



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

Home

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'.

CALIFORNIA STATE UNIVERSITY STANISLAUS

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 (01/02/2009 - 06/05/2009)
- 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 (09/05/2009 - 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.

CALIFORNIA STATE UNIVERSITY STANISLAUS

Home | Application | Web Inventory | Web Maintenance | Welcome Portal - StarRez_21 | Home | Log O

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
9. Rooms Upcoming
 - 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

- 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.

CALIFORNIA STATE UNIVERSITY STANISLAUS

Home | Application | Welcome, Renee Giannini! | Log Off

Application Menu
Applying for Academic Year 2012-2013 Upperclassmen

1. Welcome Complete
2. Personal Information
3. Hear About Us
4. Living Communities
5. Room Preferences
6. Meal Plan
7. Housing Options and Fees
8. Profile
9. Health & Wellness
10. Contract E-Sign Complete
11. Roommate Profile
 - Search By Details
 - Search By Profile
 - Browse Matching
12. Awaiting Room Timeslot
13. Rooms Closed
 - No room selection timeslot has been set

Roommate Requests - Search By Details

Applicants can request specific roommates. Requests must be the same gender with the applicant responsible for providing the contact information for their requested roommate(s). Requests must be mutual and applicants must have completed the entire application process for consideration. To request up to three (3) specific roommates please complete the following information:

Student Number:

Last Name:

First Name:

Date of Birth:

Search

(Age: 20) 59%

Request | View Profile | Send Message

Housing and Residential Life will attempt to match roommates according to specific requests, but does not guarantee placement with specific individuals.

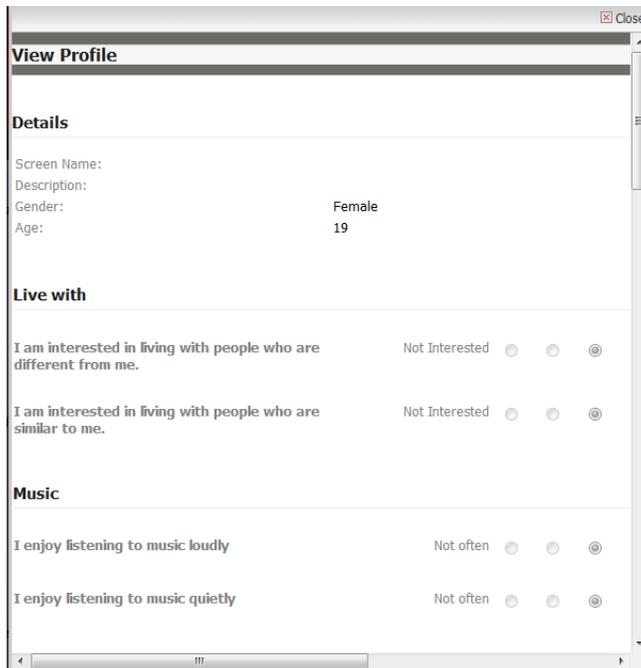
- 5) If you don't want to select a specific person as a roommate but would like to search for someone with similar interests as you, you can search by profile matching. Click on the 'Browse Profile Matching' link to view the comparison of how you matched other applicants in the profile questions completed 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'. From this screen you can also view the person's profile as well as send a message to the person.


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Home [Application](#)
Welcome, Renee Giannini! | [Log Off](#)

Application Menu	Roommate Requests - Browse Matching								
<p>Applying for Academic Year 2012-2013 Upperclassmen</p> <ol style="list-style-type: none"> 1. Welcome <small>Complete</small> 2. Personal Information 3. Hear About Us 4. Living Communities 5. Room Preferences 6. Meal Plan 7. Housing Options and Fees 8. Profile 9. Health & Wellness 10. Contract E-Sign <small>Complete</small> 11. Roommate Profile <ul style="list-style-type: none"> Search By Details Search By Profile Browse Matching 12. Awaiting Room Timeslot 13. Rooms <small>Closed</small> <small>No room selection timeslot has been set</small> 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> <p>(Age: 19) 63%</p> <p>Request View Profile Send Message</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>Ana Rosario Flores (Age: 18) 63%</p> <p>Request View Profile Send Message</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>(Age: 18) 62%</p> <p>Request View Profile Send Message</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>(Age: 19) 62%</p> <p>Request View Profile Send Message</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>(Age: 19) 62%</p> <p>Request View Profile Send Message</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>(Age: 19) 62%</p> <p>Request View Profile Send Message</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>(Age: 19) 62%</p> <p>Request View Profile Send Message</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>(Age: 18) 61%</p> <p>Request View Profile Send Message</p> </td> </tr> </table>	<p>(Age: 19) 63%</p> <p>Request View Profile Send Message</p>	<p>Ana Rosario Flores (Age: 18) 63%</p> <p>Request View Profile Send Message</p>	<p>(Age: 18) 62%</p> <p>Request View Profile Send Message</p>	<p>(Age: 19) 62%</p> <p>Request View Profile Send Message</p>	<p>(Age: 19) 62%</p> <p>Request View Profile Send Message</p>	<p>(Age: 19) 62%</p> <p>Request View Profile Send Message</p>	<p>(Age: 19) 62%</p> <p>Request View Profile Send Message</p>	<p>(Age: 18) 61%</p> <p>Request View Profile Send Message</p>
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- 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).



The screenshot shows a mobile application window titled "View Profile" with a "Close" button in the top right corner. The profile information is as follows:

Field	Value
Screen Name:	
Description:	
Gender:	Female
Age:	19

Live with

Statement	Not Interested
I am interested in living with people who are different from me.	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
I am interested in living with people who are similar to me.	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>

Music

Statement	Not often
I enjoy listening to music loudly	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
I enjoy listening to music quietly	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>

- 7) To send a message click the Send Message hyperlink and type your message for your prospective roommate.



The screenshot shows a mobile application window titled "Send Message" with a "Close" button in the top right corner. The screen contains a large text input field for composing a message.

8) Manage your Roommate Requests in the 'Roommate Requests' Screen


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Home **Application**
Welcome, Renee Giannini! | [Log Off](#)

Application Menu <small>Applying for Academic Year 2012-2013 Upperclassmen</small> <ol style="list-style-type: none"> 1. Welcome <small>Complete</small> 2. Personal Information 3. Hear About Us 4. Living Communities 5. Room Preferences 6. Meal Plan 7. Housing Options and Fees 8. Profile 9. Health & Wellness 10. Contract E-Sign <small>Complete</small> 11. Roommate Profile <li style="background-color: #eee;">▶ 12. Roommate Requests <ul style="list-style-type: none"> Search By Details Search By Profile Browse Matching 13. Awaiting Room Timeslot 14. Rooms <small>Found</small> 	<h3 style="margin: 0;">12. Roommate Requests</h3> <p>You can search for possible roommates and invite them to room with you or you can accept random selection based on your profile.</p> <p>Please note that roommate requests, and all selectable housing options, must be mutual to be honored. While we try to accommodate preferences, not all requests can be honored.</p> <p>You are NOT required to choose a preferred roommate. If you do not have a roommate request, please use the "Continue" button at the bottom of the page to proceed.</p> <hr/> <h4>Accepted Roommates</h4> <p>You currently have no accepted roommates. You can search for roommates using the links below.</p> <hr/> <h4>Requested Roommates</h4> <p>You have no roommate requests.</p> <hr/> <h4>Search for roommates</h4> <p style="color: #c00000;">Search for roommates by details</p>
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