



HOUSING & RESIDENTIAL LIFE

Roommate Search and Selection Procedures

- 1) To add roommate(s) to your completed application, first Navigate to the [Housing Application site](#)

CALIFORNIA STATE UNIVERSITY STANISLAUS

Account Login

User ID:

Password:

Remember Login

Welcome

Welcome to the Cal State Stanislaus Housing Portal!

Log in instructions:

- **ID** = First part of your campus email up to the @ symbol
- **PASSWORD** = Your MyCSUSTAN password

If you are a newly admitted student OR, you previously reset your password and have now forgotten it you will need to reset the password before you can log into the housing application. To reset password [click here](#).

If you are an International student you will need to contact the Office of Information Technology (OIT) to initialize your MyCSUSTAN student account before you can log onto the Housing Application. You may contact OIT by [email](#) or by telephone at (209) 667-3687.

Through this portal applicants and residents are able to do the following:

1. Apply for Campus Housing
2. Select Preferred Roommate(s) and Room Location
3. File a Work Order for Maintenance and Repair
4. Complete a Room Condition Report

- 2) Follow the instructions to log into your completed application and select the 'Application' tab. Then select the application that you would like to add your roommate(s) to and click 'Continue'.

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Before you begin your application make sure you have the following available:

1. Health insurance information
2. Contact information for your financial guarantor/co-signer
3. Contact information for your emergency contacts

Summer '09-Contract C (07/26/2008 - 08/22/2009)
 Winter/Spring Terms 2009 (01/03/2009 - 05/05/2009)
 Spring Term 2009 (02/14/2009 - 06/05/2009)
 Summer '09-Contract A (06/05/2009 - 09/04/2009)
 Year-Round-Contract A (06/05/2009 - 07/04/2010)
 Summer '09-Contract B (06/13/2009 - 07/26/2009)
 Summer '09-Contract D (06/13/2009 - 08/22/2009)
 Year-Round-Contract B (06/13/2009 - 07/04/2010)
 Academic Year 2009/2010 (09/03/2009 - 06/04/2010)
 Applied: 03/04/2009
 Not Complete

- 3) After you select the completed application to add roommates to, Navigate to Step 7: Roommate Requests. This is your roommate search and selection dashboard. You will be able to view all of your requested, rejected and pending roommate requests in this screen as well as send messages to potential roommates.

The screenshot shows the California State University Stanislaus application portal. The header includes the university logo and name. The navigation bar contains links for Home, Application, Web Inventory, and Web Maintenance. The main content area is titled '7. Roommate Requests' and displays sections for 'Your accepted roommates', 'Your requested roommates', and 'Requests you have not yet accepted'. The 'Your requested roommates' section contains a table with columns for 'Screen Name' and 'Age', listing Jorge (38) and Luis (19). Below the table are buttons for 'Cancel', 'View Profile', and 'Send Message'. The left sidebar contains an 'Application Menu' with 10 steps, where '7. Roommate Requests' is highlighted with a red circle.

- 4) To search for new roommates, you can search either by the details of the person, or by their profile. In the Search by Details screen you can search by either the student ID, first name, last name, screen name or date of birth. The screen name is an anonymous name given to each housing applicant for privacy when another applicant is searching and selecting roommates. If you know the name or ID of the roommate you would like to select, you should search for the roommate using the Search by details search.

The screenshot shows the California State University Stanislaus application portal. The header includes the university logo and name. The navigation bar contains links for Home, Application, Web Inventory, and Web Maintenance. The main content area is titled '7. Roommate Requests - Search By Details' and displays a search form with fields for Student ID, First Name, Last Name, Screen Name, and DOB. A 'Search' button is located below the fields. The left sidebar contains an 'Application Menu' with 9 steps, where '7. Roommate Requests' is highlighted with a blue arrow.

- 7) Once you have finished searching for your roommate(s), select the 'request' button from either the Search by Details or Browse Profile Matching search screen. You will be directed to Step 7. Roommate Requests.

CALIFORNIA STATE UNIVERSITY STANISLAUS

Home Application Web Inventory Web Maintenance Welcome Portal Freshman_StarRez_17 Home Log Out

Application Menu
Applying for Academic Year 2009/2010 as a Freshman

1. Personal and Contact Information Complete
2. Hear About Us Complete
3. Housing Options and Fees Complete
4. Personal Profile Complete
5. Health and Wellness Complete
6. Contract E-Sign (0910) Complete
- 7. Roommate Requests**
 - Search By Details
 - Browse Profile Matching**
8. Rooms
 - Room Search
 - Room Confirm
9. Application Status
9. Cancel Application

7. Roommate Requests - Browse Profile Matching

Screen Name	Match Factor	Gender	Age
StarRez2 (100%)	100	Male	100
(50%)	50	Male	18
(50%)	50	Male	18
Rashee (30%)	30	Male	18
(50%)	50	Male	18
(40%)	40	Male	17
(40%)	40	Male	18
(40%)	40	Male	17
(40%)	40	Male	17
(40%)	40	Male	17
Jorge (30%)	30	Male	18
Luis (30%)	30	Male	19
(30%)	30	Male	17
(30%)	30	Male	18
(30%)	30	Male	17
(30%)	30	Male	18
(30%)	30	Male	17
(30%)	30	Male	17
(30%)	30	Male	17
(20%)	20	Male	18
(20%)	20	Male	17
(20%)	20	Male	18
(20%)	20	Male	17
(20%)	20	Male	18
(20%)	20	Male	17
(10%)	10	Male	18
(10%)	10	Male	17
(10%)	10	Male	18

Request View Profile

- 8) The Roommate Requests dashboard shows all of your requested, accepted and pending roommate requests. From this screen you can also send messages to your prospective roommate(s) by clicking on the screen name and then selecting 'Send Message'.

CALIFORNIA STATE UNIVERSITY STANISLAUS

Home Application Web Inventory Web Maintenance Welcome Portal StarRez_21 Home Log Out

Application Menu
Applying for Academic Year 2009/2010 as a Freshman

1. Personal and Contact Information Complete
2. Hear About Us Complete
3. Housing Options and Fees Complete
4. Personal Profile Complete
5. Health and Wellness Complete
6. Contract E-Sign (0910) Complete
- 7. Roommate Requests**
 - Search By Details
 - Browse Profile Matching
8. Room Selection Time slot

7. Roommate Requests

Your accepted roommates
You have no accepted roommates for this term

Your requested roommates

Screen Name	Age
Rashee	18

Cancel View Profile Send Message

Requests you have not yet accepted
You have no pending requests for this term

Continue

- 11) You can now manage your 'Accepted', 'Requested' and 'Requests not yet accepted' roommates in Step 7 – Roommate Requests

The screenshot displays the application portal for California State University Stanislaus. The header includes the university logo and name. The navigation bar contains links for Home, Application, Web Inventory, and Web Maintenance. The main content area is divided into two columns. The left column is the 'Application Menu' with steps 1 through 10, where step 7 'Roommate Requests' is highlighted. The right column is titled '7. Roommate Requests' and contains three sections: 'Your accepted roommates' (with a message that none are present), 'Your requested roommates' (with a table of two users: Jorge, age 18, and Luis, age 19, and buttons for 'Cancel', 'View Profile', and 'Send Message'), and 'Requests you have not yet accepted' (with a message that none are present and a 'Continue' button).

Application Menu
 Applying for Academic Year 2009/2010 as a Freshman

1. Personal and Contact Information
Complete
2. Hear About Us
Complete
3. Housing Options and Fees
Complete
4. Personal Profile
Complete
5. Health and Wellness
Complete
6. Contract E-Sign 0910
Complete
- 7. Roommate Requests**
 - Search By Details
 - Browse Profile Matching
 - Room Selection Time slot
8. Rooms
Upcoming
9. Room Confirm
Upcoming
Cancel Room
Application Status
10. Cancel Application

7. Roommate Requests

Your accepted roommates

You have no accepted roommates for this term

Your requested roommates

Screen Name	Age
Jorge	18
Luis	19

Cancel View Profile Send Message

Requests you have not yet accepted

You have no pending requests for this term

Continue