

ROOM SWAPS

Res Life Portal Tutorial

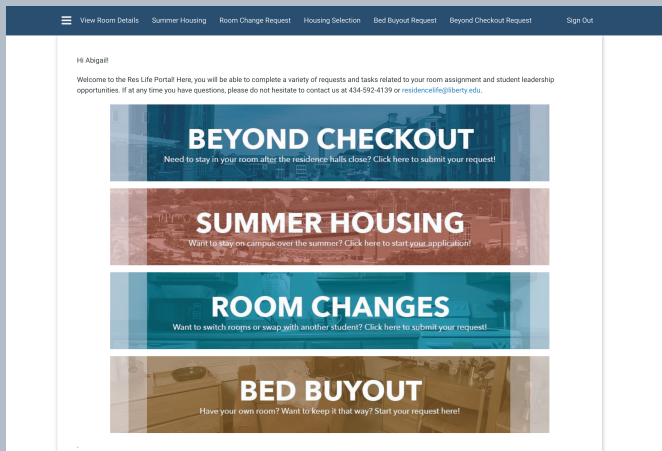
Follow the instructions and screenshots below to swap rooms with another residential student prior to checking into your residence hall.

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.



2 Now you should see the home page of the Res Life Portal. To proceed, select **'Room Swap'** from the menu bar.

Room Selector

Please select the room you would like to swap out of from the options below.
Room swap functionality is only available for Fall 2021 room assignments before the semester begins.

Fall 2021
(8/18/2021 - 12/15/2021)
026-101 Triple

Select

3 On the **'Room Selector'** screen, select the room you would like to swap out of for the upcoming semester.

Room Swap Preferences

You are selecting preferences for a room to replace your current room: 026-101 for Fall 2021.

Add Preference

Order	Location	Room Preference
1	<div>--Please Select--</div>	<div></div> <div>Delete</div>

Please add at least 4 preferences. Please select at least 2 unique locations.

Save & Continue

Order	Location	Room Preference
1	<div>Commons</div>	<div>Commons Double</div> <div>Delete</div>
2	<div>Campus East</div>	<div>Campus East Double</div> <div>Delete</div>
3	<div>Hill</div>	<div>Hill Triple</div> <div>Delete</div>
4	<div>Quad Living</div>	<div>Quad Double</div> <div>Delete</div>

4 In the **‘Location’** field, select your desired area of campus as the first preference. Then in the **‘Room Preference’** field, select the type of room that you are hoping to swap into (double or triple).

Note: You will need to add at least 3 more preferences by clicking ‘Add Preference’ for each before you will be able to continue. Once you fill out your preferences, click ‘Save & Continue.’

Room Swap Management

You are selecting a room to replace your current room: 026-101 for Fall 2021.

New Request

Outgoing Requests

There are no outgoing requests.

Incoming Requests

There are no incoming requests.

5 Now you should be able to see the Room Swap Management page, where you are able to send Room Swap requests to other students. You can also monitor any requests that have been sent to you. To submit a new Room Swap request, click **‘New Request.’**

Tip: If this is your first time on this page, you won’t see any requests listed until you submit a New Request.

Room Swap Search

You are selecting a room to replace your current room: 026-101 for Fall 2021.

My Preferences

Predefined

Their Preferences

Predefined

Location

001

002

003

Room Type

Bathroom

Double

Inventory

1st3rd

Fall 2021

003-B103 (Double)

Currently booked by: John Smith

Room Details

Send Message

Request Swap

1st3rd

Fall 2021

001-A304 (Double)

Currently booked by: Michael Jones

Room Details

Send Message

Request Swap

Previous

1

Next

6 Next you’ll see the **‘Room Swap Search’** page, where you can view students looking to swap rooms who match with your predefined preferences.

Note: This list will only include students who have already indicated their interest in a Room Swap. If you already know someone you want to swap rooms with but don’t see them on the list, contact them to make sure they submit their Room Swap preferences in the Res Life Portal.

If you see a room that you want to swap into, select **‘Request Swap.’**

7 If you don't see a room you want to swap into, you can adjust the results on the list by changing your location and room type preferences.

Note: The students listed will always match your gender and classification (as a new student or returning student), regardless of your room type preferences.

To adjust these filters, you can change the fields underneath 'My Preferences' or 'Their Preferences' from **'Predefined'** to **'Custom.'** This will allow you to use the check boxes to indicate specific buildings or room types.

Tip: The check boxes on the left are used to indicate your preferences and the check boxes on the right are used to indicate the other students' preferences.

Once you've identified the room you want, click **'Request Swap'** on the appropriate card.

Note: This action will send a message to the student currently assigned to that room asking if they would like to accept your swap request.

The screenshot displays a web interface for room swapping. On the left, under 'My Preferences', there is a dropdown menu set to 'Custom' and a 'Predefined' option. Below this, a 'Location' section contains three checkboxes: '001' (checked), '002', and '003'. To the right of these, under 'Their Preferences', there are three unchecked checkboxes. A vertical scrollbar is visible between the two columns. On the right side of the interface, a room card is shown with a bed icon, a '1st 3rd' classification badge, the text 'Fall 2021', '001-A304 (Double)', and 'Currently booked by: Michael Jones'. At the bottom of the card are two links: 'Room Details' and 'Send Message', and a prominent blue button labeled 'Request Swap'.

Outgoing Requests

[New Request](#)

The Swap button will be disabled if the room swap request has a status of requested, denied, confirmed or approved.



1st 3rd
Fall 2021
8/18/2021 - 12/15/2021
001 Double
Status: Requested
Currently booked by:
Michael Jones

[Room Details](#) [Send Message](#)

[Swap](#)
[Cancel Request](#)

8 Once you've made the request, you'll be taken back to the Room Swap Management page, which lists the status of any Outgoing or Incoming Requests.

Outgoing Requests

[New Request](#)

There are no outgoing requests.

Incoming Requests



1st 3rd
Fall 2021
8/18/2021 - 12/15/2021
026 Triple
Status: Requested
Currently booked by:
Luke Johnston

[Room Details](#) [Send Message](#)

[Accept](#)
[Decline](#)

9 The student you have requested to swap rooms with should now see your request on their own Room Swap Management page under the 'Incoming Requests' section. They can either select '**Accept**' or '**Decline**.'

*Note: You will receive an email with their decision. If they **decline** the request, you may return to the Portal to submit a new request. If they **accept** your request, you will receive an email telling you to return to your Room Swap Management page to finalize the Room Swap.*

Outgoing Requests



1st 3rd
Fall 2021
8/18/2021 - 12/15/2021
001 Double
Status: Accepted
Currently booked by:
Michael Jones

[Room Details](#) [Send Message](#)

[Swap](#)
[Cancel Request](#)

10 Once you have returned to the Room Swap Management page, you will be able to see the accepted request in your '**Outgoing Requests**' section.

To finalize the request, click '**Swap**.'

Room Swap Confirmation

Room To Swap

Fall 2021

026-101 Triple

New Room

Fall 2021

001-A304 Double

Currently booked by:

Michael Jones

This room matches my 1st preference.

My room matches their 3rd preference.

Go Back

Save & Continue

11

Now you'll be taken to a confirmation page where you can review the room information one more time before affirming your desire to complete the swap.

Click **'Save & Continue'** to finalize your Room Swap.

Note: If you are a part of a Roommate Group with other students, you will not be able to re-assign those students to your new room through the Room Swap process. If you still need to assign a roommate to an open bed in your new room, you will need to use the Housing Selection process and follow the roommate assignment instructions there.

Room Swap Complete

The room swap has successfully completed.

Congratulations! You have successfully completed your Room Swap!

If you have any questions, contact our office.

residencelife@liberty.edu

(434) 592-4139

LIBERTY
UNIVERSITY
OFFICE of RESIDENCE LIFE