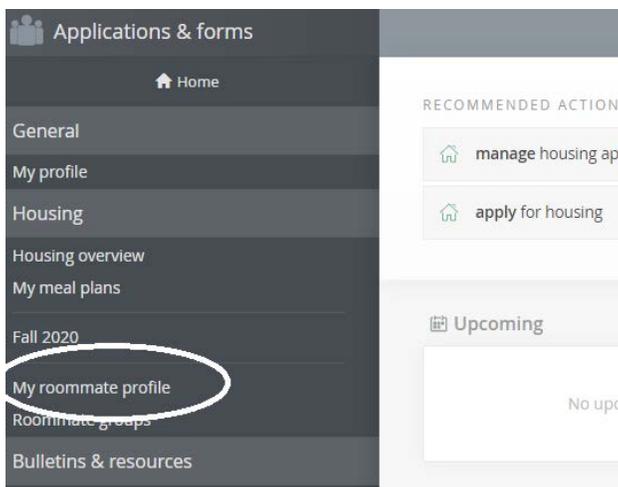


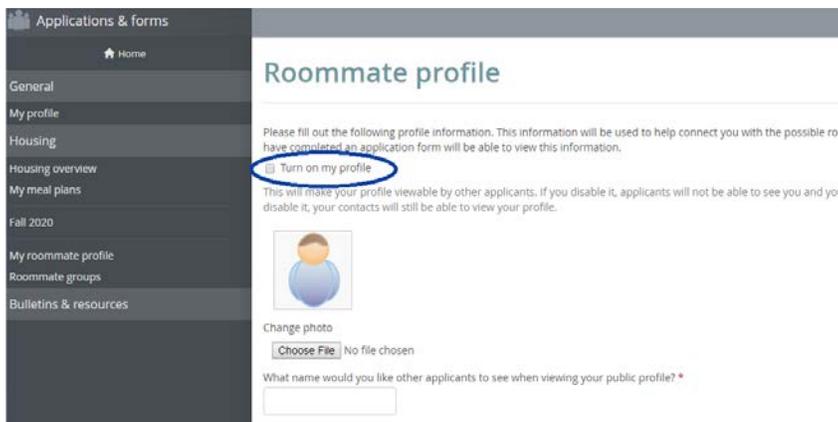
We believe that giving students the ability to connect with their incoming class and choosing their own roommate(s) will create a positive start to their residential experience. The first step to communicating with other incoming first year and transfer students is to opt in to the RoomeeZ program.

To create your profile

1. Log into your eRezLife account at <https://lynn.erezlife.com>.
 - You must use your Lynn email and password to log in to eRezLife.
 - If you haven't already, complete and submit your housing application. You will find additional "How To" documents at the Office of Housing and Residence myLynn page.
2. On the left side of your dashboard, please select "my roommate profile."



3. Then check off the box that says "turn on my profile" and fill out the required fields on your roommate profile.
 - This will make your profile viewable by other applicants.



4. You will then be able to specify which of the available profile fields for searching you are comfortable sharing with potential roommates by selecting your preference.
- 'All applicants' means it will be available for anyone who is searching for potential roommates.
 - 'My contacts' is if it should only be viewable to other applicants once an applicant accepts a contact request from another applicant. Applicants may also decide to make certain profile fields 'Private' and not shared with anyone.

Viewable housing application fields

Let us know what information you'd like to share from your housing application.

Field	All applicants	My contacts	Private
First name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Middle name	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Last name	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Major	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
RM - I smoke cigarettes or cigars	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
RM - I wake up	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
RM - I go to bed	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
RM - I prefer my room environment to be	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
RM - I would like my room to be	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
RM - What is your comfort level with visitors in your room?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
RM - How would other people describe you?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
LGBTQIA+-friendly	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

5. In the last section, you will be able to provide any social media and contact information that you are comfortable sharing with other applicants to facilitate communication. There are only viewable by approved contact.

How would you like your contacts to communicate with you?

This system does not provide a way for you to communicate with your contacts. We'll leave that to social media and email. To help facilitate communication, let us know your preferred methods. These will only be viewable by your approved contacts.

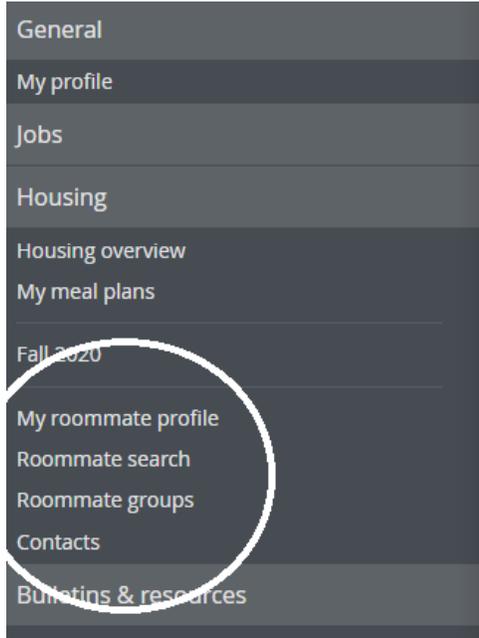
 phone or text	<input type="text"/>
 email	<input type="text"/>
 facebook	<input type="text"/>
 Twitter	<input type="text"/>
 tumblr.	<input type="text"/>
 Pinterest	<input type="text"/>
 Instagram	<input type="text"/>
 other	<input type="text"/>

Save

Once you have completed your Roommate profile and have it turned on, you will be able to access the Roommate search and Contacts Menu.

To search for roommates

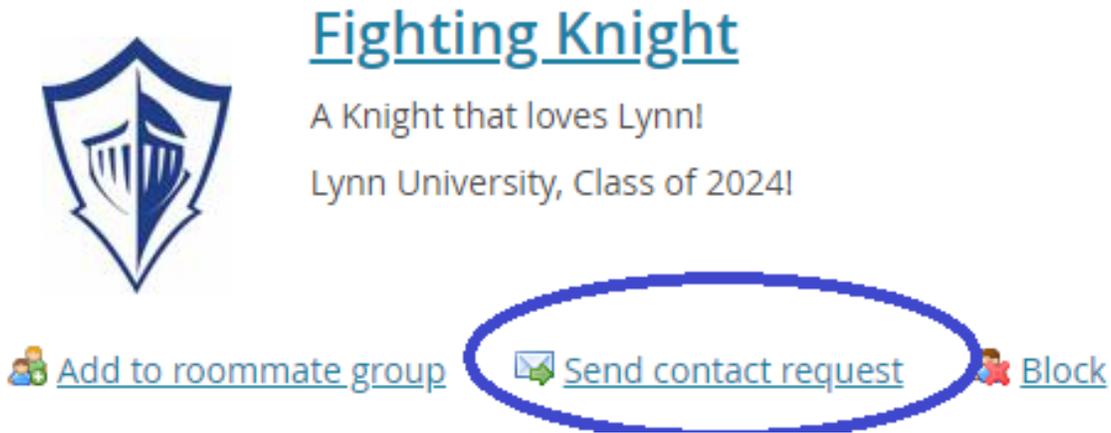
1. Once an applicant has completed their Roommate profile and has turned it on, they will be able to access the Roommate search and Contacts menus.



2. The roommate search allows applicants to filter based on profile fields for potential matching roommates. Select the filters and search for potential roommate with similar habits/interests (clean, non-smoker, etc.). Then click “Search.”
 - If you do not use any filters and just select search, you will see everyone who has completed a RoomeeZ profile.

A screenshot of the 'Roommate search' form in a mobile application. The form includes a search bar for public name and company, a dropdown for 'LGBTQIA+-friendly' preferences, and several filter questions: 'Major', 'RM - How would other people describe you?', 'RM - I go to bed' (with options: After 2am, Before 11pm, Between 11pm and 2am), 'RM - I prefer my room environment to be', 'RM - I smoke cigarettes or cigars' (with radio buttons for yes and no), 'RM - I wake up', and 'RM - I would like my room to be' (with options: Lived in and cleaned occasionally, Neat and regularly cleaned, No particular order). At the bottom, there is a 'Search' button circled in blue.

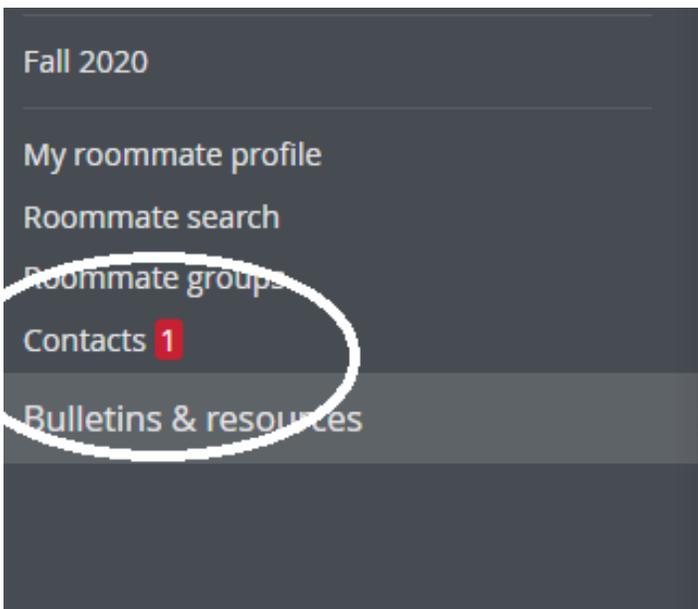
3. Based on your filters, a list of contacts will appear on your dashboard in a section that says “Roommate Search Results.” For each result, you can send a contact request to get to know each other better.
- Once you send a contact request to another person via the RoomeeZ portal, an email will be sent to the other student’s Lynn email address letting the applicant know they need to approve a contact request by logging into their eRezLife profile.



Fighting Knight
A Knight that loves Lynn!
Lynn University, Class of 2024!

[Add to roommate group](#) [Send contact request](#) [Block](#)

4. All contacts are easily viewable from the contacts menu.



5. If you believe you have found a good roommate match, then click “Add to Roommate Group.”
- If you want to add someone you already know, you need to know their Lynn email address in order to search for them in the eRezLife system and add them to your roommate group.

Contacts

- Current contacts
- Require approval
- My requests
- Blocked

Filter



Fighting Knights (Fighting Knight)

A Knight that loves Lynn!
Lynn University, Class of 2024!

 [Add to roommate group](#)

 [Remove from contacts](#)

 [Block](#)

New group

 [View all groups](#)

Group name *

Knight Family

Session

Fall 2020

Members (maximum allowed: 3)

Knight3, Fighting (owner)

Knights, Fighting [remove](#)

To add roommates to the group:

- you must know their email address exactly as listed in their eRezLife application
- you can only add people who have completed applications for this session
- you can only add people of the same gender as yourself

... or go [Search](#)

Email

3.

Save

[Cancel](#)

6. Your roommate will receive an email to their Lynn email address asking them to confirm that they would like to be a part of this roommate group.
7. Once your roommate confirms, the creator of the group needs to select the group under the roommate group tab.
 - Applicants may create more than one roommate group but will need to select their group preference by July 1, 2020.

The screenshot shows a web application interface for 'Roommate groups'. The sidebar on the left contains a navigation menu with the following items: Applications & forms, Home, General, My profile, Assessments, Jobs, Housing, Housing overview, My meal plans, Fall 2020, My roommate profile, Roommate search, Roommate groups (highlighted with a blue oval), Contacts, Forms, and Bulletins & resources. The main content area is titled 'Roommate groups' and includes a sub-header 'Fall 2020' and a link 'Create new roommate group'. Below this is a table with columns 'My choice', 'Group name', and 'Applicants'. The table contains two rows: one for 'Knight Family' with a green checkmark and a 'delete' link, and one for 'No group' with a grey circle. A blue oval highlights the 'Roommate groups' link in the sidebar and the table content.

My choice	Group name	Applicants
✔	Knight Family	✔ Knight3, Fighting (owner) Knights, Fighting
○	No group	

- Please note the following information:
 - If you choose to join a roommate group, we'll attempt to place you with the other members of your group based on the group's preferences before we consider your individual preferences. We suggest you and your group coordinate your building and room type preferences on your applications.'
 - Please note we do our best to accommodate all roommate groups, however first year housing placement is based on a first come- first serve basis. For triples, you will need a roommate group of 3. For doubles, you will need a group of 2.
 - In order to be considered for your roommate group, you must create a roommate group by July 1, 2020.
 - If you update you application, it will save as the new date and you'll lose your original position for the first come, first serve selection. We encourage students to email us at housing@lynn.edu with your application updates and we will internally update it for you so this does not occur.