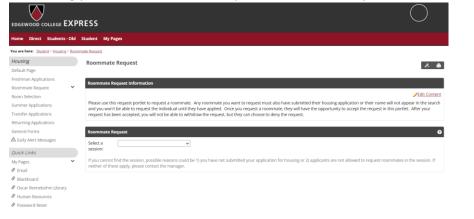


Would you rather watch a video on this process? Watch here!



How to Request your Roommate (starting April 18th)

- Go to Edgewood Express, log in using your Edgewood email and password, and click on the Student tab. Scroll to the bottom of the screen and click on Room Selection. From here, you'll navigate using the left hand Housing links to "Roommate Request." You can also type the following into your browser: https://rb.gy/yuqz2s
- 2. It will bring you to a screen with a drop-down menu that says "select a session."



3. Select Fall 2023-2024

		Student My Pages
u <i>sing</i> ault Page		Roommate Request 😕 🤞
hman Applications mmate Request m Selection mer Applications infer Applications urning Applications ieral Forms arly Alert Messages ick Links	*	Roommate Request Select a Select a Full 2022-2023 session: If you cannot find the session, possible reasons could be 1) you have not submitted your application for housing or 2) applicants are not allowed to request roommates in the session. If neither of these apple, please contact the manager. • The roommate request process is available until 09/01/2022 12:00 AM. Bequest Boommate
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4. Click on the Request Roommate button and a text box will appear where you can type in the name of your requested roommate.

Roommate Request					
Roommate Request					
Select a Fall 2022-2023					
If you cannot find the session, possible reasons could be 1) you have not submitted your application for housing or 2) applicants are not allowed to request roommates in the session. If neither of these apply, please contact the manager. • The roommate request process is available until 09/01/2022 12:00 AM.					
Request Roommate					
The residence life manager will consider the roommate grouping when manually assigning rooms.					
New Request					
Search for a student					

5. Type in the name of your requested roommate into the text box and click "Send Request."

•	Roommate Request					
	Select a Fall 2022-2 session:	023 🗸				
		ssion, possible reasons could be 1) you have not re session. If neither of these apply, please conta	t submitted your application for housing or 2) appl act the manager.	icants are not allowed		
	• The room Send	roommate request	x			
•	able to	u sure you want to send a roommate request to receive others' roommate requests once you s sts will be declined.				
	Claire M. Mand		Cancel Send Request			
	Confirm this is the corre	ct person by clicking the "i" icon to view details.	0			
	Send Request					

6. When completed, your pending request will show up on Edgewood Express page.

Roommate Request
Select a Fall 2022-2023 v session:
If you cannot find the session, possible reasons could be 1) you have not submitted your application for housing or 2) applicants are not allowed to request roommates in the session. If neither of these apply, please contact the manager.
• The roommate request process is available until 09/01/2022 12:00 AM.
Request Roommate
The residence life manager will consider the roommate grouping when manually assigning rooms.
Pending Requests
1. Claire M. Mand 🟮
Resend Email Notification Cancel Request
Last notified on 05/17/2022 8:56 AM.
Add Another Roommate

*Tips: You can only accept one request, so make sure you have had a conversation with the roommate you most want to room with. *Only the person who sends a request can cancel the request. *If the student you are looking for does not come up when you search, they likely already have an accepted request or have requested a different roommate. So, have conversations with them ahead of time.

Once you've requested a roommate, that person will need to go to this same portlet to accept your request. When accepted, your work is complete! You've now requested a roommate and we'll do our best to place you together!

Email <u>residencelife@edgewood.edu</u> with questions.