Follow the instructions and screenshots below to create your roommate group prior to completing Housing Selection.

1. To log in to the Res Life Portal, click the ‘Liberty – Student SSO’ button on the Sign In screen.

2. Now you should see the home page of the Res Life Portal. To proceed, select ‘Housing Selection.’

3. Select ‘Jump to Housing Profile and/or Roommate Groups’ to get started!
Click ‘Select’ beside the term you’d like to proceed with roommate selection for.

To complete your Housing Profile, select ‘View/Create Housing Profile.’

To go straight to roommate selection, select ‘View/Request Roommates.’
If you chose to complete your Housing Profile, you’ll have the option to create a screen name and submit a personal description and living preferences.

This information will be used to match you with potential roommates or for other LU students to look you up in the roommate search. Fill out as much (or little) as you’d like, and then select ‘View/Request Roommates.’

Tip: Your screen name will appear in the search tool to other students. If you don’t create one, it may make it more difficult for others to find your profile.
Option 1

If you already know who you want to room with, select ‘Search for a Known Roommate.’ This page will allow you to look a student up by name, screen name, or LU email address.

Option 2

If you want to fill out a mock student profile to find a potential roommate based on specific answers to the profile questions, select ‘Search for Roommates Based on Roommate Question Responses.’ This page will allow you to describe your ideal roommate and submit a search.

Option 3

If you would like to see suggested roommates, select ‘View Suggested Roommates.’ This page will allow you to browse potential roommates based on the percent of answers matching your student profile.

When you find a student you’d like to room with using any of these options, you’ll have the opportunity to:

- **Send them a roommate request** by selecting ‘Join-’ or ‘Add to Roommate Group’
- **Send them a message** by selecting ‘Send Message’
- **View more detailed information** about them by selecting ‘View Profile’
After joining or adding someone to your Roommate Group, you will see a page confirming your pending ‘Outgoing Request.’ Your potential roommate will receive an email from the Res Life Portal to accept or decline the request.

If they accept your request, your Roommate Group will be confirmed. You may come back to this page in the Res Life Portal at any time to adjust your Roommate Group.

Note that creating a roommate group will not automatically reserve any available beds in your selected room for your roommate(s). On the ‘Select Beds’ page later on in the Housing Selection process, you will have the option to select a bed for both you and your confirmed roommate(s).

- If your roommate confirms after you have already selected a bed, you may need to recomplete the Housing Selection process to secure a room together.
- When completing Housing Selection, if you do not select and assign a roommate to a bed in your room, another student may be assigned to your room.

If Housing Selection is open, you can proceed and select your housing assignment. Otherwise, check our website at Liberty.edu/HousingSelection to view your Housing Selection date!

If you have any questions, contact our office.

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