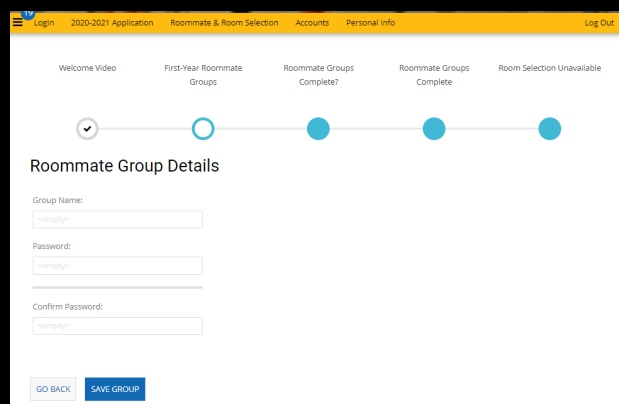


# Roommate Selection Step by Step Guide

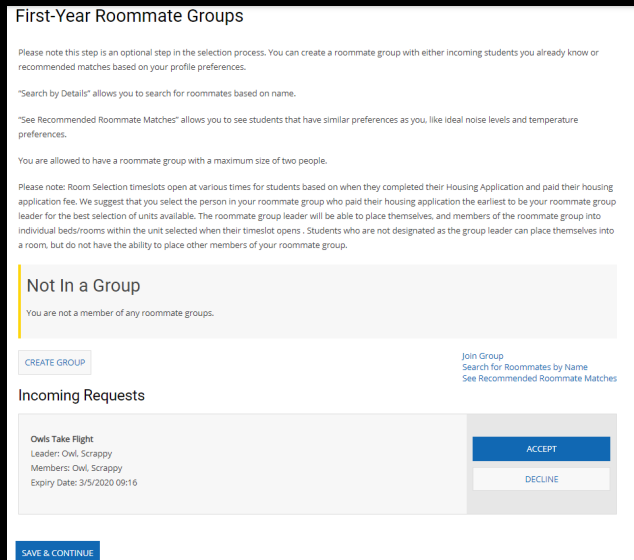
**Step 1:** Log in to the Housing Portal and click on the Roommate & Room Selection tab on the top menu, then click continue.

**Step 2:** Watch the welcome video and click Save & Continue once finished. You will now be able to create a roommate group. Please read the instructions on this page carefully as they will explain how to search for potential roommates and how to create a group. You may create a group with a maximum size of two people (you plus one other person).

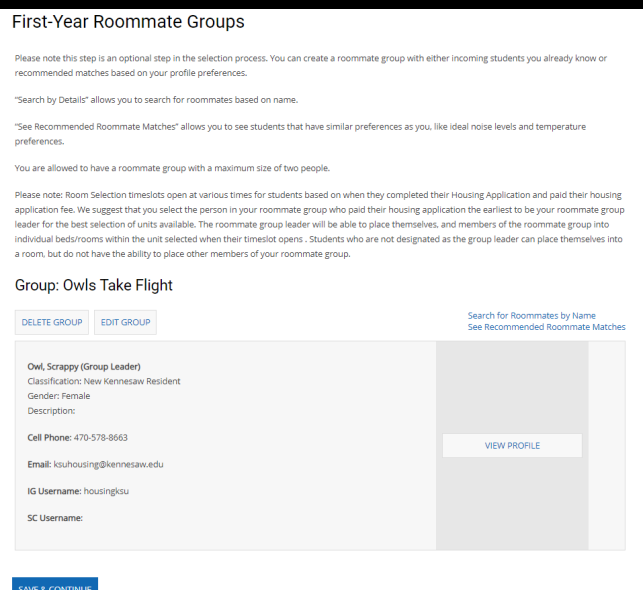
**Step 3:** To create a group, pick a group name, and set a password for your group.



**Step 5:** When you have identified someone you want to live with, you will send them a request.



**Step 4:** Once you have created your group, you will be able to search potential roommates by name or see recommended matches based on your profile.



**Step 6:** If you receive a request, you will need to go into the portal and either accept or decline this invitation. All requests automatically expire within seven days without a response.

**First-Year Roommate Groups**

Please note this step is an optional step in the selection process. You can create a roommate group with either incoming students you already know or recommended matches based on your profile preferences.

"Search by Details" allows you to search for roommates based on name.

"See Recommended Roommate Matches" allows you to see students that have similar preferences as you, like ideal noise levels and temperature preferences.

You are allowed to have a roommate group with a maximum size of two people.

Please note: Room Selection timeslots open at various times for students based on when they completed their Housing Application and paid their housing application fee. We suggest that you select the person in your roommate group who paid their housing application the earliest to be your roommate group leader for the best selection of units available. The roommate group leader will be able to place themselves, and members of the roommate group into individual beds/rooms within the unit selected when their timeslot opens. Students who are not designated as the group leader can place themselves into a room, but do not have the ability to place other members of your roommate group.

**Not In a Group**

You are not a member of any roommate groups.

[CREATE GROUP](#) [Join Group](#)  
Search for Roommates by Name  
See Recommended Roommate Matches

**Incoming Requests**

**Owls Take Flight**  
Leader: Owl, Scrappy  
Members: Owl, Scrappy  
Expiry Date: 3/5/2020 09:16

[ACCEPT](#)  
[DECLINE](#)

[SAVE & CONTINUE](#)

**Step 7:** If the person you requested accepts your request, you have created your roommate group. Once you have two people, your group will be full.

**Group: Owls Take Flight**

[LEAVE THIS GROUP](#) [Join Group](#)  
Search for Roommates by Name  
See Recommended Roommate Matches

**Owl, Scrappy (Group Leader)**  
Classification: New Kennesaw Resident  
Gender: Female  
Description:  
Cell Phone: 470-578-8663  
Email: ksuhousing@kennesaw.edu  
IG Username: housingksu  
SC Username:

[SEND MESSAGE](#)  
[VIEW PROFILE](#)

**Owl, Sturgis**  
Classification: New Kennesaw Resident  
Gender: Female  
Description:  
Cell Phone: 470-578-8663  
Email: ksuhousing@kennesaw.edu  
IG Username: housingksu  
SC Username:

[VIEW PROFILE](#)

**Step 8:** If you are confident in your selection, you will be asked to save and continue, and you have completed Step 2: Roommate Selection.

21 Login 2020-2021 Application Roommate & Room Selection Accounts Personal Info Log Out

Welcome Video First-Year Roommate Groups Roommate Groups Complete? Roommate Groups Complete Room Selection Unavailable

**Roommate Groups Complete**

Congratulations! You have successfully selected roommates for the 2020-21 academic year. Please check your student email regularly for more information about Step 3 — Room Selection, which will begin on Monday, April 20, 2020. We will notify you via your KSU student email of your timeslot, which will be the date and time that Room Selection begins for your roommate group. In the meantime, please visit our website to explore our housing options for 2020-21. We encourage you to explore housing options that will accommodate your roommate group size; however, we cannot guarantee that a unit will be available with enough beds for your entire roommate group when your group leader's timeslot opens.

[SAVE & CONTINUE](#)

The final step of the Housing Application is Step 3: Room Selection. During this last step, students will be able to place themselves into the available rooms when their time ticket begins. Roommate Group leaders are responsible for putting themselves and their selected preferred roommate into rooms. Students can choose to change the roommate group leader in the housing portal at any time before Room Selection. We will have more information and guides available on our website for Step 3.

If you have any questions about the Housing Application, reach out to the Talon One Service Center at (470) 578-8663 (T-ONE) or talonone@kennesaw.edu.



For more information about Housing and Residence Life, please visit our website, [ksuhousing.kennesaw.edu](https://ksuhousing.kennesaw.edu).