How Do I Complete Roommate Matching?

**Update your profile:** You may access your profile under the “Student Information” link in the left hand navigation bar. Select “Roommate Profile” to update your profile and share information with potential roommates. Students are encouraged to ensure their profile is in good taste and does not contain private information for their own safety.

Use the instructions below to search for roommates in the Residential Life Housing Application. You can send, accept and decline roommate requests.

- Begin by logging in to the Residential Life app by logging into your UNO email. In the same browser, visit [Myapps.uno.edu](http://Myapps.uno.edu)
- Scroll down to choose Residential Life (Residents) App.
- **Once in the app,** at the top left corner of your screen, click on the three-lined toggle near the University of New Orleans logo
- **CLICK ON TOGGLE:**
  - A drop down menu will appear.
  - Click the “Room Selection or Roommate Matching” tab. Click “Select Roommates.” Use the drop down task bar to select the “Fall 2021” term at the top of the page.

Once you confirm the correct term, you will see the following:

1) **Roommate Requests (0)**

   **Roommate Requests.** Once you have accepted the pending roommate(s) requests they will appear under this tab. Once the other student accepts, this will confirm your roommate(s) for the term selected. You may also view their profile, e-mail or delete the match in this section. You can also view, accept or decline to update your requests.

2) **Pending Roommate Requests (0)**

   **Pending Roommate Request.** Pending requests appear when a potential roommate(s) requested you. It will appear here until you accept or decline the request. This feature allows you to look at the students’ profile and email them to see if this is a good match!
   
   If you decide that this is a good match, then you will click on the 🧥 to match.
   
   Matches will then appear in your roommate requests section.
   
   You can only have three outstanding roommate requests at a time. If you have three pending requests, no one will be able to request you until you decline the other pending request(s).

3) **Searching for roommate.** Click on this drop down to start your search. This feature assists you with finding your new roommate! If a student does not share similar interests I.E “I do not prefer visitors” vs. “I do prefer visitors” those students will not show in your search.

   Once you have chosen your criteria you want to click on “begin search.” If a student matches your criteria, then you will have the option to request them. Once requested, it will appear in the roommate’s “Pending Roommate Request” section.
   
   You can only send 3 requests, so you want to make sure you are looking at the roommate profiles to allow for your best match.

   **Please note:** If you choose to request a student in particular, you have the option to search via name, e-mail or major. In this case, you want to make sure you are selecting “no preference” and avoid answering the other criteria listed.