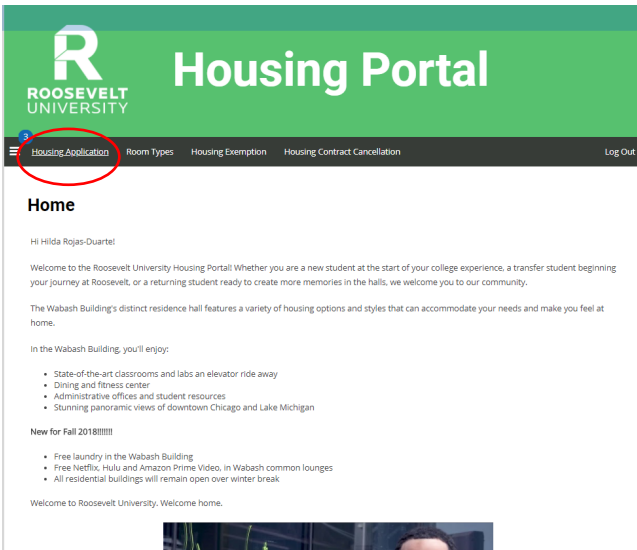


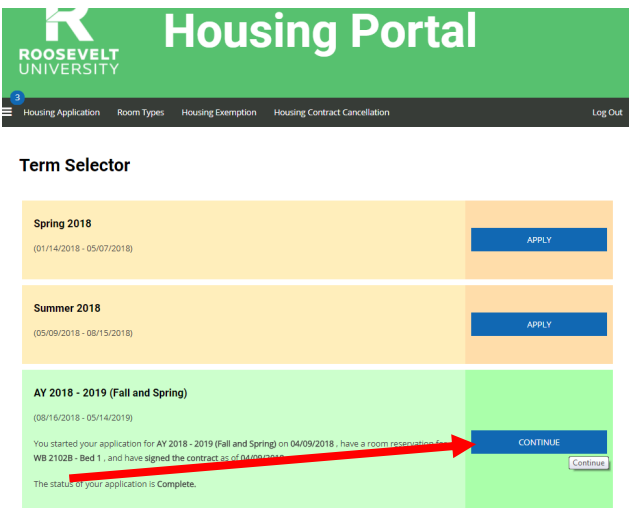
# How to Create and Join Roommate Groups on the Roosevelt University Housing Portal

## To begin:

1. Login to housing portal using RU net ID and password.
2. To get started click on "Housing Application" from the black banner.

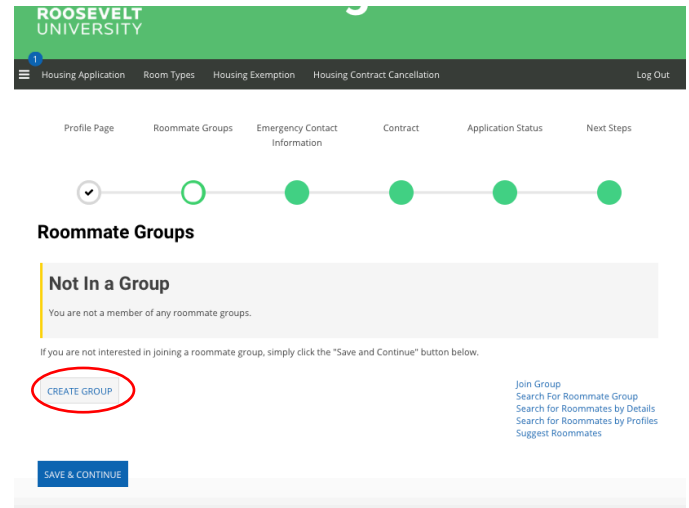


3. Select the term for which you have applied.

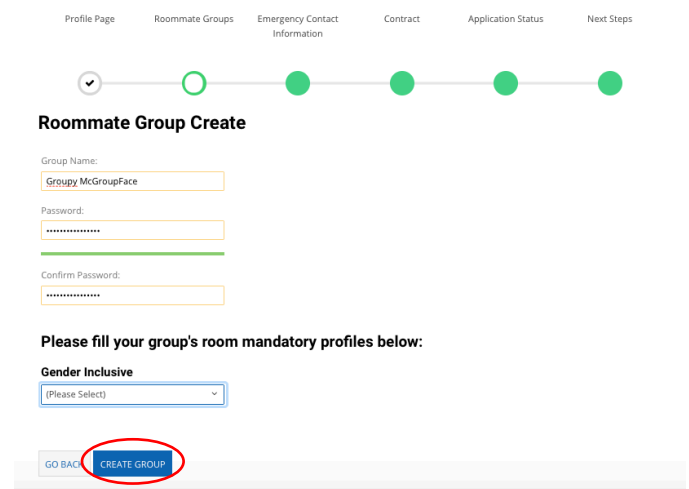


## To create a group:

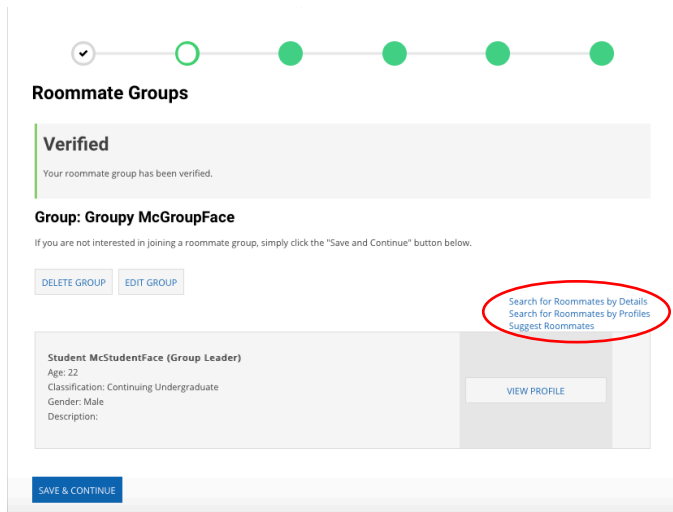
1. After completing the Profile Page of your housing application, continue to the Roommate Groups page. On this page, click the "Create Group" button.



2. Fill out all information including the group name and password, then click "Create Group". Note: Make sure to save both the group name and password. This information is what you will give to other students who want to join your group.

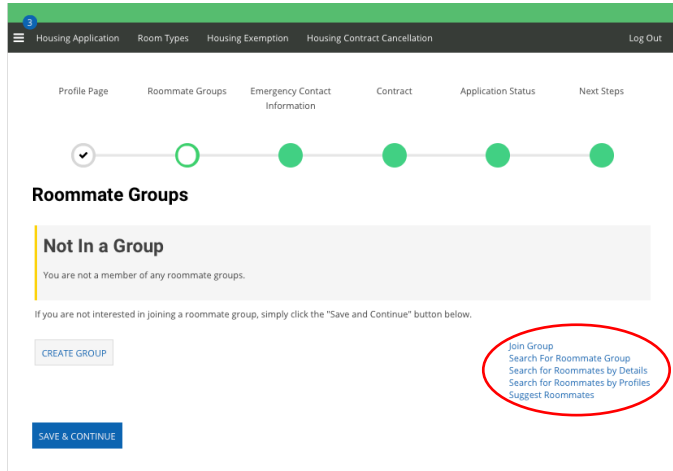


3. Congratulations! You have created a roommate group. You can now search for roommates using the links on the right. Once you are done, click “Save & Continue”.

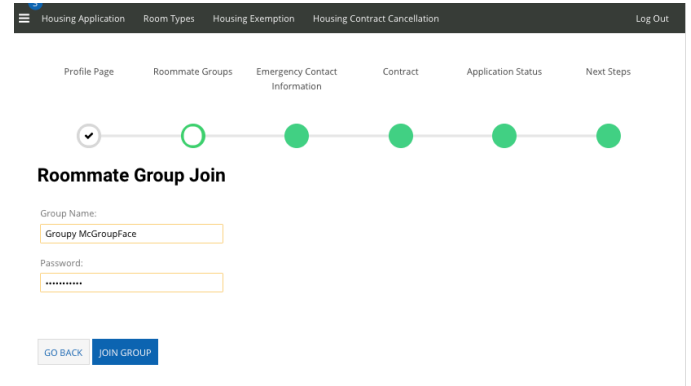


**To join a roommate group:**

1. Click the “Join Group” link on the right side of the page. You can also use the links below to search for roommates or roommate groups.

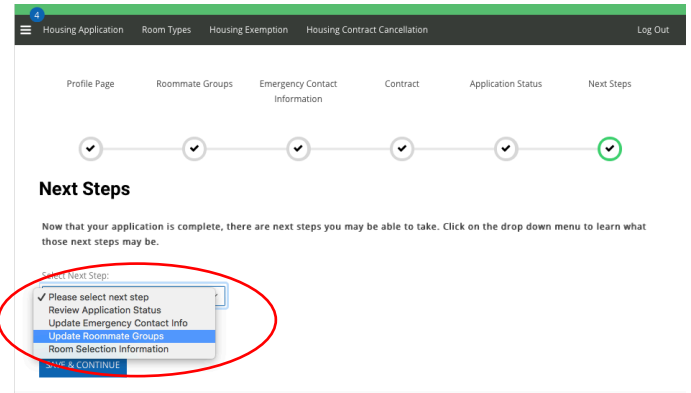


2. Input the Group Name and Password given to you by the group leader (the person who created the group), then click “Join Group”.



3. Congratulations! You have joined a roommate group!

**Note:** You can also access the Roommate Groups page after you have completed your housing application by selecting “Update Roommate Groups” from the dropdown menu on the Next Steps page.



**Have questions? Contact us!**

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