



How To Add A Roommate

11 Steps [View on Tango](#)

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STEP 1

Search For A Roommate Options

To search for a roommate you can choose from one of three possible tools within the portal.

Please note that in order to pair as a roommate with another party you must meet the following minimum criteria:

1. You must be members of the same class year (i.e. Freshmen can live with Freshmen. A Freshmen cannot pair with a Sophomore or a Transfer student).
2. You must both have completed and signed your housing agreements.
3. You must both have the same gender identity, or both have checked the interest box for Gender Inclusive Housing
4. When completing your roommate search profile, you must have checked the box to **"make my profile searchable in the portal."** Students who unchecked this box will remain invisible.

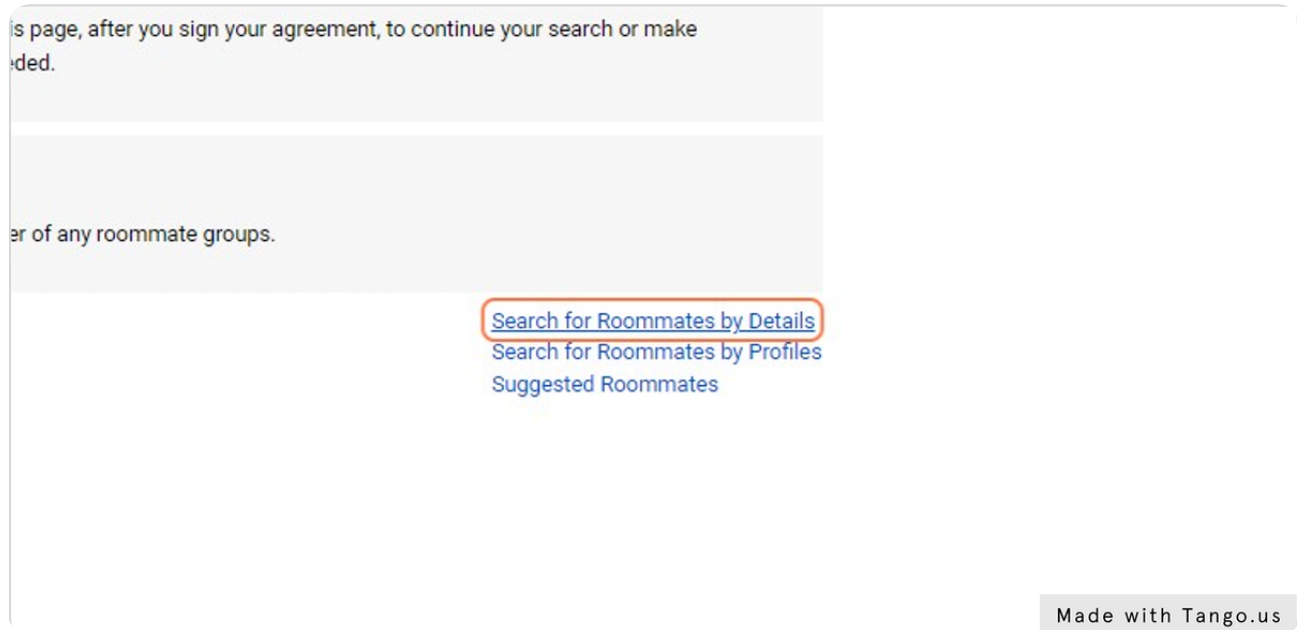
If all of these criteria have been met that you can search for a roommate in one of three ways:

The screenshot displays the St. John's University Roommate Search portal. At the top is the university's logo and a navigation bar with links: Main Page, Apply For Housing, Move In Appointments, Self-Service Forms, Contact Information, Room Swap, and Log Out. A sidebar on the left shows a progress list of steps, with 'Roommate Search' currently selected and marked with a red checkmark. The main content area is titled 'Roommate Search' and contains 'Roommate Search Guidelines' and a 'Not In a Group' message. A 'Create Group' button is visible. A red circle highlights three search options: 'Search for Roommates by Details', 'Search for Roommates by Profiles', and 'Suggested Roommates'. The page is made with Tango.us.

STEP 2

Option One: Search For A Roommate By Details

This link is best used to find a particular person to room with. In order to proceed you will want to know the way in which the student's preferred first name and last name appear in their housing portal as well as the student's X-Number. Click on "**Search For Roommates By Detail**" to access the search screen for this option.

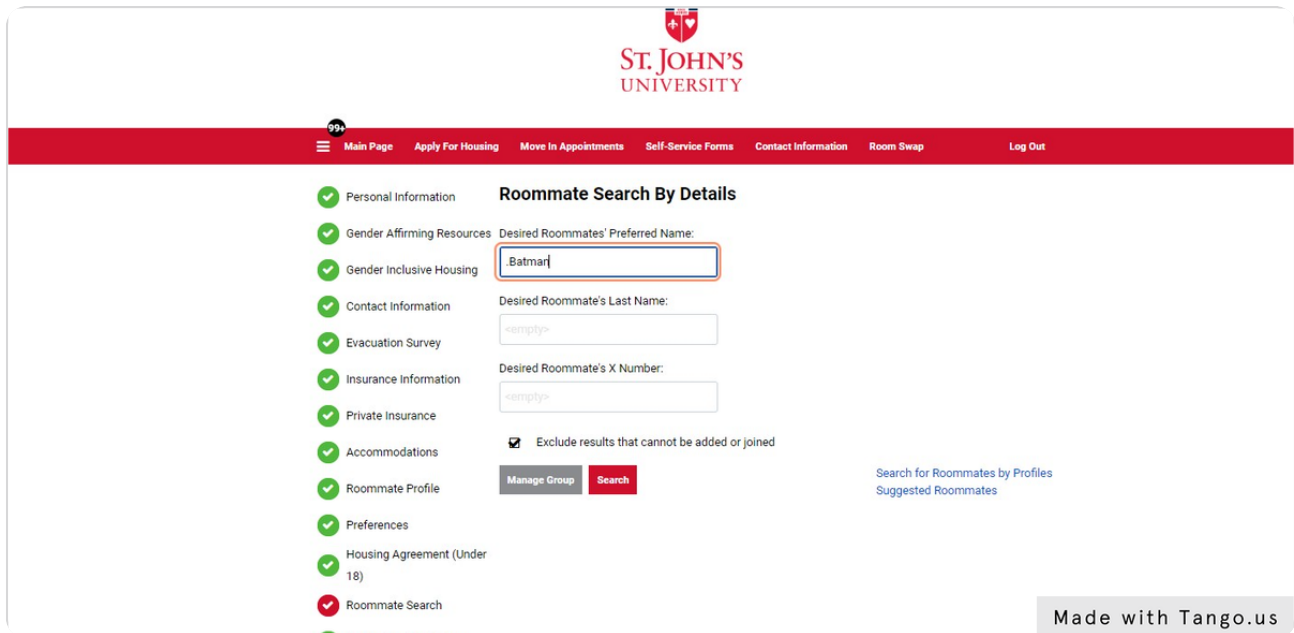


STEP 3

Enter Information

We suggest that you enter the first three letters of the student's first name and the first three letters of the student's last name to conduct the broadest possible search. Press the red **"Search"** button at the bottom once the preferred first and last name letters are entered.

We recommend not including the X-Number if you are searching by name. The X-Number is a student's unique identifier. Using the X-Number without the name is a good way to search as well. **Note:** Use a capital X, no dash, and no space to create a properly formatted X-Number.



The screenshot shows the St. John's University website with the "Roommate Search By Details" form. The form is titled "Roommate Search By Details" and is located under the "Room Swap" menu item. The form includes a sidebar with a list of categories, each with a green checkmark: Personal Information, Gender Affirming Resources, Gender Inclusive Housing, Contact Information, Evacuation Survey, Insurance Information, Private Insurance, Accommodations, Roommate Profile, Preferences, Housing Agreement (Under 18), and Roommate Search. The main content area contains the following fields and options:

- Desired Roommates' Preferred Name:** A text input field with the value ".Batmar".
- Desired Roommate's Last Name:** A text input field with the value "<empty>".
- Desired Roommate's X Number:** A text input field with the value "<empty>".
- ☒ **Exclude results that cannot be added or joined**
- Search** button (red)
- Manage Group** button (grey)
- [Search for Roommates by Profiles](#)
- [Suggested Roommates](#)

The St. John's University logo is at the top center. The navigation bar is red with white text: Main Page, Apply For Housing, Move In Appointments, Self-Service Forms, Contact Information, Room Swap, and Log Out. The footer of the form area says "Made with Tango.us".

STEP 4

Option Two: Search for Roommates by Profiles

Click on "Search For Roommate By Profiles"

The screenshot displays the St. John's University Roommate Search interface. At the top, the St. John's University logo is centered. Below it is a red navigation bar with links: Main Page, Apply For Housing, Move In Appointments, Self-Service Forms, Contact Information, Room Swap, and Log Out. On the left, a sidebar lists various sections with green checkmarks: Personal Information, Gender Affirming Resources, Gender Inclusive Housing, Contact Information, Evacuation Survey, Insurance Information, Private Insurance, Accommodations, Roommate Profile, Preferences, Housing Agreement (Under 18), Roommate Search (highlighted with a red checkmark), and Application: Next Steps. The main content area is titled "Roommate Search" and includes "Roommate Search Guidelines" and a group profile for "Peter Venkman .PortalXb6245b0262". The group profile shows details like Age (17), Classification (Freshman Queens), Gender (Male), and a "View Profile" button. An orange arrow points to the "Search for Roommates by Profiles" link in the top right corner. The bottom of the page features a "Save & Continue" button and a "Made with Tango.us" watermark.

STEP 5

Select the roommate parameter you're most interested in exploring

This search option allows you to set one or more parameter from the roommate questionnaire to consider potential roommates. Popular search options include: "Smoker/Non-Smoker," "Cleanliness," "Sleep Habits," and "Music."

Once a parameter is set you'll be able to review potential roommates who match your search.

99+

Main Page Apply For Housing Move In Appointments Self-Service Forms Contact Information Room Swap

Personal Information

Gender Affirming Resources

Gender Inclusive Housing

Contact Information

Evacuation Survey

Insurance Information

Private Insurance

Accommodations

Roommate Search By Profiles

Study Habits

How often do you study in the afternoon?

Any

How often do you study in the evening?

Any

How often do you study late at night?

Any

Never

Not Often

Sometimes

Often

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STEP 6

Option Three: Suggested Roommates

ST. JOHN'S UNIVERSITY

Main Page Apply For Housing Move In Appointments Self-Service Forms Contact Information Room Swap Log Out

Personal Information
Gender Affirming Resources
Gender Inclusive Housing
Contact Information
Evacuation Survey
Insurance Information
Private Insurance
Accommodations
Roommate Profile
Preferences
Housing Agreement (Under 18)
Roommate Search
Application: Next Steps

Roommate Search

Roommate Search Guidelines

To search for a potential roommate please note that they must be a member of the same class year, gender, and have a completed application and be a member of the same class year as you.

You may return to this page, after you sign your agreement, to continue your search or make adjustments as needed.

Group: Peter Venkman .PortalXb6245b0262

Verify Group Delete Group Edit Group

Search for Roommates by Details
Search for Roommates by Profiles
Suggested Roommates

Peter Venkman .PortalX (Group Leader)
Age: 17
Classification: Freshman Queens
Gender: Male
Description:

View Profile

Save & Continue

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STEP 7

Review Suggestions

Clicking on this search option will present a list of potential roommates based on your compatibility score. This score is determined by the responses supplied in the roommate questionnaire.

ST. JOHN'S UNIVERSITY

Main Page Apply For Housing Move In Appointments Self-Service Forms Contact Information Room Swap Log Out

Personal Information
Gender Affirming Resources
Gender Inclusive Housing
Contact Information
Evacuation Survey
Insurance Information
Private Insurance
Accommodations
Roommate Profile
Preferences
Housing Agreement (Under 18)
Roommate Search
Application: Next Steps

Suggested Roommates

Search for Roommates by Details
Search for Roommates by Profiles

Isaiah Ronga
Age: 17
Classification: Freshman Queens
Gender: Male
Description: clean, organized, somewhat introverted
63% Match
Add To Group
Send Message
View Profile

Colin Perez
Age: 17
Classification: Freshman Queens
Gender: Male
Description: I like to keep my room clean, I don't mind noise, I like to stay up late, and I'm always looking to have fun.
63% Match
Add To Group
Send Message
View Profile

Kerlyn Rodriguez
Age: 17
Classification: Freshman Queens
Gender: Male
Description: I like to be organized like anyone else. Good to be around. I'm a person that's big on respect. I make music. I'm social and a very humble person. I'm from the Bronx, write me on Instagram if you interested. @kerlynny
63% Match
Add To Group
Send Message
View Profile

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STEP 8

Adding A Roommate To A Roommate Group

Once you've communicated and confirmed a potential roommate it is time to send them an invitation to join a roommate group with you.

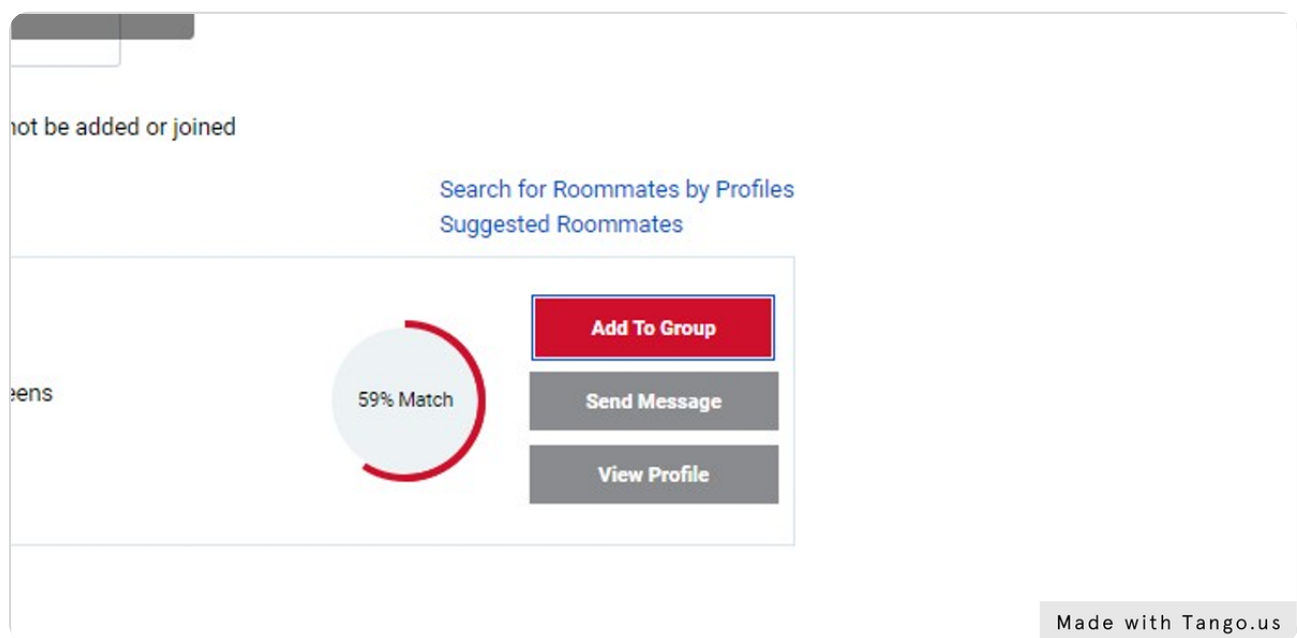
Click on "**Add To Group**" in order to begin the invitation process.

NOTE: Students at St. John's can only fill a bedroom space, they cannot fill an entire suite.

Freshmen can add a maximum of two roommates.

Upperclassmen can add only one roommate.

Students seeking a single bedroom should not pair with roommates.



STEP 9

Reviewing Roommate Invitations

Once a request is sent, you will see the name of your potential roommate listed under **Outgoing Requests**. The intended roommate will receive an email notifying them of this request.

✓ Housing Agreement (Under 18)

✓ Roommate Search

✓ Application: Next Steps

Peter Venkman .PortalX (Group Leader)
Age: 17
Classification: Freshman Queens
Gender: Male
Description:
[View Profile](#)

Outgoing Requests

**** .PortalX****
Age: 21
Classification: Freshman Queens
Gender: Male
Description:
Expiry Date: 5/29/2022 14:32

[Cancel](#)

[Save & Continue](#)

The Office

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STEP 10

Confirming The Roommate Pairing

Your potential roommate will then return to their portal, click on **Roommate Search** from the table of contents and accept or decline your invitation.

This section of the portal remains open at all times to make adjustments.
Roommate selections cannot be honored after the self-selection process ends.

Accommodations

Roommate Profile

Preferences

Housing Agreement

Roommate Search

Application: Next Steps

Not In a Group

You are not a member of any roommate groups.

Create Group

Search for Roommates by Details

Search for Roommates by Profiles

Suggested Roommates

Incoming Requests

Peter Venkman .PortalXb6245b0262

Leader: Peter Venkman .PortalX

Members: Peter Venkman .PortalX

Expiry Date: 5/29/2022 14:32

Accept

Decline

Save & Continue

The Office of Residence Life

8000 Utopia Parkway

Donovan Hall, Room C-16

Queens, New York 11439

718-990-2417

Made with Tango.us

Important Factors To Keep In Mind

Students seeking out singles should not pair with roommates as a single room has only one bed to fill. Singles are the most desired and least available room in our portfolio.

All students are encouraged to have more than one plan in mind when making their selection during this live process.

Please note you can only fill a bedroom space, you cannot fill an entire suite.

CRITICAL POINT

When you pair as roommates you are giving the other party control over your account for selection.

Pairing as roommates allows the party with the earlier time to enter the portal, seek out a vacant room (with enough beds) and then place themselves and their roommate into the space. This allows you to live with your preferred roommate.

Once placement is completed, the roommate with the later appointment will then wait for their appointment time, log into the portal and select their meal plan.

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