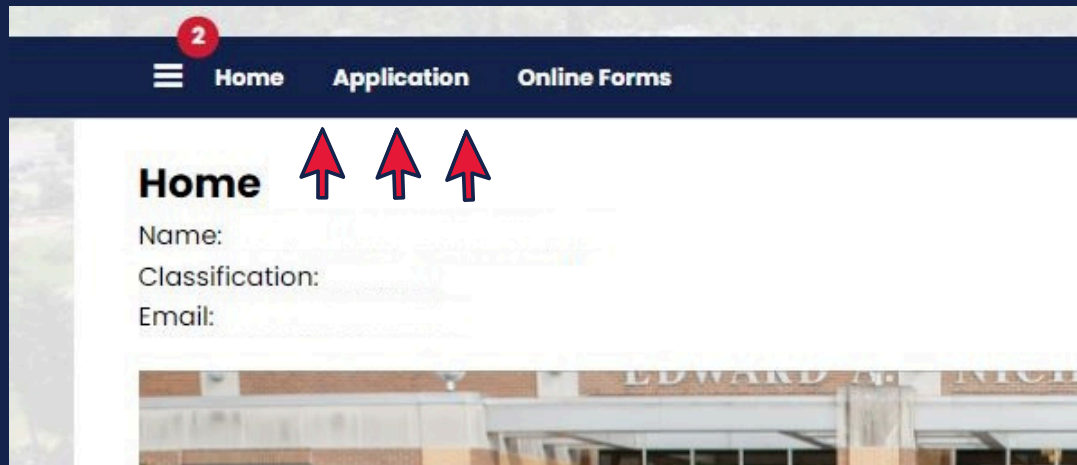


- > [Housing Contract](#) (RMU student academic year and summer housing)
- > [Guide to Residence Living](#)
- > [Residence Hall Guest Form](#)
- > [Residence Life Policies 2024-2025](#)

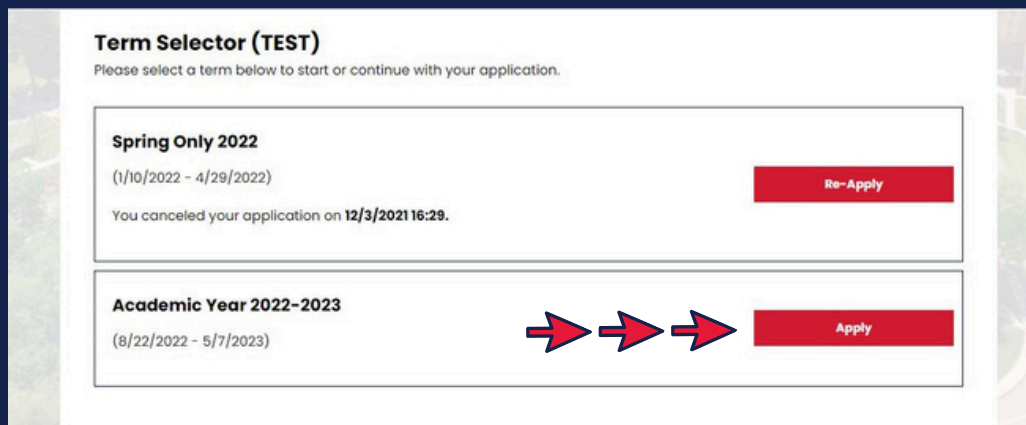
New Student Housing

# HOW TO COMPLETE YOUR HOUSING CONTRACT AND SUBMIT YOUR DEPOSIT

3. Log into the portal with your RMU credentials. You will then be redirected to this landing page. Select **"Application"** on the top bar.

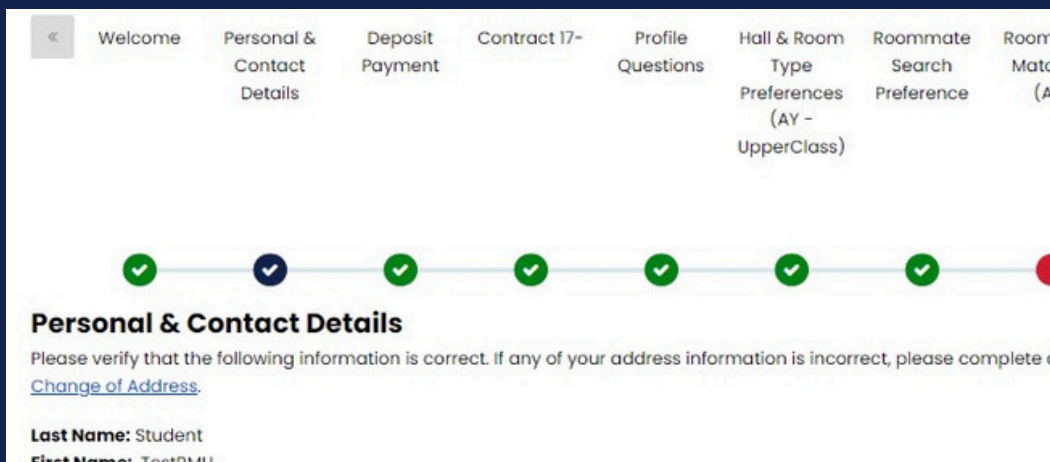


4. Click on **the academic year** that you are submitting a housing application for and click **"Apply"**. Follow the application prompts.

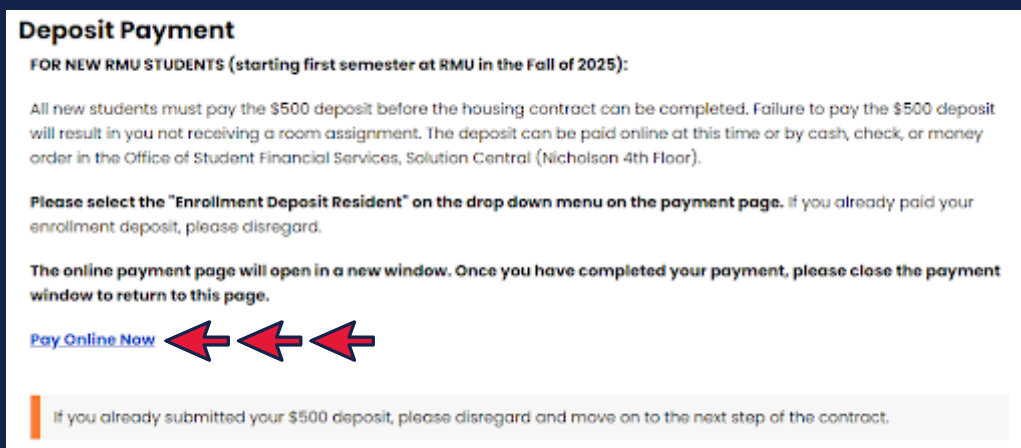


# HOW TO COMPLETE YOUR HOUSING CONTRACT AND SUBMIT YOUR DEPOSIT

5. Provide your personal information on the **Personal & Contact Details** page.

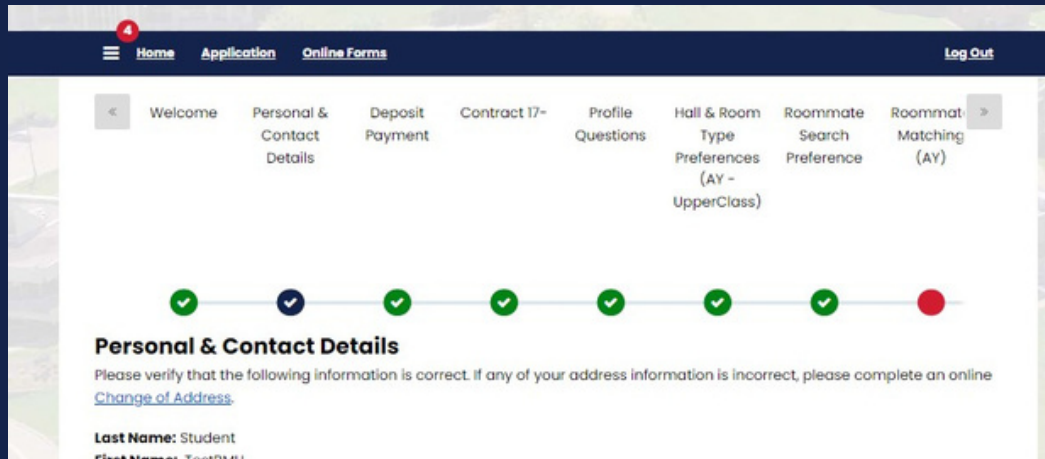


6. Click the **"Pay Online Now"** link to pay your non-refundable \$500 deposit. If you plan to pay by cash or check with SFS, you may disregard this step.



# HOW TO COMPLETE YOUR HOUSING CONTRACT AND SUBMIT YOUR DEPOSIT

7. Read through the contract carefully and sign at the bottom indicating your understanding of and agreement to the terms of the contract.



8. Complete the **Profile Questions** to ensure the best possible roommate pairing can be made.

**Profile Questions**

This is your Standard Profile. Use this page to setup your profile types which will be used for matching with a potential roommate.

**How do you prefer your room climate**

Cold: I like to use the air conditioning

Open-Windows: I enjoy the fresh air

Warm: I like to turn on the heat

# HOW TO COMPLETE YOUR HOUSING CONTRACT AND SUBMIT YOUR DEPOSIT

- Review the Hall and Room Type information. Click **“Save and Continue”** when you’re ready to proceed.

The screenshot shows a progress bar with eight steps: Welcome, Personal & Contact Details, Deposit Payment, Online Contract 18+, Profile Questions, Hall and Room Type Information (AY) - First-Year, Living Learning Communities, and Contract Status. The first five steps are marked with green checkmarks, the current step is a dark blue circle, and the last two are red circles. Below the progress bar, the page title is "Hall and Room Type Information (AY) - First-Year". The text states: "First-Year students will be assigned to one of our traditional buildings. You will receive your housing assignment and roommate information in the early summer of 2025. Please keep an eye on your RMU email for additional housing information." A link for "Traditional Undergraduate Buildings" lists Adams, Gallatin, Hamilton, Hancock, Madison, Monroe, Ross, and Washington. A "Save & Continue" button is at the bottom.

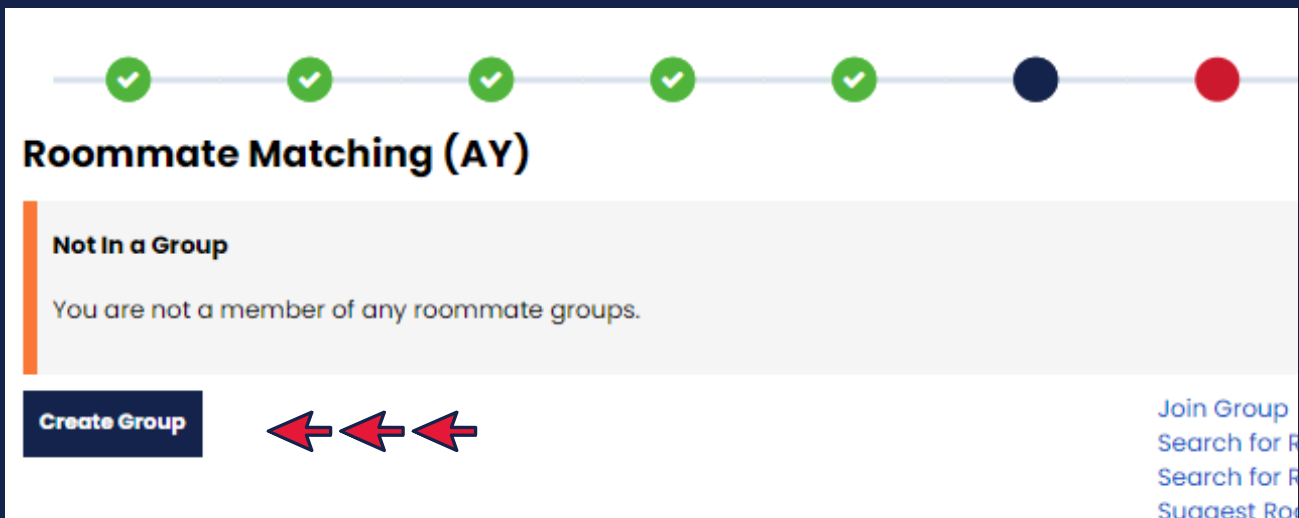
- In order to be placed into a group, you **must** check the **“Include in Search”** box on the Roommate Search Preference page.

The screenshot shows the "Roommate Search Preference" page. At the top is a progress bar with eight steps, where the current step is a dark blue circle and the others are green checkmarks or red circles. The "Include in Search" section has a checked checkbox, with three red arrows pointing to it. Below is the "Screen Name" section with a text input field containing "ResLife".

# HOW TO CREATE A ROOMMATE GROUP

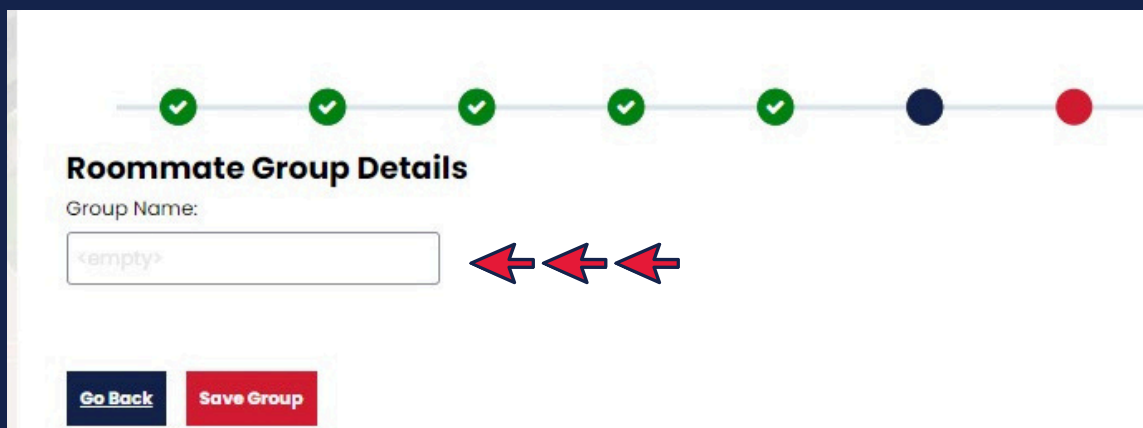
The following steps outline how a group leader can create a housing group. In order to create a roommate group, you must first complete your housing contract and submit your deposit.

1. On the “Roommate Matching” page of the application, selection “Create Group.”



The screenshot shows a progress bar at the top with seven steps. The first five steps are marked with green checkmarks, the sixth with a dark blue circle, and the seventh with a red circle. Below the progress bar, the heading “Roommate Matching (AY)” is displayed. A grey box contains the text “Not In a Group” and “You are not a member of any roommate groups.” At the bottom left, a dark blue button labeled “Create Group” is highlighted with three red arrows pointing to it. On the right side, there are links for “Join Group”, “Search for R”, “Search for R”, and “Suggest Ro”.

2. Type your group name into the text box and select “Save Group.” Please note, your group name is visible to ORL staff.



The screenshot shows the same progress bar as the previous image. Below it, the heading “Roommate Group Details” is displayed. A text input field labeled “Group Name:” contains the placeholder text “<empty>”. Three red arrows point to the input field. At the bottom left, there are two buttons: “Go Back” (dark blue) and “Save Group” (red), with the “Save Group” button highlighted by the arrows.

# HOW TO CREATE A ROOMMATE GROUP

3. Once your group is created, there are two ways for your roommates to be added to the group.
  - a) As the group leader, you can add members through the "RMU Username" search bar.

**Roommate Search By Details**

RMU Username:

Exclude results that cannot be added or joined

[Join Group](#)  
[Search for Roommates by Profiles](#)  
[Suggest Roommates](#)

[Manage Group](#) [Search](#)

- i. Once added by the group leader, group members will need to log into the housing portal and accept the group.

**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](#)  
[Suggest Roommates](#)

**Incoming Requests**

**Test1234**  
Leader: .TestRMU  
Members: .TestRMU  
Expiry Date: 12/3/2024 13:45

[Accept](#)  
[Decline](#)

[Save & Continue](#)

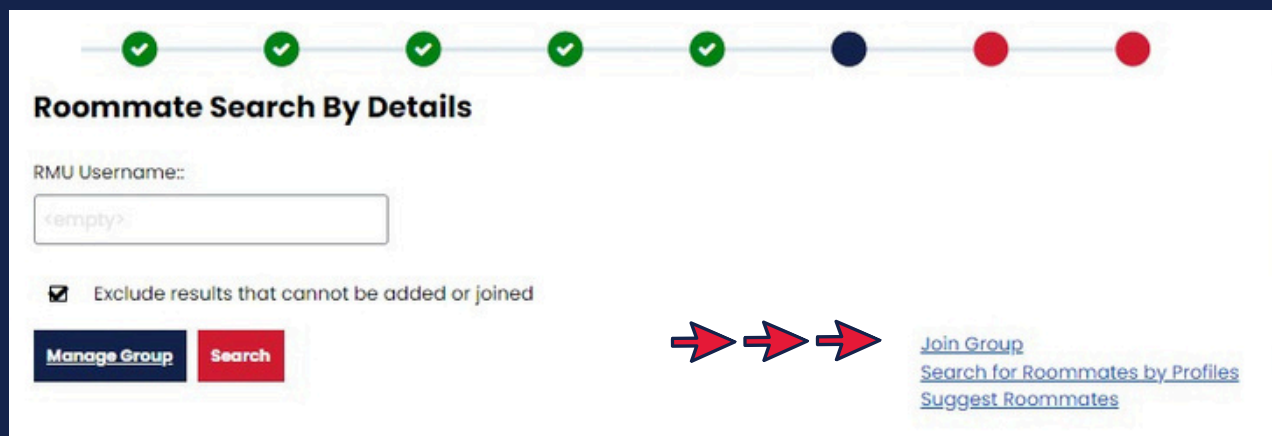


# HOW TO CREATE A ROOMMATE GROUP

- ii. After all group members accept being added to the group, the group leader must go back and select “Verify Group.”



- b) The other option is for group members to join themselves.
- i. Under the “Roommate Matching” page, select “Join Group,” then search for and join your group.



# HOW TO CREATE A ROOMMATE GROUP

- ii. Once group members add themselves, the group leader must go back and select “Verify Group.”



***Your housing contract is not finalized until the group leader verifies the group.***