

ROOMMATE SELECTION

Res Life Portal Tutorial

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

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 Blaine!

Welcome to the Res 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 residence@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 Select **'Jump to Housing Profile and/or Roommate Groups'** to 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 roommate selection for.

What would you like to do?

View/Creates Housing Profile
View/Request Roommates

Save & Continue

5 To complete your Housing Profile, select **'View/Create Housing Profile.'**

To go straight to roommate selection, select **'View/Request Roommates.'**

Student Profile Page

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

Please note that this page is optional and is not required to select a housing assignment. If you would like to continue with out filling out the profile questions, simply click "Save & Continue" below.

Roommate Search Screen Name*

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

Describe yourself in a couple of sentences:

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)

[View/Request Roommates](#)

6 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.

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.

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.

The form is titled "Search for a Known Roommate" and contains several input fields: "Name First:", "Name Last:", "Residence Life Portal Screen Name:", and "LU Email:". Each field has a placeholder text "<empty>". Below the fields is a checkbox labeled "Exclude results that cannot be added or joined". At the bottom, there are two buttons: "Return to Roommate Selection Main Page" and "Search". On the right side, there are two links: "Search for Roommates Based on Roommate Question Responses" and "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.

The form is titled "Search For Roommate Matching Question Responses" and includes a note: "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." Below the note are several dropdown menus for the following questions: "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:", and "It is important to me that I live with someone different from myself:". Each dropdown menu has "Any" selected. At the bottom, there is a checkbox labeled "Exclude results that cannot be added or joined", a "Return to Roommate Selection Main Page" button, and a "Search" button. On the right side, there are two links: "Search for a Known Roommate" and "View Suggested Roommates".

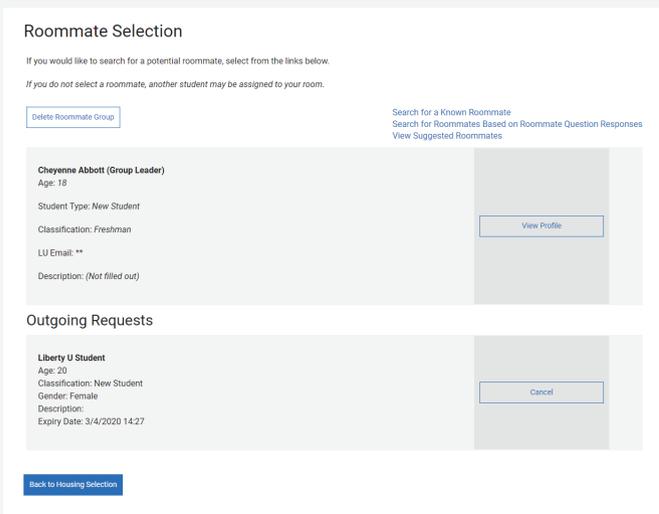
Option 3

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.

The page is titled "View Suggested Roommates" and features a "Return to Roommate Selection Main Page" button. It displays two suggested roommate profiles. The first profile is for "JILL A", Age: 21, Student Type: Continuing Student, Classification: Sophomore, and Description: "I love the beach!!!!". It shows an 80% Match and buttons for "Add to Roommate Group", "Send Message", and "View Profile". The second profile is for a student with Age: 20, Student Type: New Student, Classification: Senior, and Description: "(Not filled out)". It shows a 75% Match and buttons for "Add to Roommate Group", "Send Message", and "View Profile". At the top right, there are two links: "Search for a Known Roommate" and "Search for Roommates Based on Roommate Question Responses".

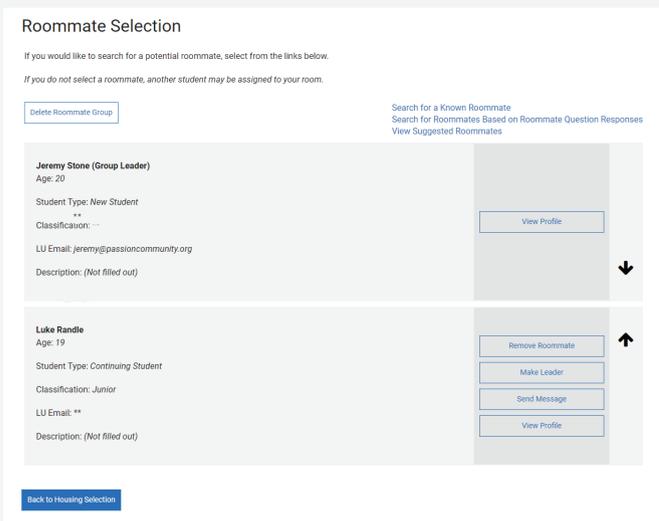
When you find a student you'd like to room with using any of these options, you'll have the opportunity to:

- **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'



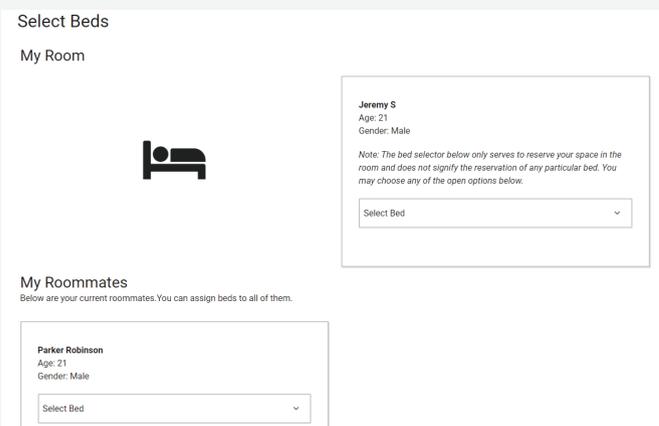
After joining or adding someone to your Roommate Group, you will see a page confirming your pending **'Outgoing Request.'** Your potential roommate will receive an email from the Res Life Portal to accept or decline the request.

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.

residencelife@liberty.edu
(434) 592-4139