

24-25 – 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**.



Complete My Housing Application for 2024-2025
(August 2024 - May 2025)

[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) It will first take you to a screen with a brief bit of information and things to consider then preferencing your roommate (depending on whether you're a current resident or new student). **Please read this carefully.**

3) Then, you will see a screen that will show you the following information and instructions.

Preferred Roommate Selection

Please follow the instructions below to ensure you and your friend are doing everything you need to do, from the request to the confirmation!

How to select and confirm your preferred roommate:

1. Select **Create Group** and then **Invite**.
2. **Search** for your preferred roommate by student ID # (i.e. M#) *or* by first & last name; you don't need both. (They **MUST** have a **completed** housing 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 the status says **Leader** or **Member**, *not just Invited*.

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



**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).