

Roommate Selection Instructions on eRezLife's "Roomeez" Portal

After you have paid your advanced tuition deposit and completed your housing application, you will have a chance to select your roommate. Please note that student athletes and Honors & Long Vanderburg Scholars housing may be located in pre-determined communities. Additionally, students requested medical single rooms may be contacted by the Office of Campus

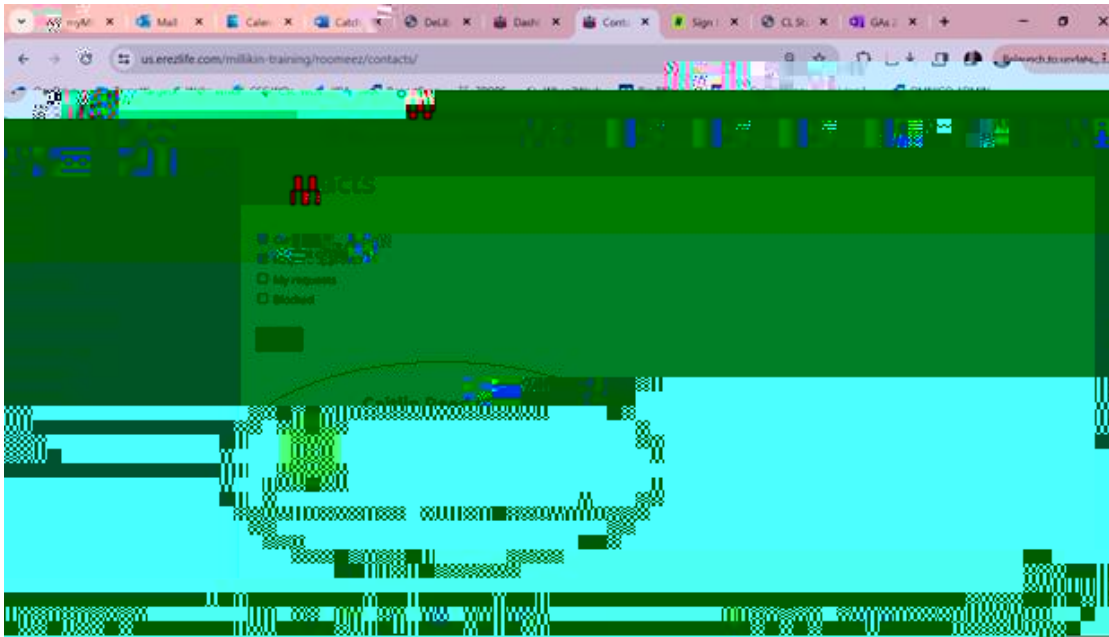
a. Note: make sure to click the checkbox at the top that says, "Turn on my profile." This is what will make your profile visible to other potential roommates. You can wait to click this until you finish your profile.

b. Photo. Adding a photo of yourself is optional but can add a personal touch to your roommate profile.

g. Social media and contact info. This is the place where you can add your phone, email, and social media profiles to help you connect with potential roommates. *This info is not visible to all applicants—only the ones* 612 792 reW* -0 0 1 334.4 462.15 Tm0 W* nBTBTBTBTBTn(75m5BTc)9antnly ththe

Search for Roommates

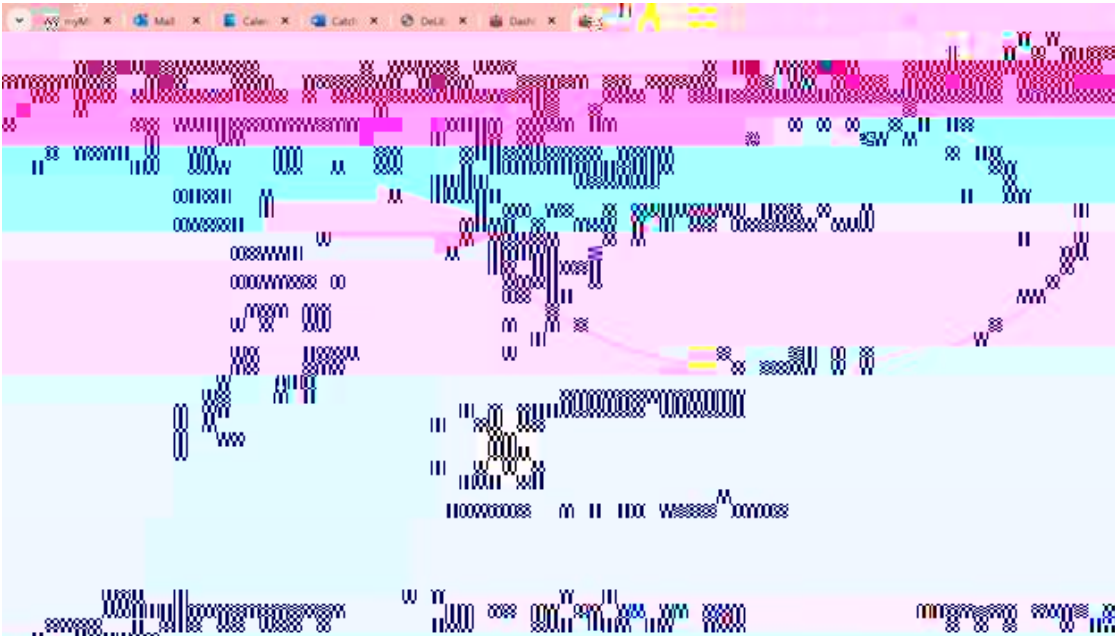
Once you complete your roommate profile, you can start searching for roommates! To do this, click on the "Roommate search" option on the left-hand menu. Here, you can search for specific people by name (if



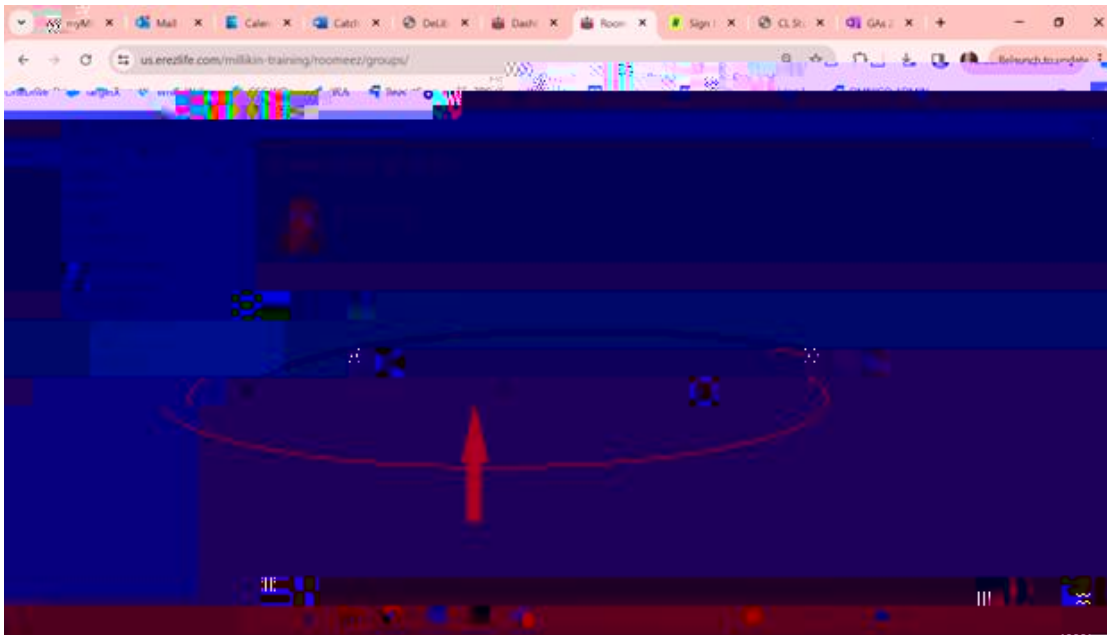
Create Roommate Groups

A "roommate group" is a pairing of you and another person who you may want to room with. Roomeez will allow you to create as many roommate groups as you want, so you can have multiple and back-up options. When it comes time to actually pick a room (the "lottery," explained in [another help document](#)), the system will place you and your roommate together in a room *as long as both of you have selected the roommate group with both of you in it* (this prevents someone you don't want to room with from putting you in a room without your approval).

Once you have someone you think you might mesh well with as a roommate, you should create a Roommate Group. You can do so by clicking "Roommate Groups" and clicking to make a new one with a title (grandma appropriate) of your choice. Then, once you save the group, you can add a contact to a roommate group by searching your contcats and clicking "Add to roommate group." Select the group, then "Add". This will create a pairing between you and other students (they will need to approve this on their end) that will enable you to select a room together once the room selection lottery opens up.



After you add a potential roommate to a Roommate Group, you can click back into Roommate Groups and select the group to which you added them. You should see yourself listed as well as anyone who is in the group with you.



Remember, if you have any specific questions, please do not hesitate to contact us. We are happy to help you in any way we can! Millikin University Office of Campus Life 217-424-6395 or email: ndeliberis@millikin.edu.

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