# Roommate Grouping Guide

Step 1: Log in. You will log in the same way you logged in to complete the application. You should have received an email that included a link to the website (https://gmu.starrezhousing.com/StarRezPortal/).
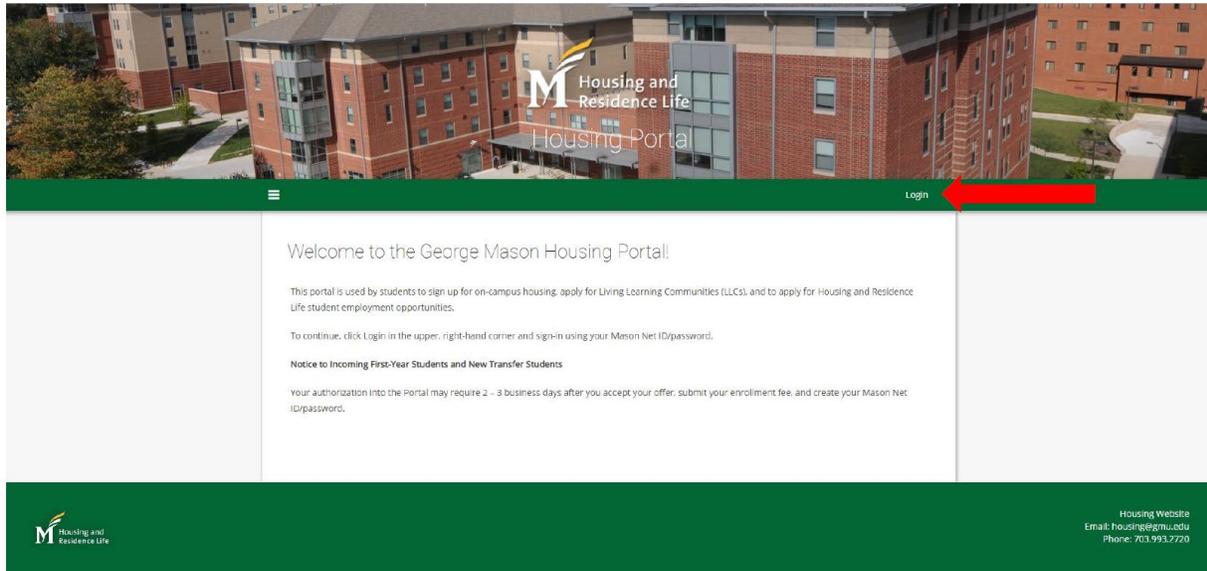

Step 2: Click the Housing Application/Selection button on the top or click the menu on the top left for a drop down menu and select Housing Application/Selection.
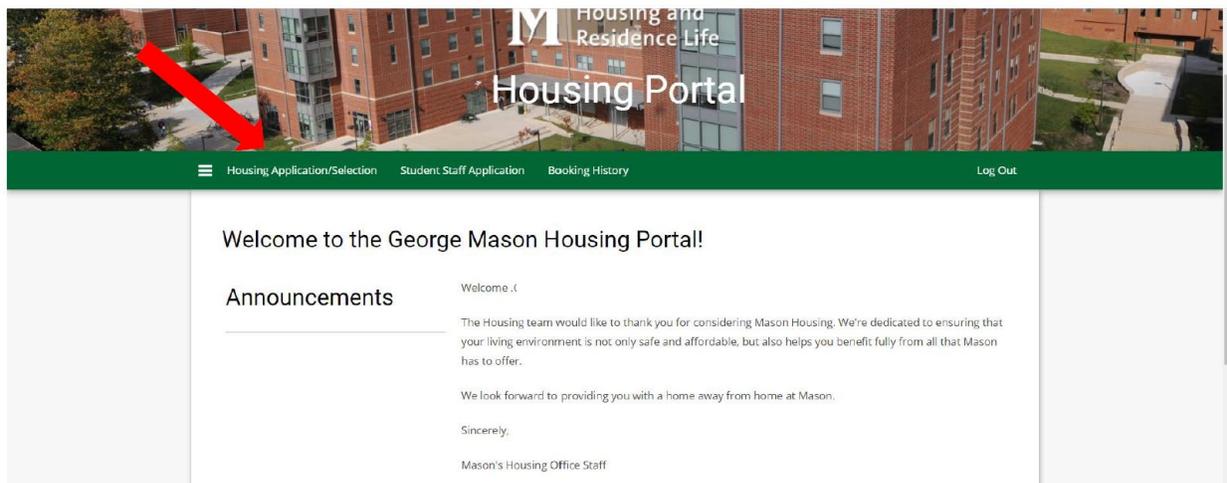
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Step 3: Click the Continue button next to the appropriate term selector
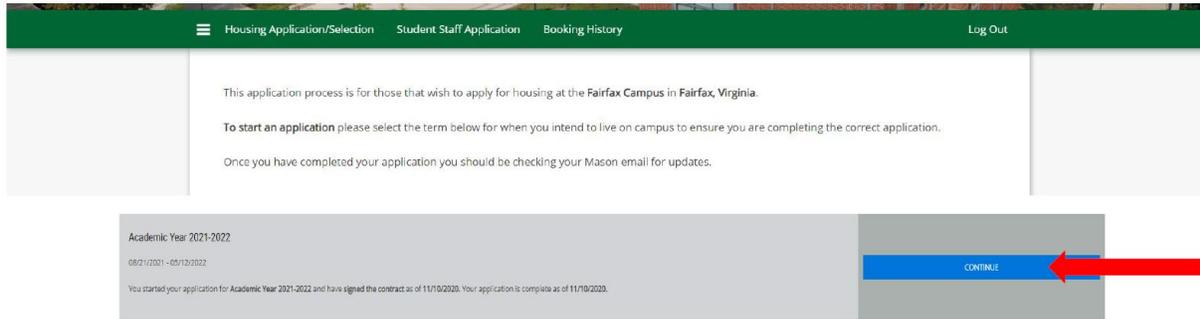
Step 4: Your application will open to the Meal Plan Preferences (Required) page. You are required to select a meal plan from the drop down menu. Click Save and Continue to proceed to roommate pairing.
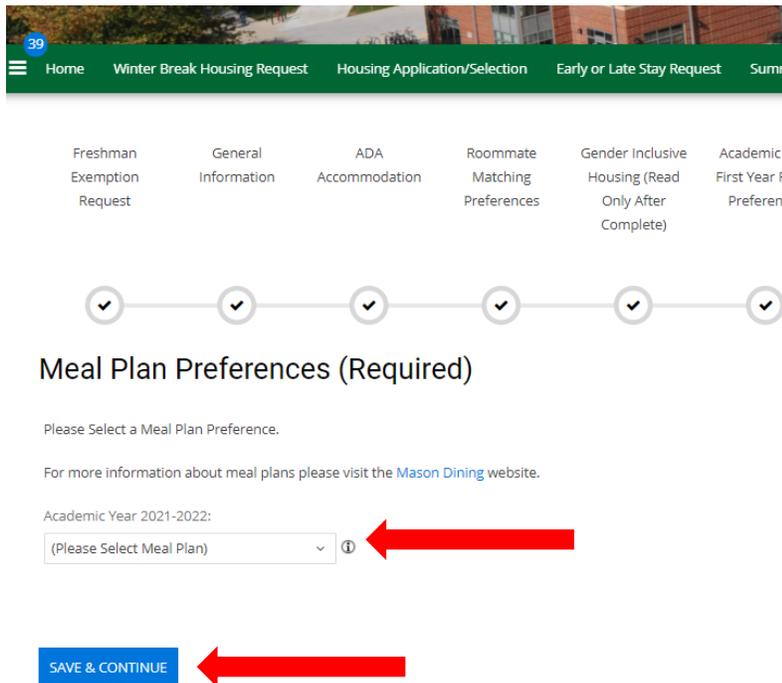
Step 5: The next page will show you the Roommate Request Process. You will have two options on the right side to search for roommates. You will only be able to search for and see roommates that are in the same Learning Community and Gender Inclusive Agreement status.

Search for Roommates by Details
Suggest Roommates

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Step 6a: If you choose Roommate Search by Details you will be able to search for someone by their GNumber (Gxxxxxxxx).

Roommate Search By Details

G Number:

<empty>

☑ Exclude results that cannot be added or joined

| ROOMMATE MANAGEMENT PAGE | SEARCH |

Step 6b: If your search matches a student you can group with they will populate at the bottom of the screen. You can send a message and/or send a roommate request. Send the request by clicking the blue Send Roommate Request button.

Username
Classification: Freshman
Gender: Female
Description:

51% Match

SEND ROOMMATE REQUEST
SEND MESSAGE
VIEW PROFILE

Step 7: If you choose Suggested Roommates you will be able to see how closely students match to your application questions. From this page you can send messages and/or send a roommate request.

Suggested Roommates

MANAGE GROUP   Search for Roommates by Details

Username
Classification: Freshman
Gender: Female
Description:

94% Match

SEND ROOMMATE REQUEST
SEND MESSAGE
VIEW PROFILE

Username
Classification: Freshman
Gender: Female
Description:

88% Match

SEND ROOMMATE REQUEST
SEND MESSAGE
VIEW PROFILE

Username
Classification: Freshman
Gender: Female
Description:

81% Match

SEND ROOMMATE REQUEST
SEND MESSAGE
VIEW PROFILE

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Step 8: Once your request has been sent your group pairing screen will update with all your Outgoing Requests. You can see on this screen if they accept or deny your request.

Roommate Request LC FY Non-Gender Inclusive

Your request to add   group LC FY NON-GI F 202105281452095246c8a56730 has been sent.

Roommate pairings for: LC FY NON-GI F 202105281452095246c8a56730

DELETE GROUP   Search for Roommates by Details

Username (Leader)
Classification: Freshman
Gender: Female
Description: VIEW PROFILE

Outgoing Requests

Username
Classification: Freshman
Gender: Female
Description: CANCEL
Expiry Date: 5/31/2021 14:52

Step 9: Once the student accepts your roommate request accepts the invitation your screen will update again showing them as a member of the group. You will also receive an email confirmation that they joined the group. On this screen you can remove a roommate or delete the group. If you delete the group all members will be removed from the roommate pair.

Roommate Request LC FY Non-Gender Inclusive

Roommate pairings for: LC FY NON-GI F 202105281452095246c8a56730

DELETE GROUP   Search for Roommates by Details

Username (Group Leader)
Classification: Freshman
Gender: Female
Description: VIEW PROFILE

Username
Classification: Freshman
Gender: Female   REMOVE ROOMMATE
Description: MAKE LEADER
                                                                                                      SEND MESSAGE
                                                                                                      VIEW PROFILE

Fri 5/28/2021 3:07 PM

George Mason University Housing <housing@gmu.edu>

New Group Member

To

Hi   Username   ,

Entry   accepted the request and has been added to LC FY NON-GI F 202105281452095246c8a56730 roommate group.

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Step 10: If you are invited to join a roommate group you will receive an email to invite you to log in to the housing portal to accept. You will need to log into the housing portal and go to your application again. (Steps 1-3).

George Mason University Housing <housing@gmu.edu>

requested you to join their Roommate Group

Username has requested you to join LC FY NON-GI F 202105281452095246c8a56730 Group

Please login to the **Housing Portal** and **accept** or **decline** the request.

Step 11: Once you log into the housing portal into your application you will be prompted to do your meal plan if not yet completed. After you Hit Save and Continue you will see your Incoming Requests. If you wish to pair with this student click the big blue Accept button.

Roommate Request LC FY Non-Gender Inclusive

You have not selected any roommates
Roommate searching options are below to the right.

Search for Roommates by Details

Incoming Requests

LC FY NON-GI F 202105281452095246c8a56730
Leader: **Username**
Members: **Username**
Expiry Date: 5/31/2021 14:52

ACCEPT

DECLINE

SAVE & CONTINUE

Step 12: Once you accept your roommate request your grouping page will update. You will be able to leave your group from this page if you choose by selecting the Leave This Group button.

Roommate Request LC FY Non-Gender Inclusive

Roommate pairings for: LC FY NON-GI F 202105281452095246c8a56730

LEAVE THIS GROUP
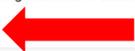
Search for Roommates by Details

Username (Group Leader)
Classification: Freshman
Gender: Female
Description:

SEND MESSAGE

VIEW PROFILE

Username
Classification: Freshman
Gender: Female
Description:

VIEW PROFILE

SAVE & CONTINUE