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ACCESS THE HOUSING PORTAL AT
[USI.EDU/HOUSING](https://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)/suite(s), creating a Roommate Group and/or joining an existing Roommate Group.

Your preferred roommate(s)/suite(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.)

HOUSING TIP: If you change any of the following after room selection you risk the chance of losing the room you selected.

- Adding or Removing Gender Inclusive Housing Option
- Changing Gender
- Adding or Removing roommate(s)/suite(s)

If you made any of the changes above after room selection, please email living@usi.edu.

PART TWO: CHOOSE YOUR ROOM & PULL IN ROOMMATES/SUITEMATES

The designated leader will assign themselves and roommate(s)/suite(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)/suite(s) confirmed as members of the Roommate Group before the leader's room selection time slot. Yes, you can add roommate(s)/suite(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)/suite(s) are confirmed in the room/suite are you officially roommate(s)/suite(s).

You must select a room/suite with enough available bed spaces (one for each student) in order to pull in your roommate(s)/suite(s) into your 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.

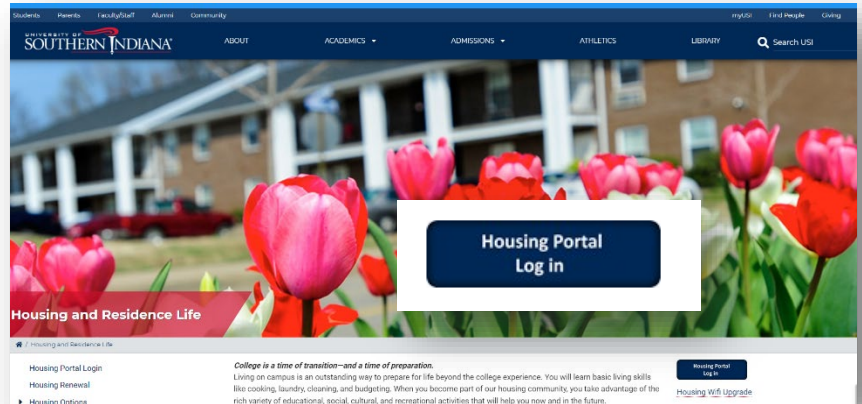
Students who do not select their room/suite by the end of room selection will have their room assignments made by housing office.

HOUSING PORTAL BASICS

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.



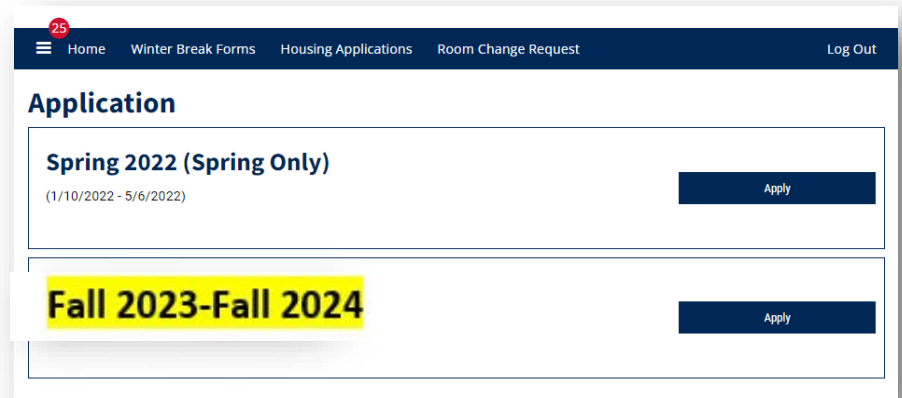
HOUSING APPLICATIONS tab

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.



Fall 2023-Fall 2024

You started your application **Fall 2023/Spring 2024** on **3/3/2023**, and have not signed the contract

You have **paid the deposit**, and have **paid the application fee**.

Your application is complete as of **3/3/2023**

You have the option to cancel your application [here](#).

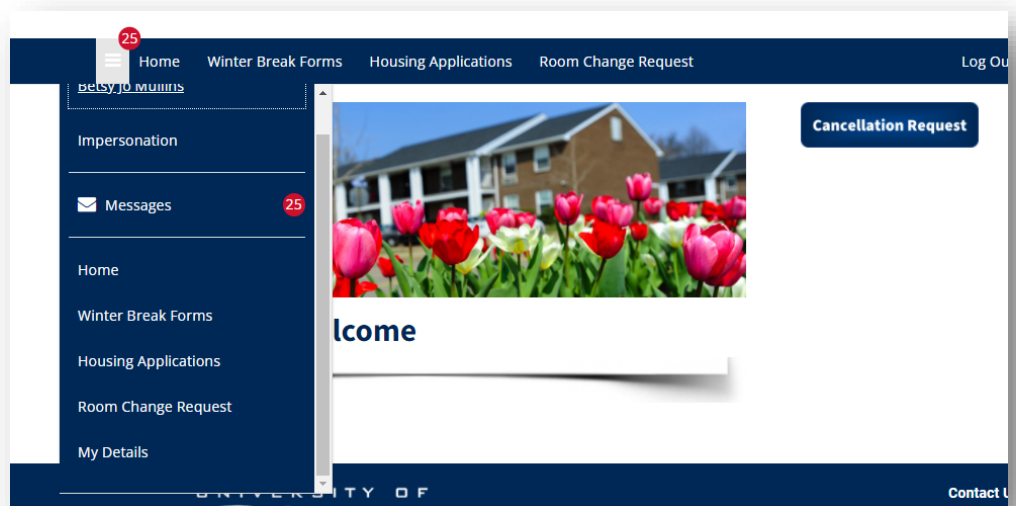
Continue

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.

A screenshot of the 'My Details' page in the portal. The page has a dark blue header with the same navigation links as the previous screenshot. The main content area is white and titled 'My Details' in a large, bold, dark blue font. Below the title, the user's name 'Name: Betsy Jo Mullins' is displayed. A series of labels and values are listed: 'Student ID: 000159061', 'Gender:', 'Move-in Time:', 'Email: bfmullins@eagles.usi.edu', 'Major: Data Analytics (MBA)', 'Gender Inclusive Option: No', 'Room Selection Timeslot:', 'Booking:', 'Room Number:', 'Roommates:', 'Mailing Address:', 'Physical Address:', and 'Web Screen Name'. The 'Web Screen Name' field is a text input box containing 'Betsy Jo Mullins'. At the bottom of the page, there are two buttons: a red 'Change Password' button and a dark blue 'Save' button.

ROOMMATE FINDER & GROUPS

The roommate finder service in the Housing Portal lets you search for compatible roommate(s)/suite(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.

The screenshot shows the 'Roommate Matching Questionnaire' section of the application. On the left is a progress bar with 10 items: Background Questions (green check), Emergency Contact (green check), Missing Person Contact (green check), Room and Meal Preferences (green check), Roommate Matching Questionnaire (navy blue circle), Roommate Groups (red circle), Housing Contract (red circle), Room Selection (red circle), and Application Summary (red circle). The main content area is titled 'Room Questionnaire' and includes a 'Please note' section, a 'Screen Name' field (Betsy Jo Mullins), and several dropdown menus for 'Morning Habits', 'Are you a smoker?', 'I prefer my living environment to be:', 'I prefer my study environment to be:', and 'I prefer to go to bed:'.

How to Read the Progress Bar

A green circle with a check means you have completed that section. Most sections you will not be able to access once completed. Place your cursor over the step to see if you can click & return to that section.

A navy-blue circle means you are in progress.

A red circle means you haven't completed that step yet, or it's not available to you yet.

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)/suite(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.

The screenshot shows the 'Roommate Groups' page. On the left is a progress bar with 10 items: Home page (green check), Personal Details (green check), Background Questions (green check), Emergency Contact (green check), Missing Person Contact (green check), Room and Meal Preferences (green check), Roommate Matching Questionnaire (green check), Roommate Groups (navy blue circle), Housing Contract (red circle), Room Selection (red circle), and Application Summary (red circle). The main content area is titled 'Roommate Groups' and 'Roommate Searching Information'. It includes instructions on how to search for roommates by details or profiles, a 'Please note' section with bullet points, and a message stating 'You have not selected any roommates'. At the bottom, there is a 'Create Group' button and a 'Join Group' button.

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 Name:

<empty>

Go Back

Join Group

Roommate Group Create

Group Name:

<empty>

Let other people search for this group?

☐

Go Back

Create Group

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)/suite(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 Search By Details

Student ID Number:

<empty>

Roommate Search Screen Name:

<empty>

Name Last:

<empty>

☒ Exclude results that cannot be added or joined

Roommate Management Page

Search

Suggested Roommates

Manage Group

Join Group

Search for Roommates by Details

Search for Roommates by Roommate Profiles

Kaitlin Albrecht

Classification: Returning Student

Gender: Female

Description:

93% Match

Send Roommate Request

Send Message

View Profile

Haley

Classification: Returning Student

Gender: Female

Description:

93% Match

Send Roommate Request

Send Message

View Profile

Kenecia Hawley

Classification: Returning Student

Gender: Female

Description:

93% Match

Send Roommate Request

Send Message

View Profile

Kimberely Urbin

Classification: Returning Student

Gender: Female

Description:

89% Match

Send Roommate Request

Send Message

View Profile

ROOMMATE GROUP: SUGGESTED ROOMMATES

Based on your answers in the **MY PROFILE** section, your most compatible roommate/suite(s) 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)/suite(s) and your Roommate Group.

ROOMMATE GROUP:
WHAT THE GROUP LEADERS SEE

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

Delete Group

Edit Group

[Search for Roommates by Details](#)
[Search for Roommates by Roommate Profiles](#)
[Suggest Roommates](#)

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

View Profile

↓

Melissa Burch
Classification: New Student
Gender: Male
Description:

Remove Roommate

Make Leader

Send Message

View Profile

↑

Incoming Requests

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

Accept

Decline

ROOMMATE GROUP:
WHAT THE GROUP MEMBERS SEE

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

Leave This Group

[Join Group](#)
[Search for Roommates by Details](#)
[Search for Roommates by Roommate Profiles](#)
[Suggest Roommates](#)

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

Send Message

View Profile

Melissa Burch
Classification: New Student
Gender: Male
Description:

Send Message

View Profile

Betsy Jo Mullins
Classification: Returning Student
Gender: Female
Description:

View Profile

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)/suite mate(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.

- A. Room Search Filter Options
- B. Room Number (Bedroom)
- C. Room Attribute Symbol
- D. Number of Beds in Suite/Apt.
- E. Room Space cost per semester
- F. Apartment Building/Residence Hall
- G. Suite/Apt. Number
- H. Spaces Available for the Suite/Apt.
- I. Spaces Available in selected bedroom
- J. More Room Information

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. L means Left Bedroom and R means Right Bedroom.

The screenshot shows the 'Room List' page. On the left is a sidebar with a progress bar and navigation links: Home page, Personal Details, Background Questions, Emergency Contact, Missing Person Contact, Room and Meal Preferences, Roommate Matching Questionnaire, Roommate Groups, Housing Contract, Room Selection (selected), and Application Summary. The main area is titled 'Room List' and shows a search for '4 Person 2 Bedroom' rooms. It lists four room options: BK-905B-L, BK-905B-R, BK-907A-L, and BK-907A-R. Each room listing includes a photo of the building, the room number, the number of beds (4), the cost (\$2584.00 per semester), the building name (Baker), the suite/apartment number (BK-905B or BK-907A), and the number of spaces available in the suite (3) and room (1 or 2). A 'Show Room Info' link is provided for each room. A red circle with a plus sign is placed over the '4' in the BK-905B-R listing, indicating a room attribute.

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.

This block shows a close-up of the room listings for BK-905B-L and BK-905B-R. The BK-905B-L listing shows '1' next to 'SPACES AVAILABLE IN ROOM' and '3' next to 'SPACES AVAILABLE IN SUITE'. The BK-905B-R listing shows a red circle with a plus sign next to the '4' in the room type, indicating a room attribute. Both listings show the building name (Baker), the suite/apartment number (BK-905B), the cost (\$2584.00 per semester), and the number of spaces available in the suite (3) and room (1 or 2). A 'Show Room Info' link is provided for each room. An 'Add To Cart' button is at the bottom of each listing.

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**

Assign Beds
My Room

Betsy Jo Mullins
Age: 40
Gender: Female

Select Bed
Select Bed
BK-905B-L (2 total spaces, 1 available, 1 unavailable)
BK-905B-L2

Go Back 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**

Assign Beds
My Room

Betsy Jo Mullins
Age: 40
Gender: Female

Select Bed
Select Bed
BK-905B-L (2 total spaces, 1 available, 1 unavailable)
BK-905B-L2

My Roommates
Below are your current roommates. You can assign beds to all of them.

sparkles
Age: Unknown
Gender: Female

BK-905B-R2
Select Bed
BK-905B-R (2 total spaces, 2 available, 0 unavailable)
BK-905B-R1 (Taken By Mullins40)
BK-905B-R2

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.



BK-905B-L


4

Building: Baker
Suite/Apt: BK-905B

Spaces Available in Suite: 3
Space Available in Room: 1

[Show Room Info](#)

Add To Cart



BK-905B-R

+
4

Building: Baker
Suite/Apt: BK-905B

Spaces Available in Suite: 3
Space Available in Room: 2

[Show Room Info](#)

Add To Cart

Assign Beds

My Room



Mullins40
Age: 40
Gender: Female

Select Bed

Select Bed

BK-905B-L (2 total spaces, 1 available, 1 unavailable)
BK-905B-L2
BK-905B-R (2 total spaces, 2 available, 0 unavailable)
BK-905B-R1
BK-905B-R2

My Roommates

Below are your current roommates. You can assign beds to all of them.

gold12

Age: 0

Gender: Female

Select Bed

sparkles

Age: Unknown

Gender: Female

Select Bed

[Go Back](#)

[Assign Beds](#)

*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)/suite(s), click **ASSIGN BEDS**

✓ Home page

✓ Personal Details

✓ Background Questions

✓ Emergency Contact

✓ Missing Person Contact

✓ Room and Meal Preferences

✓ Roommate Matching Questionnaire

✓ Roommate Groups

✓ Housing Contract

✓ Room Selection

✓ Application Summary

Confirmation

Confirmation

BK-905B-L, BK-905B, Baker

1. BK-905B-L2: Mullins40

BK-905B-R, BK-905B, Baker

1. BK-905B-R1: gold12

2. BK-905B-R2: sparkles

Go Back

Save & Continue

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

HOUSING STATUS: MY DETAILS

25 Home Winter Break Forms Housing Applications Room Change Request

My Details

Name: Betsy Jo Mullins

Student ID: 000159061

Gender:

Move-in Time:

Email: bfmullins@eagles.usi.edu

Major: Data Analytics (MBA)

Gender Inclusive Option: No

Room Selection Timeslot:

Booking:

Room Number:

Roommates:

Mailing Address:

Physical Address:

Web Screen Name

Betsy Jo Mullins

Change Password

Save

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.