Please follow the instructions and screenshots below to request a specific roommate.

*Note – If either student already has a housing assignment, these steps will not work properly.

-Log-In to your MyHousing through ASIST

-Scroll down to verify if you have any future Roommate Requests

-Under the Navigation Bar, Click on Roommates/Suitemates
-Scroll down to enter Roommate Request, and click “Request Student as Roommate”

*Note – In order to request a roommate, the requested student must be eligible for housing.

Verify Requested Roommate’s name under “Existing Roommate Requests”

*Note – In order to be assigned together, “Matching Request” must say “Yes”
-Under the Navigation Bar, click on Room Preferences and confirm your preferences are correct for Fall 2010

*Note – In order to be assigned together, after you verify your preferences, contact your requested roommate and have them save their preferences exactly the same as yours!

As you might have noticed, these instructions are very specific and if certain steps are omitted, you will not be placed with your requested roommate. As noted at the beginning of this tutorial, it is very important that neither student have a housing assignment prior to following these steps.

After you have successfully completed all of the steps in this tutorial, use MyHousing Instructions – Room Selection and Pull in Roommate (find at www.liberty.edu/studenthousing) during your Housing Lottery to select a housing assignment for both you and your requested roommate.

If you have any questions about how to request a specific roommate or select a housing assignment, please contact Student Housing.

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