Once you know who you want as roommates, you need to designate one person to create your roommate group in the housing portal. Once you create the group, you will share the group’s name and password with your roommates so they can officially join the group.

**STEP 1** If you are the person who has been designated to create your roommate group, log in to the Housing Portal at housing.kennesaw.edu. You will be taken to the “Roommate Groups” page. Click “Create Group” to begin creating your roommate group.

**STEP 2** Once you click “Create Group,” you will be taken to the “Roommate Group Details” page where you will then name your group and create a password. Choose a password that is easy for everyone in your group to remember. PLEASE NOTE THAT HOUSING AND RESIDENCE LIFE IS UNABLE TO RESET GROUP PASSWORDS.

**STEP 3** Once a group is created, you will see the “Roommate Groups” page. From there click on “Search for Roommates by Details” to look up and add your roommates by first and last name. Roommate groups are limited to a maximum of four people. Once your roommate has been found, click “Add to Group.” They will have seven days to accept or decline the invitation to join your group. If you would like to cancel a request, click “Cancel” next to the pending roommate.

**STEP 4** Contact your roommates and give them the group name and password. See box below to join the roommate group using the group name and password.

**FOLLOW THESE STEPS TO JOIN A ROOMMATE GROUP:**
Log in to the Housing Portal at housing.kennesaw.edu. You will be taken to the “Roommate Groups” page, click “Join Group” at the bottom, right of the page. Enter the group name and password provided by your roommate. Once you submit, you will automatically be added to this group.
PHASE 2: Roommate Selection Guide
STEP-BY-STEP PROCESS for selecting roommates

If you do not know who you want as your roommate, please follow these steps to select a roommate.

**STEP 1** Log in to the Housing Portal at housing.kennesaw.edu, which will take you to the “Roommate Groups” page.

**STEP 2** At the bottom, right of the “Roommate Groups” page, you will see the following options to search for roommates:

“Search For Roommates by Details”
Choose this option to look up roommates by first and last name.

“Search for Roommates by Profiles”
Select this option to search for roommates by their preferences such as cleanliness, room temperature, etc.

“Suggest Roommates”
Pick this option to see a list of suggested roommates based on your profile and how strong of a match someone is to your preferences.

Please note that Kennesaw Campus students can only see other Kennesaw based students and the same is true for Marietta based students.

**STEP 3** Once you feel that someone is a match as a potential roommate, you can message them.

To request someone as a roommate, a roommate group must be established. Please follow the steps on the previous page to create a roommate group or accept an invitation to join a roommate group.

---

**PHASE 3 DATES:**

April 29 - Room selection begins based on your assigned time ticket.

**QUESTIONS?**

Visit the Talon One Service Center
Call (470) 578-8663 (T-ONE)
Email talonone@kennesaw.edu | ksuhousing.kennesaw.edu