

PREFERRED ROOMMATE GROUP INSTRUCTIONS

If you have a roommate request, please follow this guide to complete the preferred roommate request process. You only need to complete this process if you have a roommate request. Thing to know before getting started in the process:

- Make sure that you are ensuring that your preferences match by discussing:
 - Are you both in the same LLC or both in the CGLC path?
 - What are your behaviors regarding alcohol and smoking?
 - What are your plans on weekends?
 - Do you wake up early, go to bed late?
 - How do you want the room to be used – studying, socializing, guests hanging out or just the two of you?"
- You will need to share your St. Thomas ID with your group leader. 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 or current St. Thomas students.
- Every student wanting to participate in this process will need to take action; the group leader initiates the group and the other member needs to accept or decline the invitation for the request to be completed.

To complete the preferred roommate group process, please follow these steps:

1. Decide who will be the group leader of your roommate group, it should be the person with the earliest deposit date. This person is responsible for creating your roommate group online and inviting roommate(s) to join the group. Use the worksheet provided to you to determine your roommate group leader.
2. The group leader will need to collect all St. Thomas ID numbers of the roommate group.
3. The group leader will navigate to the form by logging in to Murphy Online, select Student Services link, select Student Housing System. At the Housing Portal, select "I am an Incoming First Year or Transfer Student for FALL".

Welcome to University of St. Thomas Student Housing Portal



Residence Life | UNIVERSITY OF St. Thomas

Hello Erin

Questions? Please contact the Department of Residence Life at (651) 962-6470 or email reslife@stthomas.edu.

CLICK A BUTTON BELOW TO CONTINUE



I AM A STUDENT CURRENTLY LIVING ON CAMPUS OR TAKING CLASSES

Click button above to access housing forms and processes if you currently live on-campus or taking classes in SPRING or you are a returning student FOR FALL 2024.

I AM AN INCOMING FIRST YEAR OR TRANSFER STUDENT FOR FALL

Click button above to access housing forms and processes if you are new incoming first-year or transfer student FOR FALL 2024.

Residence Life Website:
www.stthomas.edu/residencelife
Like us on Facebook at:
www.facebook.com/USTResLife
Follow us on Instagram at:
www.instagram.com/ustrreslife/

QUESTIONS?
Please contact Residence Life
at (651) 962-6470 or email
reslife@stthomas.edu.
[Click Here](#) [Residence Life Website](#)
Visit website to learn more about
living on campus.

Department of Residence Life
University of St. Thomas, St. Paul Campus
Koch Commons Building, Room 120
Office Hours: Monday-Friday 8:00 a.m. to 4:30 p.m.
Phone: (651) 962-6470 or toll free (800) 328-6819
Email: reslife@stthomas.edu

Close browser window to exit student housing portal.

4. Select the image located below ***Preferred Roommate Group*** to begin the process.
5. 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.
6. 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.
7. The student receiving an email stating action is needed should login to Murphy Online, follow the links to the housing portal, and select the image below ***Preferred Roommate Group*** to take action in the online form.
8. As a student required to take action in the online form, 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.
9. 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.
10. 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.
11. **The final step is to click the link “Save & 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 access the ***Preferred Roommate Group*** form.
12. **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. Groups must be created and invitations must be accepted or declined by no later than July 7, 2024, to be considered.

Step by step instructions are included in the form and a sample of the process is provided below.

The Preferred Roommate Group Process is displayed.



Department of Residence Life
University of St. Thomas
St. Paul Campus
Koch Commons, Room 120
Phone: (651) 962-6470
Email: reslife@stthomas.edu

Click link below to view housing deposit date and LLC/CGLC placement:

[LLC/CGLC Placement](#)

Preferred Roommate Group Requests

Who would you like to live with?

You may use this form to request roommates or respond to a pending roommate request.

CREATING A ROOMMATE GROUP?

- Please refer to the worksheet before forming a group to determine the leader of your group.
- Click **Create Group** button if you are the leader of the group with the earliest deposit date.
- Click **Invite** and then enter the roommate's St. Thomas ID number and click **Search**.
- After your roommate's name appears, click **Select** to save preference.
- **Selecting more than one roommate?** Repeat the process for each roommate to **Invite**, enter roommate's ID number and **Search**, then **Select** to save preference.

RESPONDING TO AN INVITE?

- Roommate Groups work like a 'friend request', preferred roommate(s) must **Accept the request to form a group**.
- If you are **Invited** to join a Roommate Group click **Accept** or **Decline**.
- You may **Leave** a group if you are listed as a leader or member of the group.
- If you are a leader of a group and you **Leave**, the group will be disbanded.
- You may only be a **Leader** or **Member** of one roommate group and your group must be approved to live in the same LLC or CGLC.
- After you make your selection, be sure to scroll down to the bottom and click the **Save & Submit Changes** button to finish the process.
- Invitations/updates will be sent to everyone affected after you make changes and submit this form.

VIEWING ROOMMATE STATUS ONLY?

- If you logged in to view the roommate group only, be sure to click **View Only, Log Out Here** to exit without saving.
- No emails will be generated if you are viewing only.

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

Roommate Search Criteria

University ID:

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

Changes are not saved or submitted until you click the **Save & Submit Changes** button below.
if you logged in to view only, click the **View Only, Log Out Here** to exit without saving.

[View Only, Log Out Here](#)

[Save & Submit Changes](#)