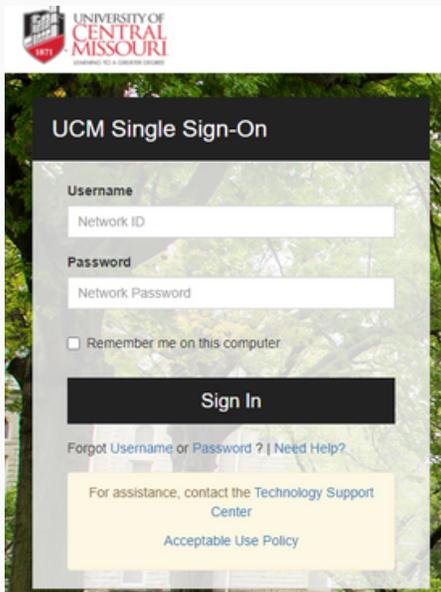
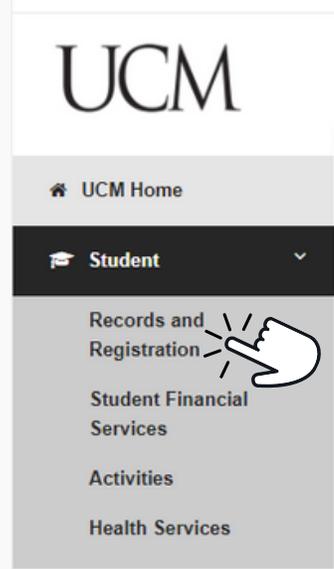


# How to Submit a Roommate/Suitemate Preference OR Accepted a group invite (Incoming First Year Students)



1

Login to your MyCentral Account



2

Click Records and Registration

Scroll down to Housing located in the middle of the page



Use the scroll bar to scroll to the bottom to view "Housing Assignment Gateway"

3



# Scroll to find the section for "NEW STUDENTS WHO WANT TO PREFERENCE ROOMMATE/SUITEMATES"

## 2021-2022 | NEW STUDENTS WHO WANT TO PREFERENCE ROOMMATE/SUITEMATES

**NOTE:** This module shuts off at 8 am on June 10, 2021, giving students one full day after the last orientation date. This is so we can begin working on room assignments! Students will be unable to submit and accept a preference after June 10.

New students to UCM have the ability to preference a roommate and suitemates by clicking the link below. You will need to know the student ID number and the correct spelling of the person you wish to request. Students **must also have a completed** residence hall agreement on file in order to continue with the process. Be sure to read all of the instructions when you continue!

Continuing students will be able to assign themselves to a room during the reapplication process and can choose their roommate and suitemates through that process. This link will not work for returning students.

**IMPORTANT:** Click finish after you select/accept/reject a roommate in order to save your request.

[CLICK HERE TO SUBMIT ROOMMATE/SUITEMATE PREFERENCES](#)



4

Click on

[CLICK HERE TO SUBMIT ROOMMATE/SUITEMATE PREFERENCES](#)

To access the module.

## Be sure to maximize your browser window!

### Roommate and/or Suitemate Preference Instructions

This process is intended for new first-year students. Current students, please refer to instructions provided for room retention and selection.

This process allows you to preference roommate and or suitemates who also have a completed residence hall agreement on file. If you are unable to add a person to your group it is because they either are:

1. Not admitted to UCM
2. Are admitted but have yet to complete an agreement
3. Have accepted membership in another roommate preference group

Remember, UCM assigns first year students to first year floor and upperclassmen to upperclass floors. Although you may be able to add a student to your group, all members of the group, including yourself, must be either all first year or all upperclass otherwise the roommate group request will be voided.

#### If you wish to invite others to be your roommate and/or suitemate:

A group leader must initiate the roommate/suitemate preference pairing(s). Follow these instructions:

1. Click the *Create Group* button under the *Roommate Group Requests* section below.
2. Click the *Invite* button to search for your preferred roommate and/or suitemates. In order to search and invite other students you must know their last name AND UCM University ID.
3. Once found, click *Select* to confirm the person you wish to invite.
4. You may continue to click *Invite* to invite more members to your suite. However, the maximum number 3 total (one roommate and 2 suitemates).
5. Once you have selected your roommate and/or suitemates, click *Finish* to complete the process.

Your preferred roommates and suitemates (if applicable) will receive an email and must login to MyCentral and enter the Housing Assignment Gateway to accept your invitation to join the group.

If there are any updates to your roommate group including other members leaving the group, you will be notified via email.

*Special Note: If you are a new transfer student wishing to preference a current student as a roommate, please email moeder@ucmo.edu with the following information: preferred roommate full name and University ID.*

#### If you have been invited be a roommate and/or suitemate:

You must Accept or Decline the invitation seen below within the *Roommate Group Requests* section below. After clicking *Accept* or *Decline*, click *Finish* to complete the process which also informs the group leader that you accepted or declined the roommate/suitemate invitation.

If applicable, if new members are invited and accepted into your roommate/suitemate group or any changes made to your group, you will be notified via email.

**REMEMBER TO CLICK "FINISH" AT THE BOTTOM OF THE PAGE TO SAVE YOUR PREFERENCE!**

### Roommate Group Requests

[Create Group](#)



5

Review all information and instructions! These include what information is needed

Click

[Create Group](#)

To invite members to your group. You will need ID number and Last Name

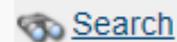
6

Click on



and then enter roommate/suitemate ID and Last name

Click



Once found, click



### Roommate Group Requests

James Hicks's group	Roommate	Status
	James A Hicks	Leader

#### Roommate Search Criteria

University ID:

Last Name:

 Cancel

 Search



Found: Cmsu Ucm Test

 Cancel

 Search

 Select



Repeat as needed (You may include one (1) roommate and up to two (2) suitemates until they all appear. Hit  When done.

7

If you entered more than one person, you will need to enter the name of the person you wish to be your actual roommate (versus your suitemate).

Click 

If you selected more than one person as a roommate then please indicate which person you wish to have as your roommate as opposed to your suitemate/s.

If you only listed one person as a roommate then you can bypass this step.

If you have disbanded this group, removed all roommate preferences, or updated who you wish to have as a roommate then be sure to update the name listed below.

NOTE: If you make a change to your group and fail to update this field then the name you provide in this field will be null and void.

Preferred Roommate:



 Cancel

 Finish

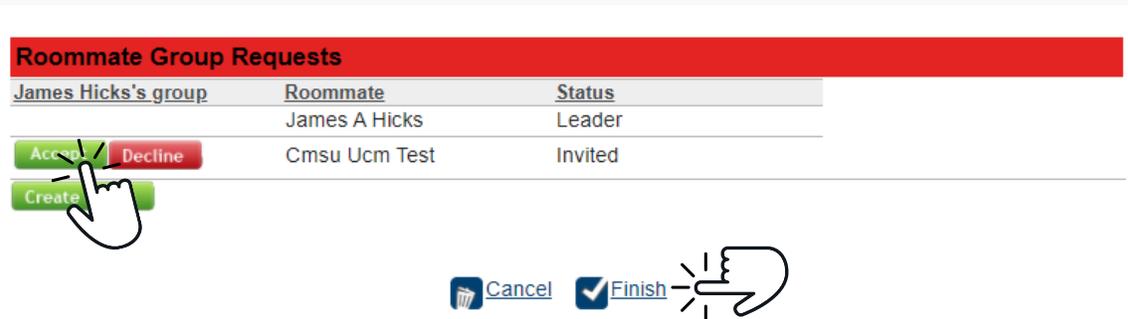


You can come back to see which group members haven't accepted (marked as invited) or have accepted invite. You may also remove members later. Invited members will get email and informed they must accept the invite.

See next page on how to accept invite!

# Accepting or Declining Invite

Follow steps 1-5 until you see  button and click



James Hicks's group	Roommate	Status
	James A Hicks	Leader
<input type="button" value="Accept"/> <input type="button" value="Decline"/>	Cmsu Ucm Test	Invited

Click



to complete invite process

The group leader will get a confirmation email once you have accepted the invite.

Room assignments are completed in June and Students will be able to view their assignment via the Housing Assignment Gateway.