

Preferred Roommate Group Guide

First-year first-time students may request a specific roommate and form a roommate group using this process.

4 Steps

Created by
Residence Life Central Office

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STEP 1

Follow steps below to navigate to the online Preferred Roommate Group Process.

1. Log into Murphy Online through the St. Thomas homepage or going directly to - <https://banner.stthomas.edu>.
2. Once logged in, select the Student Services link from the main page.
3. At the bottom of the Student Services page, find and select the link for Student Housing System.
4. On the student housing page, please select the link that will bring you to the St. Thomas Housing System and it will open a new browser window/tab with the Student Housing Landing page. *(Please make sure that your pop-up blockers are allowed for the new window to open)*
5. Select button "I AM AN INCOMING FIRST YEAR OR TRANSFER STUDENT IN FALL 2023".
6. On the next housing portal click link/image below "Preferred Roommate Group".

STEP 2


Welcome to the Preferred Roommate Group page is displayed.

Make sure that you refer to the worksheet that was provided to you to help determine the Group Leader. You may request a roommate who is approved to live in the **same Living Learning Community as you**, or you may request a roommate approved to live in **any Themed Based Community as you**.


You may view your approved Living Learning Community or Themed Based Learning Community, along with your deposit date by clicking the LLC/TBLC Placement button.

We recommend that you request only one other roommate for your group.

Read the instructions found in this process and use the scroll bar on the right to scroll down to the next section on the page.

Residence Life  UNIVERSITY OF St. Thomas

Welcome to the Preferred Roommate Group Process



Hello
Erin

Department of Residence Life
University of St. Thomas, St. Paul Campus
Koch Commons, Room 106
(651) 962-6470 or toll free (800) 328-6819
Email: reslife@stthomas.edu

Be sure to refer to the Preferred Roommate Group Worksheet before you begin.

(Note - Use the scroll bar on the right to scroll down and expand the screen)

View Housing Deposit Date and LLC/TBLC placement by clicking the button below:

[LLC/TBLC Placement](#)

To participate as a Leader or Member of a Roommate Group follow instructions below:

- Click "Create Group" to begin the process of inviting others to your group. This will designate you as the group leader. Next click "Invite" and search for the student you are inviting. You can use their St. Thomas student Id number to Search and then click Select to invite to your group.
NOTE: Recommended - Your group may be two students, and no more than three (including yourself).
- If you have already been invited to a group, you will see your invitation below. Click "Accept" to join the group, or "Decline" if you do not wish to join the group.
- If you have already accepted a group (your status is listed below as "Member") and you wish to leave the group, click "Leave."
- You can only be in one group at a time - if you are in a group and want to join a different group or create your own group, you must first leave your current group.
- Please note: students are only considered to be active in a group once they are listed either as a "Leader" or a "Member". Invited students must "Accept" to be considered a "Member" of the group during the housing assignment process. Invitations will be sent to students to take action from Residence Life via email.

STEP 3

Roommate Group Requests Action Taken Here is displayed.

If you are the Group Leader (with the earliest deposit date) you will access the online form first and invite a roommate to join your group. (Upon completion of the process the invited roommate will access the form and either Accept, Decline, or Leave the group).

As a group leader, click the Invite button and then type your roommate's University ID number in the field provided.

Click the "Search" link and when the roommate's name is displayed click "Select" link to save.

Be sure to click the link "**CLICK HERE TO SAVE & SUBMIT CHANGES** (found at the bottom) when done.

- **When you are finished managing your group, click the "SAVE & SUBMIT CHANGES link"** (found at the bottom). Use the scroll bar on the right and you may need to expand the window to get to the bottom.

Roommate Group Requests Action Taken Here

Erin Thigpen's group	Roommate Request(s)	Status
Leave	Erin M	Leader

[Invite](#)

Roommate Search Criteria

University ID:

Found: Jeanne F

[Cancel](#) [Search](#) [Select](#)

FINAL STEP - Scroll Down to the Bottom and Submit Changes!
Click the link "**CLICK HERE TO SAVE & SUBMIT CHANGES**" (found below) to save and submit changes.
Click the link "**Cancel without Saving**" (found below) if you are not making changes and log out.
If you have any questions please contact Residence Life at (651) 962-6470 or email reslife@stthomas.edu.

[🗑️ CANCEL without Saving](#) [✅ **CLICK HERE TO SAVE & SUBMIT CHANGES**](#)

STEP 4

A message is displayed upon successful completion of the process.

After you successfully submit the form you and your roommate will receive a confirmation email from Residence Life. Be sure to check your email for important updates.

To complete the process and form the group, your roommate will receive instructions on how to navigate to this same online process and ACCEPT or DECLINE the invitation to join your roommate group. You may also access this form for viewing purposes and check the status of your roommate group. It's important to complete this process prior to the deadline at 11:59 p.m., July 9.

If you have any questions, please contact Residence Life at (651) 962-6470 or email reslife@stthomas.edu.

You have successfully saved and submitted your roommate group request. If you wish to make any changes, you must re-enter the Preferred Roommate Group form and submit your changes.

If you do not receive a confirmation email from Residence Life, you probably did not click the SAVE & SUBMIT CHANGES found at the bottom. Please log back in and save and submit your changes.

Close browser window to exit.