

Checking to See if Your Roommate Group is Complete

To access the Roommate Group process, log into the [housing portal](#) and click on "Roommate Group". Only one person will need to create the group. Once the group is created, others can be invited to join. If you have created or been added to a group already, you will be unable to join other groups until you have deleted or left your current roommate group.

To create a roommate group you'll need to come up with a unique group name and a password. After you have created a group, you can search for your roommate(s) and will see an "Add to Group" option next to their name. Clicking on this action sends an invite that will need to be accepted by the other person in order for them to be added to the group.

If you have sent a request to someone to join your roommate group, this is what you will see in the Roommate Group process. Your request will need to be accepted before the other student is added to your group.

Group: Test Group 2019-20

DELETE GROUP EDIT GROUP

Search for Roommates by Details
Search for Roommates by Profiles
Suggested Roommates

Tony Test Hansen= Test Account (Group Leader) VIEW PROFILE

Outgoing Requests

Johny.Smith Test User
Age: Unknown
New Students
Description: Hi! I'm Johny Smith. This is a test account for the Office of Residence Life. I'm really excited to stay on campus! My top hall preferences are Coate, Sanford, and Hutchison halls. I'm from Madison and hope to join the Screaming Eagles Marching Band at UWL this fall.

CANCEL

This is what you will see on the Roommate Group page if you receive a request to join another group:

CREATE GROUP

Search for Roommates by Details
Search for Roommates by Profiles
Suggested Roommates

Incoming Requests

Test Group 2019-20
Leader: Tony Test Hansen= Test Account
Members: Tony Test Hansen= Test Account
Expiry Date: 3/27/2019 09:01

ACCEPT

DECLINE

Once a request has been accepted, this is what a completed roommate group will look like:

Group: Test Group 2019-20

DELETE GROUP EDIT GROUP

Search for Roommates by Details
Search for Roommates by Profiles
Suggested Roommates

Tony Test Hansen= Test Account (Group Leader)	VIEW PROFILE	↓
Johny.Smith Test User Hi! I'm Johny Smith. This is a test account for the Office of Residence Life. I'm really excited to stay on campus! My top hall preferences are Coate, Sanford, and Hutchison halls. I'm from Madison and hope to join the Screaming Eagles Marching Band at UWL this fall.	REMOVE ROOMMATE MAKE LEADER SEND MESSAGE VIEW PROFILE	↑

Once your roommate group is finalized, you are all set! You will be assigned to a room with the other student(s) in your group and will be notified via email once your assignment has been made.

If you have any questions about the Roommate Group process or need assistance, please contact the Office of Residence Life at 608-785-8075 or housing@uwlax.edu .