

## 23-24 – PREFERRED ROOMMATE SELECTION

**My.MissouriState.edu, Main Menu, Campus Life category, Housing card, Housing Application link**

1) You will first be directed to the main menu for the housing application, and you will see the following page. After you have a completed housing application, you will have access to the **Preferred Roommate Selection**.



The banner features the Missouri State logo on the left, with the text "RESIDENCE LIFE, HOUSING AND DINING SERVICES" to its right. The central text reads "HOUSING APPLICATION" in large white letters. On the right side, there is a red silhouette of a tiger. Below the main banner, a dark red bar contains the text "2023 - 2024 Academic Year" in white and red.

**Complete My Housing Application for 2023-2024**

[CLICK HERE](#)

**Pay My Housing Deposit**

[CLICK HERE](#)

**Preferred Roommate Selection**

[CLICK HERE](#)

Do you have someone you want to live with?  
You can request your preferred roommate here!

**Update Application Preferences**

[CLICK HERE](#)

To make changes to your building / living preferences, meal plan options, roommate matching questions, and any other information on your application.

**Application Summary**

[CLICK HERE](#)

To see if you still need to complete your terms and conditions, pay your housing deposit, or submit your meningitis records - view this application summary.

2) This will take you to a screen that will show you the following information and instructions.

## Preferred Roommate Selection

1. Select **Create Group** and then **Invite**.
2. **Search** for your preferred roommate. They *MUST* have a **completed** application for you to find them.
3. Once you find them, click **Select** and then **Finish** to save this roommate request.
4. That person will receive an **email with instructions** on how to accept / deny the request.
5. The preferred roommate request is confirmed when all statuses say **Leader** or **Member**, *not just Invited*.

<u>John Smith's Group</u>	<u>Roommate</u>	<u>Status</u>
<b>Leave</b>	John Smith	Leader
<b>Remove</b>	Matt Brown	Member
<b>Remove</b>	Steven Phillips	Invited
<b>Invite</b>		
<u>Phil Jamison's Group</u>	<u>Roommate</u>	<u>Status</u>
	Phil Jamison	Leader
	Steve Brown	Member
<b>Accept</b> <b>Decline</b>	John Smith	Invited
<b>Create Group</b>		



*\*The image above contains various examples of the buttons you will see and what your screen will look like.*

3) It is critical that you make sure to click **FINISH** at the bottom of that page when selecting someone as your preferred roommate. The information will not be saved otherwise.

4) To fully confirm your preferred roommate, make sure everybody is checking their email. Your preferred roommate will not be finalized until they **ACCEPT** their request (information will be sent to them via email).

Have any questions? Please let us know!

**Residence Life, Housing and Dining Services**  
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