Roommate Search and Selection Procedures

1) To add roommate(s) to your completed application, first Navigate to the Housing Application site.

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’.
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.

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.
5) If you don’t want to select a specific person as a roommate but would like to search for someone with similar interests as you, you can search by profile matching. Click on the ‘Browse Profile Matching’ link to view the comparison of how you matched other applicants in the profile questions completed on step 4 of the housing application. This screen shows the ‘match factor’ percentage. 100% means that you and that applicant selected the same answer for 100% of the profile questions. The screen is sorted from highest to lowest profile match. You can then view the profile of any of the room profile matches. To view the profile, select the screen name and click ‘View Profile’.

6) The Profile screen shows the screen name, date of birth, housing room preference information and their answers to the profile questions. IMPORTANT – WHEN SELECTING A ROOMMATE, ENSURE THAT YOUR ROOM PREFERENCE IS THE SAME AS YOUR PROSPECTIVE ROOMMATE’S ROOM PREFERENCE (i.e. if your first room preference is a triple, ensure that you are selecting roommates that also intend to select a triple as their room).
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.

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’.
9) A message screen appears for you to type in your message and select send. A message is sent to the applicant’s CSU Stanislaus email from the Housing office, notifying them that they have received a roommate message and to log into their housing application and navigate to Step 7: Roommate Requests to respond to this message. In this way, your email address is not provided to your potential roommate (unless you choose to disclose this yourself).

10) After you have completed searching your roommates and you are ready to select for selection, click on the ‘Request’ button on either of the Search by Details or Browse Profile Matching screen. A message will be sent to the potential roommate’s CSU Stanislaus email address from the Housing office to notify them that you have requested them as a roommate. The person you have selected must then accept you as a roommate in order for the roommate match to be confirmed. IMPORTANT – ALL ROOMMATE MATCHES ARE SUBJECT TO THE REVIEW AND APPROVAL OF THE HOUSING OFFICE.
11) You can now manage your ‘Accepted’, ‘Requested’ and ‘Requests not yet accepted’ roommates in Step 7 – Roommate Requests