## <u>Millersville Roommate/Suitemate</u> <u>Selection Step-by-Step Guide</u>

1.	Under the Room Selection Tab, Click Room and Roommate Selection from the Drop Down Menu	Millersville University Home Applications+ Personal Information + Room Selection + Dining Plan +	
2.	Select the Fall Term and Click Submit.	Select a Term: Fall 2016 • • Statent  © Adtrondack Solutions, Inc - The Housing Director Self-Service v4 0.0018	
3.	Perform a Roommate Search by entering information about your preferred roommate and hit Begin Search. (You do not need all information to perform a search)	Witterweit/       Yeie Argekatene Personal Miterwale * Boos Selection * Deerg Pare * <ul> <li></li></ul>	
4.	After a search, you will have requested a roommate! They will be listed in the Roommates/Suitemates box. If they have requested you, they will appear as matched. If they have yet to request you, they will appear as unmatched,	Millervellik Urhverstyl       None       Applications       Personal Internation - Room Selection - Dang Plan -         Image: End 2016 Roommatile Repeated Solution - Room Selection - Dang Plan -       Image: End 2016 Roommatile Repeated Solution - Room Selection - Dang Plan -         Image: End 2016 Roommatile Repeated Solution - Room Selection - Dang Plan -       Image: End 2016 Roommatile Repeated Solution - Room Selection - Dang Plan -         Image: End 2016 Roommatile - Roomshall - Room Selection - Dang Plan -       Image: End 2016 Room Selection - Dang Plan -         Image: End 2016 Roomshall -	Unmatched
5.	With an Unmatched Roommate Request, you have the option to Remove the Request, Poke your request with a Reminder Email, View their Profile, and Send a Message.	Remove Poke View Send	
6.	With a Matched Roommate Request, you can Remove the Request, View their Profile, and Send a Message.	Mittersville University None AppLaters Personal Information - Room Selection - Denry Plan -           Fail 2016 Boommonde Requests           Our Doe           Our Doe           Tour solomating program Mail matched.	Matched

## **Please Note:**

Only students that have paid the housing deposit/confirmation fee (new students) can participate in roommate selection. If you search for a student and they do not show up, please check the spelling and then check with them if they have paid the deposit. (It may take 24 hours after deposit and up to 3 days after confirmation fee is received to be eligible)

We try to accommodate any roommate requests, but due to space and availability, we cannot guarantee all requests.