

Preferred Roommate Matching process worksheet

If you want to select preferred roommate(s) for on-campus housing next year, please complete this side **FIRST** before following the directions on the back.

Log into the housing portal using the directions below:

- Go to: banner.stthomas.edu
- Select **Login to the Murphy Online secured area.**
- Select **Student Services**
- Select **Student Housing System**

Select the link in the housing portal called: **View Housing Preference & Profile Only**

From this page:

Write your St. Thomas ID# _____

Write your Housing Deposit Date _____

Write down any Special Interest Area or LLC Request you made _____

Have your preferred roommate(s) do the same for their worksheet. You will share this information with one another.

Write down your roommate(s) information below. You may request up to three additional roommates, however, we recommend only requesting ONE additional roommate to be able to honor your request. Requests of more than one roommate are less likely to be honored due to the space in our halls.

Write your preferred roommate's St. Thomas ID# _____

Write your preferred roommate's Housing Deposit Date _____

Write down any Special Interest Area or LLC Request your roommate made _____

Repeat for each additional roommate

If either you or your roommate has requested and LLC/Special Interest Area, we are still able to honor your request, knowing that the person who did not request the LLC/Special Interest Area, will be living in that community, but not participating in the events/activities. You do not need to drop an LLC or Special Interest Area to have your request honored. If you each have requested a different LLC and each want to be in your respective LLC, we recommend not requesting each other as roommates as we cannot honor that request with being in different LLCs.

Using the information above, identify which student, you or your roommate(s), has the earliest housing deposit date. The student with the earliest housing deposit date becomes the group leader. The group leader then should follow the Preferred Roommate Group Instructions on the backside of this page to begin the process of roommate matching. It is important that ALL roommates/students are checking their St. Thomas email address to accept roommate requests between now and June 17.

Preferred Roommate Group Instructions

- First step is to decide who will be the group leader of your roommate group. This person is responsible for creating your roommate group online and invite roommate(s) to join the group. Use the worksheet from the front side of this document to see who will be your group leader.
- The group leader will need to collect all St. Thomas ID numbers of the roommate group.
- If you share your St. Thomas ID number with more than one group, you will only be able to accept an invitation to join only one of the groups. You cannot be in more than one roommate group and you cannot form a roommate group if you already accepted an invitation to another group.
- First year incoming students can only request roommates who are other first year incoming students. You may not request roommates who are transfer, international, or current St. Thomas students.
- The group leader will go login to Murphy Online, follow the links to the housing portal, and select the link titled ***Preferred Roommate Group*** to begin the process.
- The group leader will then click the “Create Group” button and add group members by clicking “Invite” and entering the roommate’s St. Thomas ID number and then click “Select” after name appears.
- Once the group leader has added each roommate to the group, each group member will receive an email to their ***St. Thomas email*** from Residence Life letting them that action needs to be taken regarding roommate matching.
- The student receiving an email stating action is needed should login to Murphy Online, follow the links to the housing portal, and select the link titled ***Preferred Roommate Group*** to take action.
- As a student required to take action, you have the following options:
 - If you want to be a member of this roommate group, you will click the “Accept” button found next to your name. You will also be able to see who the group leader is along with other group members.
 - If you do not want to be a member of the group you will be able to click the “Decline” button found next to your name.
 - If you previously accepted an invitation to a group and then change your mind, you may click “Leave” found next to your name to leave the group.
- A group leader may also remove anyone from the group by clicking “Remove” next to the member’s name. A group leader may also click “Leave” next to their own name to disband the entire group.
- Any student may form their own group by clicking the “Create Group” button but only if they are not already a member of another group. Use the same directions above to complete the process.
- **The final step is to click the link “Click Here to Submit Changes” to save and submit changes. This is an important step in the process.** Each time a change is made to your roommate group for any reason, you must click the ***“Submit Changes”*** link after you are done. This will generate an auto-email from Residence Life letting the group know a change has occurred. The only way to see what has changed is to log back into the system and check the ***Preferred Roommate Group*** link.
- **If you go online to view only and no action was taken, then click the link “View Only, Log Out Here” to exit without saving.** No emails will be auto-generated if you are viewing only.
- If you have any questions about this process please contact Residence Life at (651) 962-6470 or email reslife@stthomas.edu.