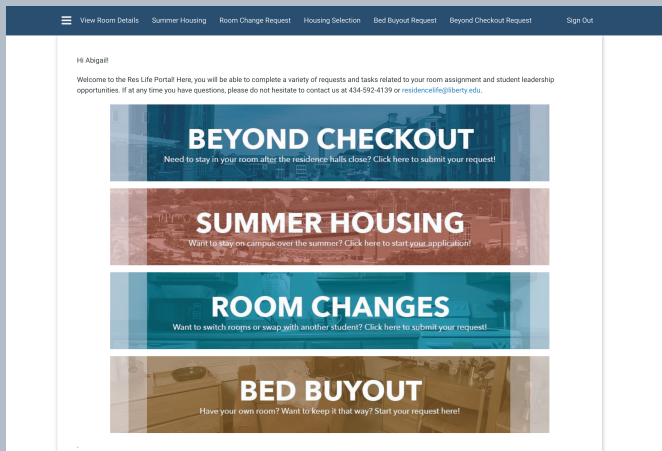# ROOM SWAPS
Res Life Portal Tutorial

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

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.

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

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.'

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.

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.'

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.

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.

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.*

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

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