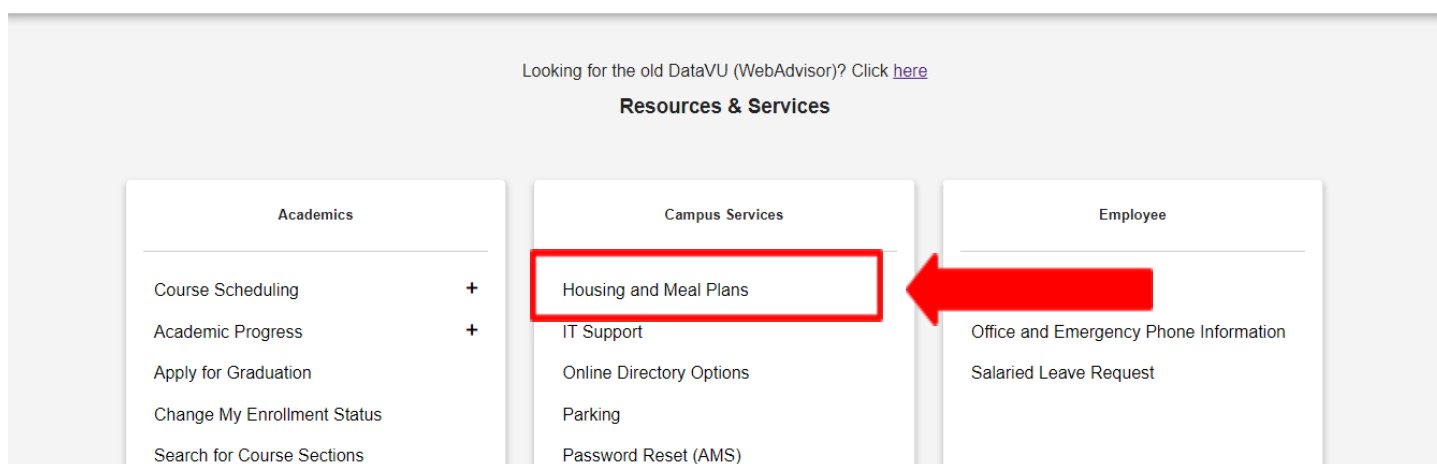
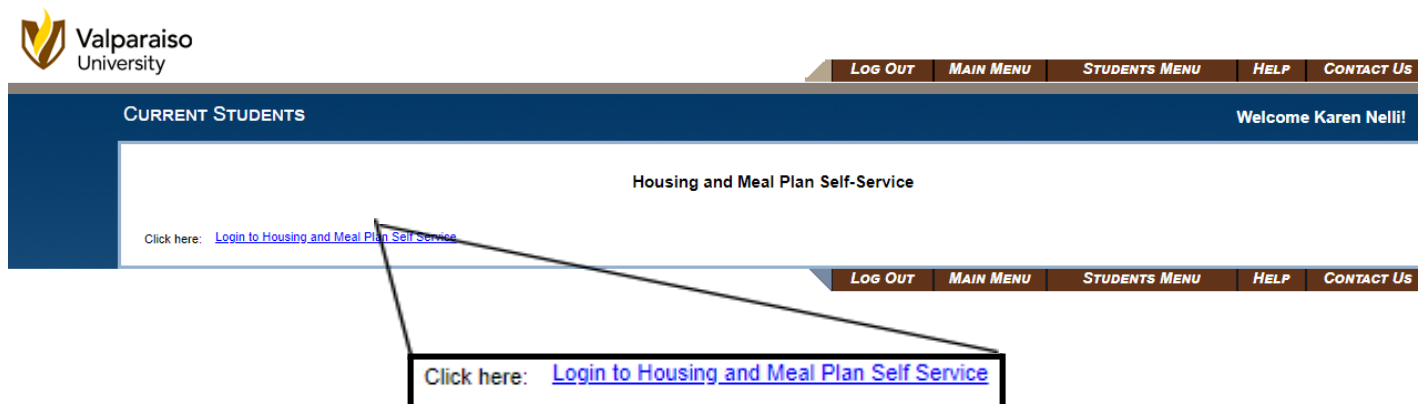


New/Transfer Student On-Campus Housing Roommate Selection Guide

1. To log onto Housing Self-Service, first, **visit DataVU** (datavu.valpo.edu).
2. On the homepage of the student menu of DataVU, you'll see the section labeled **Campus Services** and a sub-section labeled **"Housing and Meal Plans"** to access any housing applications available to you (pictured below).



3. You'll then be asked to **log in with your Valpo user information and password**. Once logged in, **click on the hyperlink** to log into the Housing and Meal Plan Self-Service Portal.



4. Once your login information is confirmed, you'll be taken to your **"Housing Self-Service Portal" homepage**. Please make sure all the information on this page is correct.

5. As a new student, **you are NOT required to find a roommate**, however, you will have the option to search for any first year student that has completed the New Student On-Campus Housing Confirmation. If you **end up not picking a roommate, one will be assigned to you based on the preferences you listed in your Housing Confirmation**.
- Once inside the Housing Self-Service Portal, click on ROOMMATE & ROOM SELECTION in the menu to the left. This process will be open to you **AFTER** you complete the New Student On-Campus Housing Confirmation.

6. Click on **SELECT ROOMMATES** in the left menu (see below). You will then need to select the **TERM** in the drop box at the top middle of the page for the **SEMESTER/YEAR you are applying for**.
- THERE IS NO ROOM SELECTION OPTION FOR NEW OR TRANSFER STUDENTS.**

7. After selecting the appropriate semester, you can start your search for a desired roommate. You will then click on **SEARCH FOR ROOMMATES** in the bottom box (see below). You should only confirm up to:

- a. **New Students:** 1 roommate
- b. **New Transfers:** 2-4 roommates

Roommate Requests (0) View MATCHED Roommate requests

Pending Roommate Requests (0) View the status of Roommate requests

Search for Roommate Search for Roommate based on Name or Criteria

- c. If you have a roommate in mind, you can search by their name, email, ID number, etc (see screenshot below) then click on “Begin Search”.

Once you find them, click “Request Roommate” (see below). This will send them an email to let them know you have requested them. **NOTE:** If the person you want to live with has not yet completed the housing confirmation, you will **NOT** be able to search for them, as they are not yet in our system.

Search for Roommate

01. What is the FIRST NAME of your desired roommate? : Emma

02. What is the LAST NAME of your desired roommate? : Pisello

03. Would you like to live with a student from a country other than your own? : Yes ☐ No ☒ (no preference)

04. What are your sleeping habits? : I'm a early morning person.

05. What are your studying habits? : I listen to music/TV while studying.

06. Generally speaking, how do you keep your room? : I generally keep my room clean and tidy.

07. How do you primarily plan on using your room? : I would like to use my room primarily for sleeping.

08. What type(s) of music do you listen to? : Top 40/Pop/Rap/Hip-Hop

09. Are you a smoker? : No

10. Do you mind living with someone who uses tobacco? : I do not wish to live with someone who uses tobacco.

Profile: This student has not filled out a profile

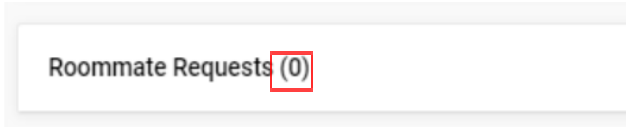
Request Roommate

Search Results (1)

- d. If you don't have a roommate in mind, you can search based on the personal preferences criteria that you completed in your housing application. We suggest **only selecting 1-3 living preferences** that are important to you so that you have better results in finding a roommate. Once you find them, click “Request Roommate” (see below).
 - i. This roommate request will now show up in the “Pending Roommate Requests” section of your roommate selection screen.

Pending Roommate Requests (0)

- ii. Once the roommate you requested confirms they want to be your roommate, their name will move to the top box in the “Roommate Requests” box.



8. Pending Roommate Requests: If a person has requested you as a roommate, you need to accept or deny that request (similar to a Facebook friend request) in the Housing Self-Service Portal. If you remove/delete a confirmed or requested roommate, they will also receive that information in an email. Here is what you will see:

What the REQUESTOR Sees	What the REQUESTEE Sees
The screenshot shows the "Roommate Requests" section for a Requestor. It includes a dropdown for "For the Term: Fall 2020", a list of "Roommate Requests (1)" with a table header "Name" and a row for "Pisello, Emma", and a red box highlighting the "Unmatched Roommates" section which states "Emma Pisello has not requested Student Last Name". Below this is a "Pending Roommate Requests (0)" section and a "Search for Roommate" dropdown.	The screenshot shows the "Roommate Requests" section for a Requestee. It includes a dropdown for "For the Term: Fall 2020", a list of "Roommate Requests (0)", and a "Pending Roommate Requests (1)" section. A table header shows "Name" and "Last Name, Student". A red box highlights a menu with three options: "Eye- View Student Profile", "Person- Confirms Roommate Request", and "Trash Can- Removes Roommate Request". A red arrow points from this menu to the "Roommate Requests" section.
What a FULLY MATCHED ROOMMATE Group Looks Like	
The screenshot shows the "Roommate Requests" section for a Fully Matched Roommate Group. It includes a dropdown for "For the Term: Fall 2020", a list of "Roommate Requests (1)" with a table header "Name" and a row for "Last Name, Student", and a message box stating "Your roommate group is fully matched." Below this is a "Pending Roommate Requests (0)" section and a "Search for Roommate" dropdown.	

9. You are Done! Great job!

Roommate Confirmation Deadlines: Please review the deadlines listed on our [website](#) to ensure you have requested a roommate by that date. If you confirm any roommates after these dates, we can/will assign you with another student based on the preferences listed in your housing confirmation.

- Please try to do this as quickly as possible- as the first day of classes gets closer, options or rooms/buildings/roommates become limited.

Housing Assignment Timeline: Housing assignments include building, room, and roommate information will be sent to students based on the timeline outlined on our website here:

<https://www.valpo.edu/student-life/reslife/new-student-room-selection-information/>

Questions

If you have any questions or experience issues with the Returning Student On-Campus Housing Application, please do not hesitate to contact us at ResLife@valpo.edu or 219-464-5413.

**Next Step: Watch your Valpo Student Email for MORE!
We will send you information about move-in day,
events and what to expect!**

Click [HERE](#) to return to the
Res Life New Student Housing Assignment
overview webpage