AT-A-GLANCE & TIPS 2

HOUSING PORTAL BASICS 3

ROOMMATE FINDER & ROOMMATE GROUPS 4-7

ROOM SELECTION PROCESS 8
Selecting a Room Without a Roommate
Selecting a Room & Inviting Roommate & Suitemate(s)

CHECK HOUSING STATUS 12
How to Find Roommate Contact Information
How to View Assignment Information
See Your Housing Information

CANCELING A HOUSING CONTRACT 13

ACCESS THE HOUSING PORTAL AT
USI.EDU/HOUSING > HOUSING PORTAL
ROOM & ROOMMATE SELECTION
AT-A-GLANCE

PART ONE: SEARCH FOR ROOMMATES
Once you’ve completed the application, you can log into the Housing Portal anytime to begin searching for roommate(s)/suitemate(s), creating a Roommate Group and/or joining an existing Roommate Group. Your preferred roommate(s)/suitemate(s) must have the same gender option as you (e.g., If you selected you are interested in gender inclusive housing everyone in your ROOMMATE GROUP must also have selected gender inclusive housing.)

PART TWO: CHOOSE YOUR ROOM & PULL IN ROOMMATES/SUITEMATES
The designated leader will assign themselves and roommate(s)/suitemate(s) into a room/suite based on the date the group leader signed their housing contract. It’s best to compare your time slot with members of your Roommate Group. See who has the earliest time slot and make that person the group leader so they can select your room or suite as early as possible.

GENERAL TIPS
You must have a completed 2023-2024 housing application and contract on file to participate in the online room selection process. Your network connection may be slower than normal if a large volume of students are logging in to the Housing Portal at the same time. Please be patient and persistent in logging off and trying again. You are guaranteed to get a room assignment with campus housing.

Contracts are for the academic year both fall and spring semesters. If you cancel your housing contract/room assignment, you are subject to the cancellation fees outlined in the housing contract. See usi.edu/housing to familiarize yourself with the cancellation policies. Students who cancel with USI Admissions must also cancel with Housing and Residence Life through the Housing Portal.

ROOMMATE & SUITE MATE TIPS
It is best to have roommate(s)/suitemate(s) confirmed as members of the Roommate Group before the leader’s room selection time slot. Yes, you can add roommate(s)/suitemate(s) who have a later time slot than you. Make sure the leader has the earliest contract signature date.

Accepting someone as a roommate in part one of the process does not guarantee you will be roommates. Only once you and your roommate(s)/suitemate(s) are confirmed in the room/suite are you officially roommate(s)/suitemate(s).

You must select a room/suite with enough available bed spaces (one for each student) in order to pull in your roommate(s)/suitemate(s) into your room room/suite. If there are not enough spaces available in the room/suite, you will not be able to request that room.

ROOM SELECTION & ROOM CHANGE TIPS
You can only make one room assignment in the online system. If you make a room assignment and want to change it, do not cancel your housing contract as this will delete your contract entirely and you will lose your priority application date. If you need to make a room change, email the housing office at living@usi.edu.

Students who do not select their room/suite by the end of room selection will have their room assignments made by housing office.
LOG IN
Log in to the Housing Portal via usi.edu/housing

When navigating in the Housing Portal, please click on the section on the Progress Bar or the GO BACK button on the web page rather than using your browser’s back button.

HOUSING APPLICATIONS tab
In the Housing Portal, select Housing Application and click APPLY or CONTINUE.

TERM SELECTOR
If you have not completed a 2023-2024 application, you will see the APPLY link; otherwise, you will see the CONTINUE button.

Under the term selector there is a brief application summary. The information should be able to help you if you can’t remember where you are in the application process.
**MY DETAILS Menu Item**

Your Room Selection Timeslot and other information can be found in the dropdown menu under **My Details**.

If you are in a Roommate Group and are not the leader, you will be able to view your leader’s timeslot time.

Keep in mind some fields may not be viewable. This could be because you don’t have access to view the information at that point in time.

Prior to the semester starting you will be able to see all the information on your detail page.

Your *Web Screen Name* is the only field you can update. All other fields are read only.
The roommate finder service in the Housing Portal lets you search for compatible roommate(s)/suitemate(s), create a ROOMMATE GROUP and/or join an existing Roommate Group. Using the Roommate Finder is optional.

How you answer the Gender Inclusive Housing Option will determine who you will be able to see when searching for roommates. Everyone in your Roommate Group must have the same response.

**PROGRESS BAR: MY PROFILE**
Enter your personal preferences about your room environment, sleep habits and extracurricular preferences.

Your answers will help match you with suggested roommates.

You can come back to this section and change your answer later.

**PROGRESS BAR: ROOMMATE GROUPS**
On this page, you can create a Roommate Group, join an existing Roommate Group, search for students by Student ID, Web Screen Name, or Last Name, or look at suggested roommate(s)/suitemate(s). You can come back to this section to make changes throughout the spring and summer.

Joining a Roommate Group after the group or members of the group have selected a room will not automatically add you into their space or suite.

Once you have created or joined a Roommate Group, you cannot create or join a second Roommate Group.

You will have to leave your current Roommate Group in order to create or join another Roommate Group.

If you are a freshman and have an upperclassman in your Roommate Group you will not be able to select a freshman only building. If you want to live in a freshman only building make sure you do not have a returner in your Roommate Group at the time of room selection.
ROOMMATE GROUP: CREATE GROUP
Allows you to create a group by searching for specific people to add to your group. Groups can be as small as 2 and as large as 4 people.

ROOMMATE GROUP: JOIN GROUP
Allows you to join a group that has already been created. You must input the exact name to find your Roommate Group.

ROOMMATE GROUP: ROOMMATE SEARCH BY USI STUDENT ID, LAST NAME, OR WEB NAME
If you know who you want your roommate(s)/suitemate(s) to be, you can simply enter their USI STUDENT ID here to find and add them to your Roommate Group. You can also search by last name or Web Screen Name.
You will only be able to add a person to your Roommate Group if you are the Group Leader.

ROOMMATE GROUP: SUGGESTED ROOMMATES
Based on your answers in the MY PROFILE section, your most compatible roommate/suitemate options appear here. You can view their profile, send a message through the Housing Portal, or add them to your Roommate Group.
You will receive a message through the Housing Portal (top left-hand corner) when someone messages you, adds you to a Roommate Group, joins your Roommate Group, or leaves your Roommate Group.

ROOMMATE GROUP: COMPLETE
When you’ve reached this screen, you’ve gone through all the steps of roommate search and selection. You can still access the ROOMMATE GROUP section of the process to make changes to your roommate(s)/suitemate(s) and your Roommate Group.
Roommate Groups
Roommate Searching Information
Please use the blue hyperlinks below to search for a roommate.

- Search for Roommate by Details: Search for a roommate by name
- Search for Roommate by Profiles: Search for a roommate by lifestyle answers
- Suggest Roommates: A list of suggested roommates based on lifestyle compatibility questions

Please note:
- A roommate must have started their application to be searchable.
- If you do not have a specific person in mind, please continue to the next page.
- You can have up to XXXX roommates in a roommate group.

gold (Group Leader)
Classification: Returning Student
Gender: Female
Description:

Melissa Burch
Classification: New Student
Gender: Male
Description:

Incoming Requests
Betsy Jo Mullins
Age: 40
Classification: Returning Student
Gender: Female
Description:
Expiration Date: 3/15/2022 09:23

Roommate Groups
Roommate Searching Information
Please use the blue hyperlinks below to search for a roommate.

- Search for Roommate by Details: Search for a roommate by name
- Search for Roommate by Profiles: Search for a roommate by lifestyle answers
- Suggest Roommates: A list of suggested roommates based on lifestyle compatibility questions

Please note:
- A roommate must have started their application to be searchable.
- If you do not have a specific person in mind, please continue to the next page.
- You can have up to XXXX roommates in a roommate group.

gold (Group Leader)
Classification: Returning Student
Gender: Female
Description:

Melissa Burch
Classification: New Student
Gender: Male
Description:

Betsy Jo Mullins
Classification: Returning Student
Gender: Female
Description:
SELECTING A ROOM

ROOM SELECTION: FINDING YOUR ROOM

At the time of your room selection timeslot go to the Room Selection step in your application progress bar.

After you click on an area, a list of buildings to select will appear. Scroll down the page or click NEXT to see more options. You can view the spaces available in each room before selection. Make sure to look at the number of available spaces.

AVAILABLE SPACES: Make sure you select a room with enough spaces available for you and your preferred roommate(s)/suitemate(s). If you try to select a unit/apartment or suite without enough vacancies for your Roommate Group you will receive an error message.

To select a room or suite, simply click on SELECT, scroll down, and then click SAVE & CONTINUE to move to the next step in the room selection process: Assigning Beds.

---

In this example, we are looking at a 4 Person 2 Bedroom Room Type

If you look at BK-905B-L, you will see a 1 next to SPACES AVAILABLE IN ROOM, which means one bed in that room has already been selected by another student. The entire apartment has 3 available spaces. It is also an apartment room so you will see that there are only three beds remaining in the apartment. The other room BK-905B-R has two beds available, so no one has selected a space in that room yet. There is also an image of a +. This is a room attribute image. If you select LARGER ROOM under the room attribute filter all rooms with a + would be shown. This + indicates the right bedroom is the larger bedroom in BK-905B.
ROOM SELECTION: ASSIGN BED(S)

On this screen, you will select your bed. You have ten minutes (10:00) to complete this process. If time expires, the system will time out, you will have to start over, and the space will not be held for you.

**If you want to make changes to your assignment (building, room), you MUST do so before assigning beds.**

To go back to the list of areas or locations to select a different room, use the progress bar at the top and select ROOM SELECTION in the system rather than using your web browser’s BACK button.

Click REMOVE FROM CART to deselect the room and go through the selection process again.

In example 1, there is 1 available bed space out of 2 total bed spaces in the room.

Click SELECT BED to trigger the drop down, and then select your bed. In this case, the student will select BK-905B-L2 and then click ASSIGN BEDS.

In example 2, assuming you are the group leader you will assign beds for you and your roommate(s).

**REMEMBER: Only the group leader will be able to pull in are those listed in your ROOMMATE GROUP in the Housing Portal who do not already have a room assignment. If a member is added after room selection, only the leader or new member can assign new member. This is assuming there is a space still available in the suite/apartment.**

In this example, there are 2 available bed spaces out of 2 total bed spaces in the room. Click SELECT BED to trigger the drop down, and then select your bed. In this case, the student will select BK-905B-R1.

To assign your roommate(s) to a bed, find their Web Screen Name under the My Roommates section, click SELECT BED to trigger the drop down, and then select an available bed. You will notice that the drop down only allows you to select available beds and shows any beds taken.

In this case, the student will select BK-905BR2 for the roommate. Follow the same process to place suitemates.

Once you have selected beds for you and your roommate(s), click ASSIGN BEDS.
In example 3, you will place three students in a suite (4 Person 2 Bedroom – 2 rooms).

Make sure to look at **SPACES AVAILABLE IN SUITE** for the number of available spaces (beds).

In this example, BK-905B has 4 spaces available. There are 3 students in the Roommate Group, so you will need to select more than one room to assign everyone to a bed in the suite.

Select the two rooms that make up the suite.

**SUITE /APT. TIP:** Make sure you know the suite /apartment numbers before selecting rooms.

Floor plans are available on each hall and apartment on our web page and the connecting suite room numbers are also listed on the room selection page.

**REMEmber:** The only roommates you’ll be able to pull in are those listed in your **ROOMMATE GROUP** in the Housing Portal who do not already have a room assignment.

Click **SELECT BED** to trigger the drop down, and then select your bed.

In this case, the student will select BK-905B-L2.

To assign your roommate to a bed, find their **Web Screen Name** under the My Roommates section, click **SELECT BED** to trigger the drop down, and then select an available bed.

You will notice that the drop down only allows you to select available beds and shows any beds taken. In this case, the student will select BK-905-R1 for one suitemate and BK-905R2 for the other suitemate. In this case the leader assigned themselves with the unknown student in the left bedroom and the other two in the right bedroom.

Once you have selected beds for you and your roommate(s)/suitemate(s), click **ASSIGN BEDS**.
ROOM SELECTION: REVIEW YOUR SELECTION(S)

On this screen, you will confirm the details of your room selection.

CLICKING SAVE & CONTINUE MAKES YOUR ROOM ASSIGNMENT FINAL!

Make sure you have your room and roommates to your liking before reserving your assignment!
You will not be able to go back and change it yourself.

After you complete the process, review your booking and roommate information on the MY DETAILS tab.

Remember you can only make one room assignment in the online system. If you make a room assignment and want to change it, do not cancel your housing application as this will delete your contract entirely and you will lose your priority date.

To make a room change, work with our staff by emailing us at living@usi.edu
MY DETAILS tab

Housing Preference or Resident Type:
Here you will see what you indicated regarding same sex/gender inclusive option on the application. You cannot make changes to your gender option in the Housing Portal. If you need to change the gender inclusive option, email living@usi.edu with your request, or add your name to a building wait list according to the instructions on the next page.

Room Selection Timeslot:
Here you will see your assigned day and time to go online to select your room. If you are a member of a Roommate Group but not the leader you will be able to view your leader’s timeslot day and time once they’ve been assigned a timeslot.

Booking and Room Number:
Will be available to view July 15, 2023.

Roommates:
Will be available to view July 15, 2023.
CANCELING YOUR HOUSING CONTRACT

Only cancel your housing contract if you no longer need on-campus accommodations. Do not cancel your housing contract just to make a room or building change.

If you cancel your housing contract/room assignment, you are subject to the cancellation fees outlined below from the housing contract.

If you decide to no longer attend USI, you must cancel your housing contract with us in Housing and Residence Life, not just with USI Admissions. Failure to cancel your housing contract/room assignment results in fees outlined in the link above.

To cancel your 2023-2024 Housing Application and/or Contract log into the Housing Portal, click on the Housing Applications tab, and then select CANCEL under the 2023-2024 term.