1. Log-in to Self-Service Banner.
2. Select the “Student” tab
3. Select the “MyHousing” tab.
4. Log-in to MyHousing.
5. Select the “Go to MyHousing” Menu
6. Under the “Room Selection” tab, select “Roommate Selection”.

Note: The “Select a Room or Suite” option will be visible, however, it will only be available to students on days and times they are qualified to select a room.

7. On the same screen, at the pull-down menu for “Select a Term”, select “Fall 2XXX”. (Select the proper term that applies)
8. You will be able to perform a “Simple Roommate Search” or an “Advanced Roommate Search”:
   a. Simple Roommate Search*: You have a specific person you would like to request as your roommate.
   b. Advanced Roommate Search*: You are interested in searching the database for other students with the first name “XXXXXX”, last name “XXXXXX”, based on their Current Major, or preferences they indicated on their housing application related to personal and living preferences.

   1) Example 1*: If you enter the following information and conduct a search, a list will be generated of all biology majors named Pierce who are non-smokers:
      [First Name: Pierce] [Major: Biology] [Smoking Preference: A non-smoker]
   2) Example 2*: If you only select Psychology in the “Academic Major” section, a list will be generated of all psychology majors.
   3) If you conduct an “Advanced Roommate Search”, each student that appears in your search results will yield the following information:
      ▪ Basic Information
      ▪ Brief Profile
      ▪ Other Attributes
      ▪ Options
   4) When you are ready to submit your request, under the “Options” section if you click “Request This Student”, the student will receive a notification that you have requested them.

Note: The only students that will appear in your search are students who have completed that particular term’s/academic year’s housing application.

9. If you’re the first to request in the group, the following message will appear “You have an unmatched roommate group.” If you receive a roommate request from other student(s), the following options will appear and you will be prompted to “Accept/Decline Pending Roommate Requests”.

10. If you requested roommate(s), they must “Confirm” (Accept) your roommate request in order for the request to say “Matches”. All students within the group must request and accept each other for the group to be fully matched.
    If you receive roommate request(s) from other student(s), once you have made a decision, you must select “Decline” or “Confirm”. These are the options that will be available to you on the screen:
        ▪ Decline
        ▪ Confirm (Accept)
        ▪ View Profile
        ▪ Send Message

Note: The following message will appear once you accept all roommate request(s) from other student(s) in your group or your requested roommate(s) accepts your request(s). “Your roommate group is fully matched.”

Contact us with questions, request further assistance or visit us at:
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