

Roommate Linking Process

Students who are interested in living with a specific student on-campus can request that student using the Roommate Linking process! Follow these instructions to successfully link with another student.

Step 1: Log into your Residence Life SIS portal


Log into [SIS](#) and select “Residence Life” from the left-hand menu options to successfully navigate to the Residence Life portal.


Step 2: Select “Roommate Linking” on your Roommate Questionnaire


Make sure to select “Roommate Linking” on your roommate Questionnaire to be entered into the roommate linking process

My Information - Mid-Year Roommate Questionnaire Form - On-Campus

Please indicate if you are interested in being paired with another student or if you would like to be linked with another student:

(none) 

Roommate Pairing- I want Residence Life to match me. 

Roommate Linking- I would like to select my own roommate. 

What is your preferred gender of roommate?

Please provide the student's name that you would like to be linked with (First and Last)



of 300 characters

Please provide the student's St. Olaf email that you would like to be linked with

of 300 characters

What time do you tend to go to bed in the evening?

(none) 

What time do you generally wake up in the morning?

(none) 

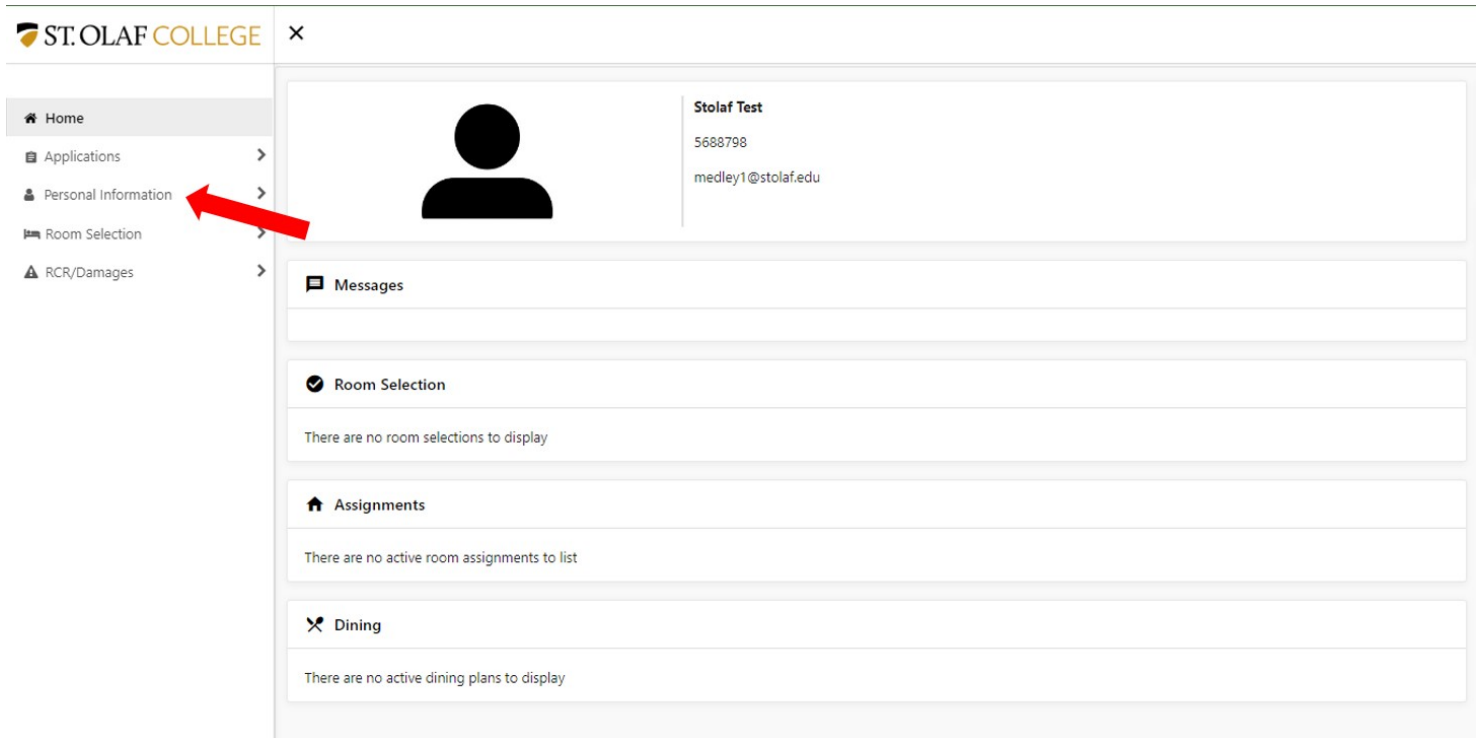
If you did not select this option on your questionnaire, make sure to revisit your application to select this option!

Once you have this option selected, complete the Roommate Questionnaire to move to the next step.

Step 3: Edit your Personal Information Profile

Make sure to update your personal information that other students can see when searching for a roommate! You also must make your profile public so that other students can successfully link with you.

From your Residence Life Portal home page, select “Personal Information”



ST. OLAF COLLEGE

- Home
- Applications
- Personal Information**
- Room Selection
- RCR/Damages

Stolaf Test
5688798
medley1@stolaf.edu

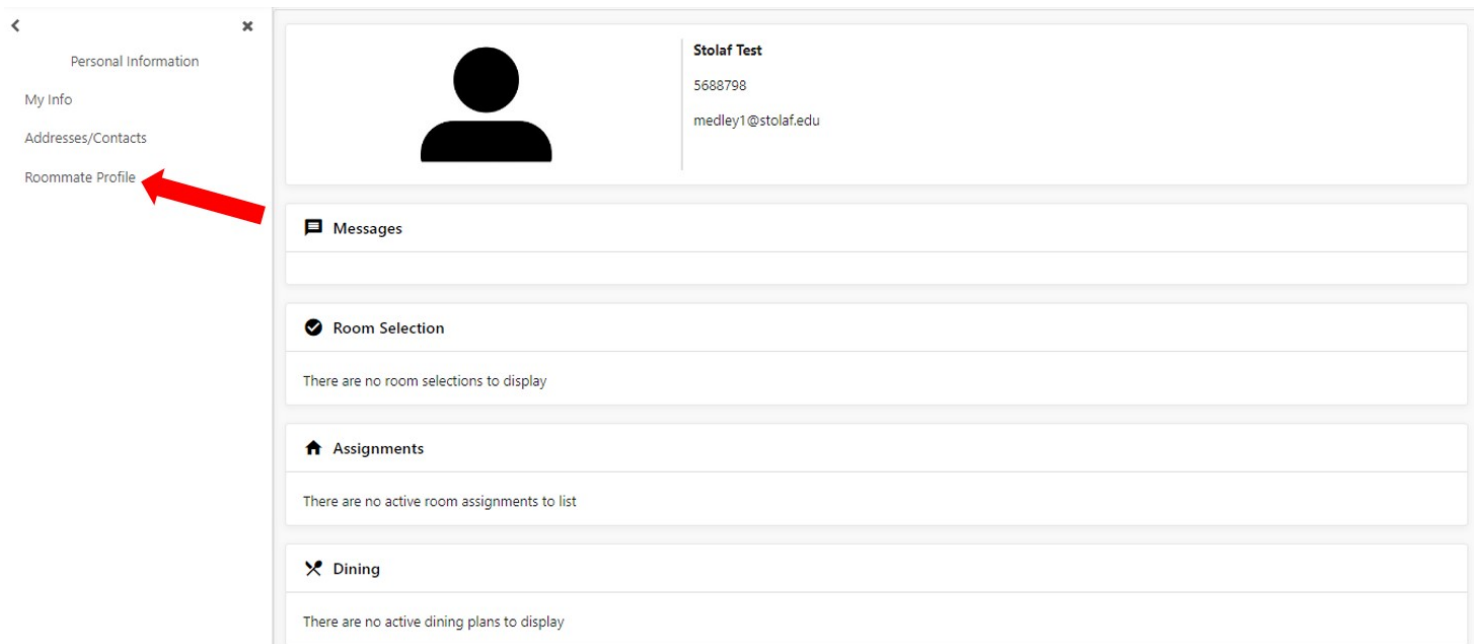
Messages

Room Selection
There are no room selections to display

Assignments
There are no active room assignments to list

Dining
There are no active dining plans to display

Select “Roommate Profile” on the next menu bar



Personal Information

- My Info
- Addresses/Contacts
- Roommate Profile**

Stolaf Test
5688798
medley1@stolaf.edu

Messages

Room Selection
There are no room selections to display

Assignments
There are no active room assignments to list

Dining
There are no active dining plans to display

This will bring up your Roommate Profile!

Roommate Profile

Profile Privacy
Display my information and my profile ▼

Contact Preference Type ▼ Contact Information

My Profile

Update Roommate Profile

Profile Privacy—This option allows you to turn your profile on and off in the roommate search function. It also allows you to control what information you want provided to other students

- Display my information and my profile—this allows students to see your roommate questionnaire answers and any information that you provide on this screen
- Display only my information (not my profile)—this allows students to only see your answers from your roommate questionnaire when searching for a roommate
- Do not display me—this shuts off your roommate profile and other students will not be able to search for you in the “Select Roommates” screen.

Roommate Profile

Profile Privacy
Display my information and my profile ▼

Display my information and my profile ✓

Display only my information (not my profile)

Do NOT display me

Contact Information

My Profile

It is important that if you are participating in Roommate Linking that you have either “Display my information and profile” or “Display only my information (not my profile)” selected to utilize the roommate matching function.

Contact Preference Type ▼ Contact Information

My Profile

The remainder of this screen is optional for students to fill out. If you have a preference on how students should contact you, you can provide that information here as well as your contact information. You can also provide a short blurb about yourself, what you are interested in, or what you are looking for in a roommate!

Step 4: Roommate Matching

Once you have your Roommate Profile turned on, you can begin to search for other students.

From the Residence Life portal main menu, select “Roommate Selection”

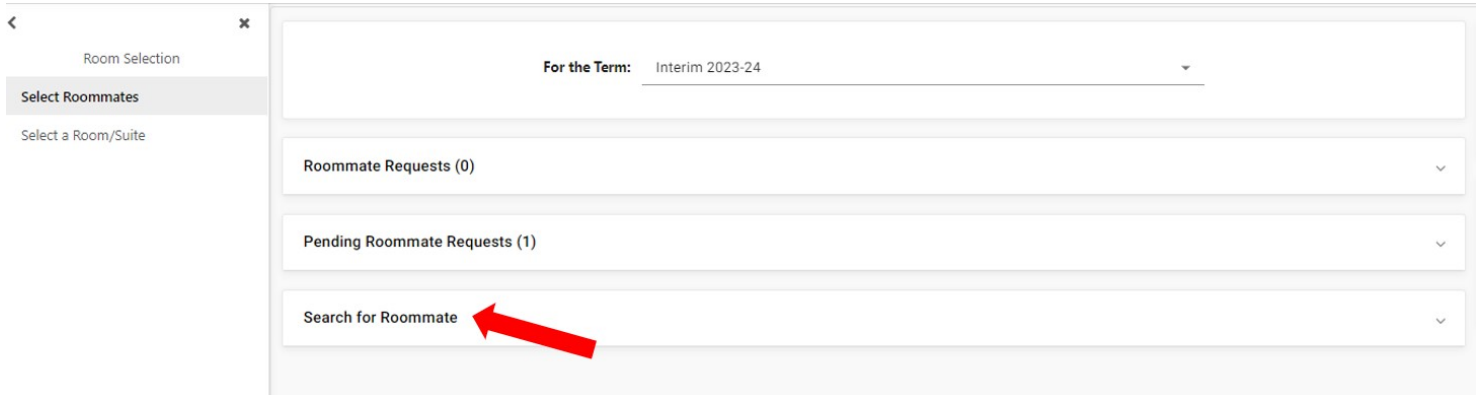
On the next menu bar, select “Select Roommates” to begin searching for a roommate!

Please note: make sure to select the correct term when selecting a roommate! You can do so at the top of the roommate selection screen using the “For the term:” dropdown menu bar

On this screen, you will see three different options: Roommate Requests, Pending Roommate Requests and Search for Roommate. Each option is an important step in the roommate matching process!

Step 4a: Searching for a Roommate

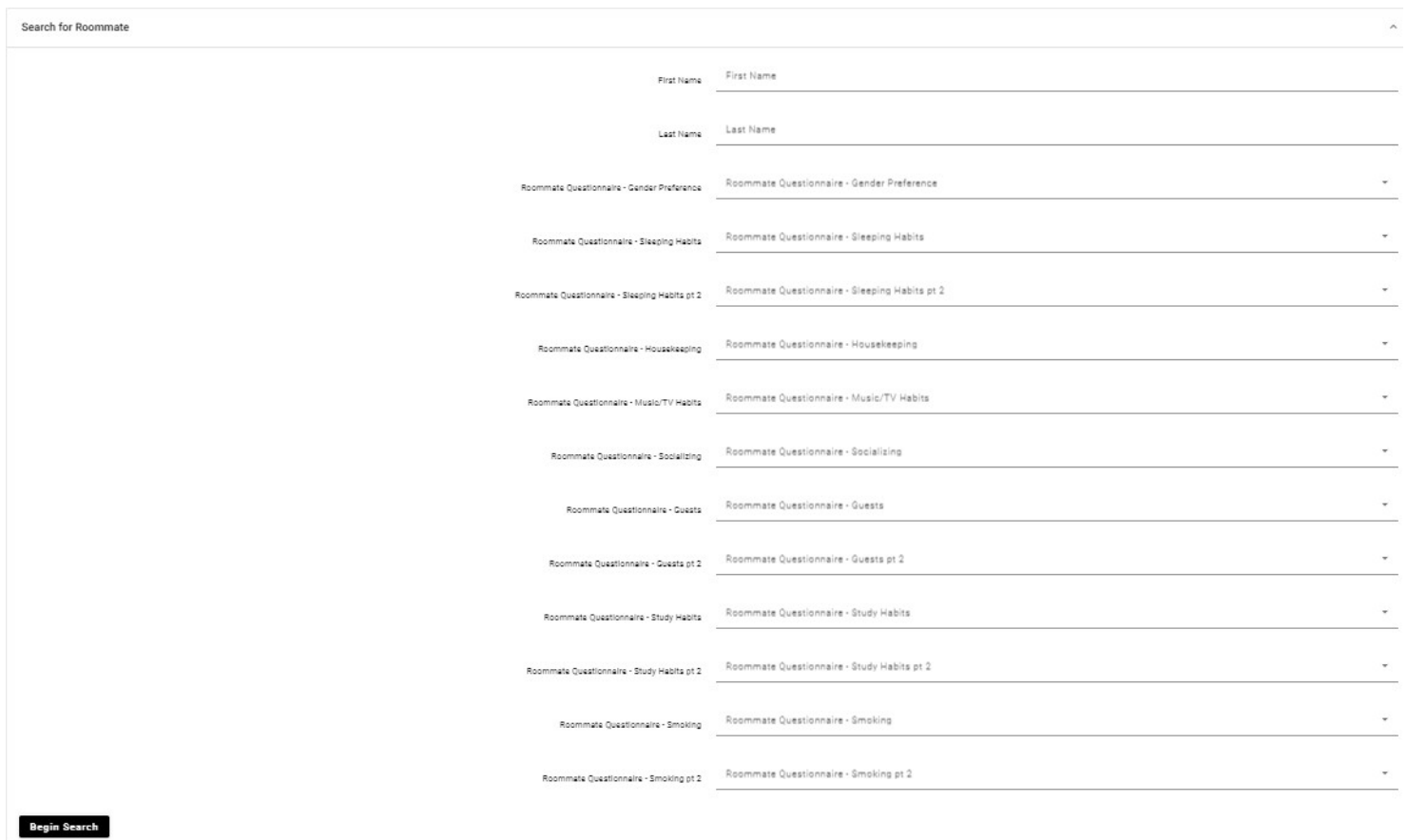
The first step to match with another student is searching for a roommate. Click on the “Search for Roommate” tab to begin your search



The screenshot shows a web interface for room selection. On the left, there is a sidebar with a 'Room Selection' header and two menu items: 'Select Roommates' (which is highlighted) and 'Select a Room/Suite'. The main content area has a dropdown menu for 'For the Term:' set to 'Interim 2023-24'. Below this are three tabs: 'Roommate Requests (0)', 'Pending Roommate Requests (1)', and 'Search for Roommate'. A red arrow points to the 'Search for Roommate' tab.

This will bring up the Roommate Search tool. If you know the student that you want to link with, you can search for them using their first or last name here. If you don't know who you want to match with and want to explore your options, you can utilize students' Roommate Questionnaire answers to match with another student.

Once you have typed in a student's name, or listed your roommate questionnaire preferences, click “Begin Search” at the bottom of the screen to search for students!



The screenshot shows the 'Search for Roommate' tool. It features a list of search filters, each with a dropdown arrow on the right. The filters are: 'First Name', 'Last Name', 'Roommate Questionnaire - Gender Preference', 'Roommate Questionnaire - Sleeping Habits', 'Roommate Questionnaire - Sleeping Habits pt 2', 'Roommate Questionnaire - Housekeeping', 'Roommate Questionnaire - Music/TV Habits', 'Roommate Questionnaire - Socializing', 'Roommate Questionnaire - Guests', 'Roommate Questionnaire - Guests pt 2', 'Roommate Questionnaire - Study Habits', 'Roommate Questionnaire - Study Habits pt 2', 'Roommate Questionnaire - Smoking', and 'Roommate Questionnaire - Smoking pt 2'. At the bottom left, there is a black button with the text 'Begin Search' in white.


Once you have found a student that you want to match with, you can request them as a roommate by selecting “Request Roommate” under their profile.

Begin Search

Search Results (1)

First Name : Test
Last Name : Test
Roommate Questionnaire - Gender Preference : (none)
Roommate Questionnaire - Sleeping Habits : (none)
Roommate Questionnaire - Sleeping Habits pt 2 : (none)
Roommate Questionnaire - Housekeeping : (none)
Roommate Questionnaire - Music/TV Habits : (none)
Roommate Questionnaire - Socializing : (none)
Roommate Questionnaire - Guests : (none)
Roommate Questionnaire - Guests pt 2 : (none)
Roommate Questionnaire - Study Habits : (none)
Roommate Questionnaire - Study Habits pt 2 : (none)
Roommate Questionnaire - Smoking : (none)
Roommate Questionnaire - Smoking pt 2 : (none)
Profile: This student has not filled out a profile


Request Roommate



Step 4b: Roommate Requests

All students must go in and accept the roommate requests that are sent to them. Once you have requested a student to be your roommate, they will appear in the “Roommate Request” tab. You will now see that the student you requested is listed there and highlighted in yellow with a note that says “Student has not requested you.” To complete your roommate match, the requested student must log in and accept the roommate match.

Roommate Requests (1)

	Name
	Test, Test

Unmatched Roommates:

- Test Test has not requested Stofaf Test

By clicking the menu option beside the student, there are a couple actions that you can take:

- Poke—you can remind the student about the roommate request
- View—you can view the students profile
- Email—you can email the student’s stolaf email account
- Delete—if you have changed your mind about this roommate request, you can delete the request here



Step 4c: Pending Roommate Requests

Students who have been requested as a roommate can view this request under the “Pending Roommate Requests” tab.

Pending Roommate Requests (1)	
	Name
⋮	Test, Stolaf

To accept this roommate request, students should click the menu option beside the student’s name. You will see some of the same menu options as above, as well as a new option:

- Match—accept the roommate request

Pending Roommate Requests (1)	
	Name
⋮	Test, Stolaf

⋮	Roommate
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If you are okay with the roommate request, click “match” to complete the roommate request process. The pending roommate request will then move to the “Roommate Requests” section.

Please note: for larger room options, everyone in the roommate group must accept the roommate request.

For the Term: Interim 2023-24 ▼

Roommate Requests (1) ^

	Name
⋮	Test, Test

Your roommate group is fully matched.

Pending Roommate Requests (0) ▼

Search for Roommate ▼

Once everyone in the roommate group has accepted the roommate request, you will see the message “Your roommate group is fully matched”.

You have now complete the roommate request process!

Students can alter their roommate requests at any time on this screen by clicking the menu buttons by the students’ names. If you changed your mind and want to search for a new roommate, you can delete this request and start the process over again.