

ON-CAMPUS HOUSING SELECTION

Res Life Portal Tutorial

Follow the instructions and screenshots below to select your housing assignment and roommate.

Login

Click the button below to log in to the Res Life Portal.

[LIBERTY - Student SSO Login](#)

1 To sign in to the [Res Life Portal](#), click the **'Liberty – Student SSO'** button on the Login screen.

Hi Blaire!

Welcome to the Residence Life Portal! Here, you will be able to complete a variety of requests and tasks related to your room assignment and student leadership opportunities. If at any time you have questions, please do not hesitate to contact us at 434-592-4139 or residencelife@liberty.edu.

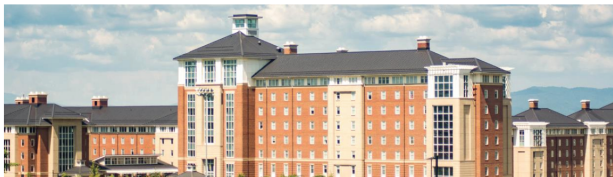
HOUSING SELECTION

Click here to select on-campus housing or request to live off-campus for Fall 2020

WANT A ROOM TO YOURSELF?

BED BUYOUT REQUESTS ARE OPEN NOW! [CLICK HERE](#)

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



Welcome to the Housing Selection process!

Here, you will be able to select your housing assignment, search for roommates, request to live off-campus and more!

For Housing Selection dates and additional information on the selection process, visit our website at Liberty.edu/HousingSelection

If you have any questions during the process, please contact our office or visit our website at Liberty.edu/ResidenceLife.

[Jump to Housing Profile and/or Roommate Groups](#)

[View current room assignments](#)

[Get Started!](#)

3 If you already have a housing assignment or roommates, use the quick links at the bottom of the page to view them. Otherwise, select **'Get Started!'**

Term Selector

Please select a term below to start or continue with your application.

Academic Year (2019-20) - Fall & Spring

(08/14/2019 - 05/08/2020)

You started your application for Academic Year (2019-20) - Fall & Spring on 08/14/2019

Select

Academic Year (2020-21) - Fall & Spring

(08/19/2020 - 05/12/2021)

You started your application for Academic Year (2020-21) - Fall & Spring on 01/30/2020

Select

4 Click **'Select'** beside the term you'd like to proceed with housing selection for.

Do you need to select on-campus housing or apply to live off-campus?

Ⓜ

On-Campus Requirement

Liberty University requires all unmarried students under the age of 21 to live on campus. On-campus residents must be currently enrolled in a residential program and attending classes on campus.

To read more about these policies, see the [On-Campus Living Guide](#).

Save & Continue

5 Choose **'On-Campus,'** from the drop-down menu; then select **'Save & Continue.'**

If you need to apply to live off campus, view our other tutorial on the Off-Campus Application process.

Student Profile Page

Use this page to fill out your profile, which will be used for matching with a potential roommate.

Roommate Search Screen Name*

<empty>

*Roommate Search Screen Names are only used in searching for other roommates within the Housing Selection process.

Describe yourself in a couple of sentences:

<empty>

Display my profile for other students to see in roommate search results.

☒

My Lifestyle

I prefer to wake up:

(Please Select)

I prefer to go to bed:

(Please Select)

I prefer to study:

(Please Select)

I consider myself to be:

(Please Select)

I prefer for my room to be:

(Please Select)

You're most likely to find me:

(Please Select)

I'm interested in trying new activities:

(Please Select)

It is important to me that I live with someone different from myself:

(Please Select)

Save & Continue

6 Next, you'll arrive at the Student Profile page. Here, you 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 **'Save & Continue.'**

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.

Roommate Selection

If you would like to search for a potential roommate, select from the links below.

If you would like to select a room prior to hearing back from a potential roommate, or if you do not want to select a roommate at all, you can simply click "Save & Continue."

Please Note:

- Creating a roommate group will not automatically reserve any available beds in your selected room for your roommate(s). You will have the option to select a bed for both you and your confirmed roommate(s) on the "Select Beds" page later in the Housing Selection process.
- 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.
- If you do not select and assign a roommate, another student may be assigned to your room.

You have not selected any roommates at this time.

[Search for a Known Roommate](#)
[Search for Roommates Based on Roommate Question Responses](#)
[View Suggested Roommates](#)

[Save & Continue](#)

7 On the Roommate Selection page, you will see several **options** to look up potential roommates, as detailed below.

Tip: You are not required to select a roommate at this time. To proceed without selecting one, simply choose 'Save & Continue.' To look up potential roommates first, view the options below.

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.

Search for a Known Roommate

Name First:

Name Last:

Residence Life Portal Screen Name:

LU Email:

☒ Exclude results that cannot be added or joined

[Return to Roommate Selection Main Page](#) [Search](#)

[Search for Roommates Based on Roommate Question Responses](#)
[View Suggested Roommates](#)

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.

Search For Roommate Matching Question Responses

Fill in the questions below with responses that most describe your ideal roommate.
Note: Leaving all question responses to "Any" will not return any results.

My Lifestyle

I prefer to wake up:

I prefer to go to bed:

I prefer to study:

I consider myself to be:

I prefer for my room to be:

You're most likely to find me:

I'm interested in trying new activities:

It is important to me that I live with someone different from myself:

☒ Exclude results that cannot be added or joined

[Return to Roommate Selection Main Page](#) [Search](#)

[Search for a Known Roommate](#)
[View Suggested Roommates](#)

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.

View Suggested Roommates

[Return to Roommate Selection Main Page](#) [Search for a Known Roommate](#)
[Search for Roommates Based on Roommate Question Responses](#)

JWA Age: 21 Student Type: Continuing Student Classification: Sophomore Description: I love the beach!!	<div>80% Match</div> <div>Add to Roommate Group Send Message View Profile</div>
Age: 20 Student Type: New Student Classification: Senior Description: (Not filled out)	<div>75% Match</div> <div>Add to Roommate Group Send Message View Profile</div>

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'

Tip: After joining or adding someone to your Roommate Group, you will see this page confirming that your request has been sent. Your potential roommate will receive an email from the Res Life Portal to confirm or deny your request. Until they have done so, they will only appear on this screen as a pending 'Outgoing Request.'

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 (see step 12 below), you will have the option to select a bed for both you and your confirmed roommate(s).

Roommate Selection

Your request to join group Group Jill Aa7d5113491 has been sent.

If you would like to search for a potential roommate, select from the links below.

If you would like to select a room prior to hearing back from a potential roommate or if you do not want to select a roommate at all, you can simply click "Save & Continue." (Please note that this will not reserve an empty bed for your potential roommate. When your roommate confirms, you may need to select a new room together.)

If you do not select a roommate, another student may be assigned to your room.

You have not selected any roommates at this time.

[Search for a Known Roommate](#)
[Search for Roommates Based on Roommate Question Responses](#)
[View Suggested Roommates](#)

Outgoing Requests

Group Jill Aa7d5113491

Leader: Jill A

Members: Jill A

Expiry Date: 1/23/2020 11:14

Cancel

Save & Continue

9 After completing roommate details, you will proceed to Room Selection. On this page, you can select 'Assign Me A Room' or 'Pick My Own Room' from the drop-down menu.

Room Selection

What would you like to do?

Save & Continue

If you would like to choose your own room, choose the **'Pick My Own Room'** option, select 'Save & Continue,' and then proceed to step 10. If you would like the Office of Residence Life to assign a room on your behalf, follow the instructions below.

To be **automatically assigned a room** within the housing tier you selected in Financial Check-In, choose 'Assign Me A Room' and select 'Save & Continue.'

On this page, confirm your decision by selecting 'Save & Continue' again.

If you see this screen, you've officially completed Housing Selection! Return to Financial Check-In here, or simply close your browser.

Assign Me A Room

By clicking **"Save & Continue"** below you are asking the Office of Residence Life to assign you to a room within the housing tier you selected in Financial Check-in. Below is a list of all Housing Tiers. If you would like to change the tier you have selected, you will need to return to Financial Check-in.

Tier Name	Price	Areas Of Campus	Room Types
Tier 1	\$2,300	Circle	Triple
Tier 2	\$2,900	Campus East, South Tower, Quads	Double (South Tower, Quads) & Triple (Campus East)
Tier 3	\$3,380	Campus East, Hill	Double (Campus East) & Triple (Hill)
Tier 4	\$3,580	Hill, Quads	Double (Hill), Single (Quads)
Tier 5	\$3750	Commons	Double

Save & Continue

Request Received







Thank you! You have completed your housing selection and will be assigned a room shortly. If, at any time, you would like to select your own room, you will simply need to start this process again and select "Pick My Own Room."

Return to Financial Check-In

Choose An Area Of Campus

You selected the following housing tier in Financial Check-In: **Commons Double - \$4,000**

[View a map of campus](#)

 <p>Campus East Apartment-style suites</p> <p>Select</p>	 <p>Circle Traditional residence hall</p> <p>Select</p>	 <p>Commons High-rise residence hall</p> <p>Select</p>
 <p>Hill Traditional residence hall</p> <p>Select</p>	 <p>Quad Living Apartment-style suites</p> <p>Select</p>	 <p>South Tower Traditional residence hall (females)</p> <p>Select</p>

10 If you've selected the option to pick your own room, the next screen you will see will allow you to **choose an area of campus**. You may select the area of campus matching your housing tier from Financial Check-In, or you may select an area other than your tier.

Tip: If you select an area of campus outside of your housing tier, you will need to recomplete Financial Check-In to secure your housing assignment.

Room List

Room Rate

\$2300 - \$4500

Room Types

- ☐ Double
☐ Single
☐ Triple

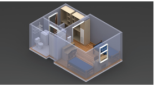
Areas

- ☐ Campus East
☐ Circle
☒ Commons

Buildings

- ☐ 001
☐ 002
☐ 003
☐ 017

You selected the following housing tier in Financial Check-In: **Commons Double (F): \$4,000**

 <p>001-B107 2 \$4000.00 per semester. 001-B107 001 Commons</p> <p>Show Room Info</p> <p>Add To Cart</p>	 <p>001-B110 2 \$4000.00 per semester. 001-B110 001 Commons</p> <p>Show Room Info</p> <p>Add To Cart</p>	 <p>001-B117 2 \$4000.00 per semester. 001-B117 001 Commons</p> <p>Show Room Info</p> <p>Add To Cart</p>
 <p>001-B120 2 \$4000.00 per semester. 001-B120 001 Commons</p> <p>Show Room Info</p> <p>Add To Cart</p>	 <p>001-B121 2 \$4000.00 per semester. 001-B121 001 Commons</p> <p>Show Room Info</p> <p>Add To Cart</p>	 <p>001-B124 2 \$4000.00 per semester. 001-B124 001 Commons</p> <p>Show Room Info</p> <p>Add To Cart</p>

11 This page populates a list of rooms with options for you to filter by room type, area of campus, building, and more. Only rooms that have available beds in them will appear on this page.

Once you've located the room you'd like to stay in, choose **'Add To Cart'** and then select **'Save & Continue'** at the bottom of the page.

Tip: Select 'Show Room Info' for more details on a particular room.

Select Beds

My Room



Jeremy S
Age: 21
Gender: Male

Note: The bed selector below only serves to reserve your space in the room and does not signify the reservation of any particular bed. You may choose any of the open options below.

Select Bed

My Roommates

Below are your current roommates. You can assign beds to all of them.

Parker Robinson
Age: 21
Gender: Male

Select Bed

12 The next page allows you to secure your space in the room. Choose any of the available beds from the drop-down menu and select **'Assign Beds.'**

*If your roommate(s) have been **confirmed**, you will also be able to assign them to a bed on this page.*

Please Confirm Your Room Selection

Building/Floor: 001-B107

Assigned Bed

1. 001-B107-1:

[Go Back](#) [Confirm](#)

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After you've chosen a bed, review your selection details. To proceed, select 'Confirm.'

Room Selection Summary

Thank you for selecting your room assignment! Your room selection information is below.

Room: 001-B107

Room Type: Double

Building: 001

Floor: 001-1

Bed	First Name	Last Name
001-B107-1	Blaire	Smith
001-B107-2		

Do you want to change rooms?

[Save & Continue](#)

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Review your room selection summary. If you'd like to **make any changes** to these details, select 'Yes' from the drop-down menu. Otherwise, select 'No' or leave this option blank.

To finalize your selection details, select 'Save & Continue.'

Housing Selection Complete

Congratulations!

You have successfully reserved a housing assignment for **Academic Year (2020-21) - Fall & Spring!**

If you have any questions about the upcoming semester, please contact the Office of Residence Life or visit our [website](#).

Thank you!

Congratulations! You have successfully completed Housing Selection!

If you have any questions, contact our office.

residencelife@liberty.edu
(434) 592-4139

LIBERTY
 UNIVERSITY
 OFFICE of RESIDENCE LIFE