## Begin by selecting the 'Room Selection' option.

Home

**Apply for Housing** 

Room Selection

Special Housing Requests

# Hello .Sparty .Cwru!

### Welcome to the new MyHousing Portal

We are transitioning to our new housing system: StarRez. This new housing portal will allow you to apply for housing and view your assignment information and details. Starting this summer, you will be able to submit maintenance requests, receive notifications for mail and packages, amongst many other services.

## **University Housing Requirement**

CWRU has a two-year residency requirement. All first- and second-year unmarried undergraduate students who do not live at a parent's permanent residence within 40 miles of campus must live oncampus and participate in the University meal plan.



If you have completed a 2023-2024 housing application, select the "continue" button under the Academic Year 2023-2024.



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### **Room Selection Term Selector**

Please select a term below to view your selection options.

If you do not see a term to select, it may be due to one of the following reasons:

- The room selection process is not currently available for the term.
- · You have not completed your housing application for the term.
- You did not complete your housing application before the deadline to participate in room selection.

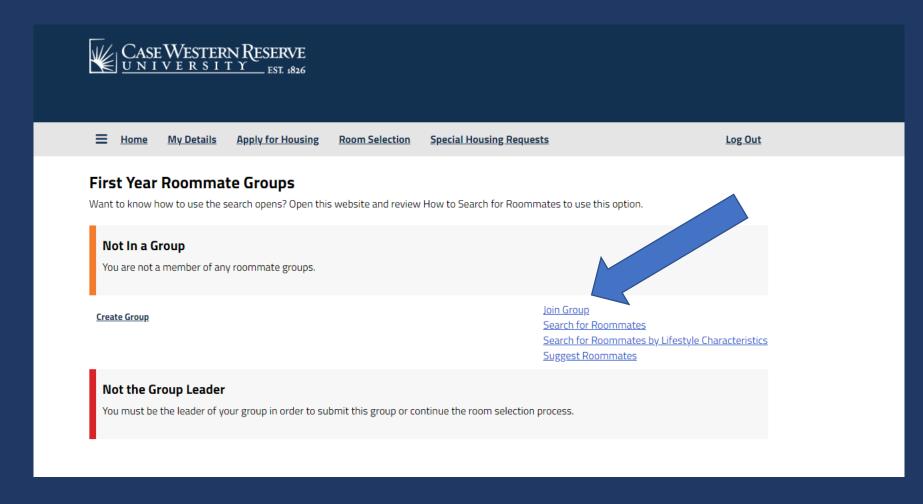
#### Academic Year 2023-2024

Your application was completed on May 4, 2023.

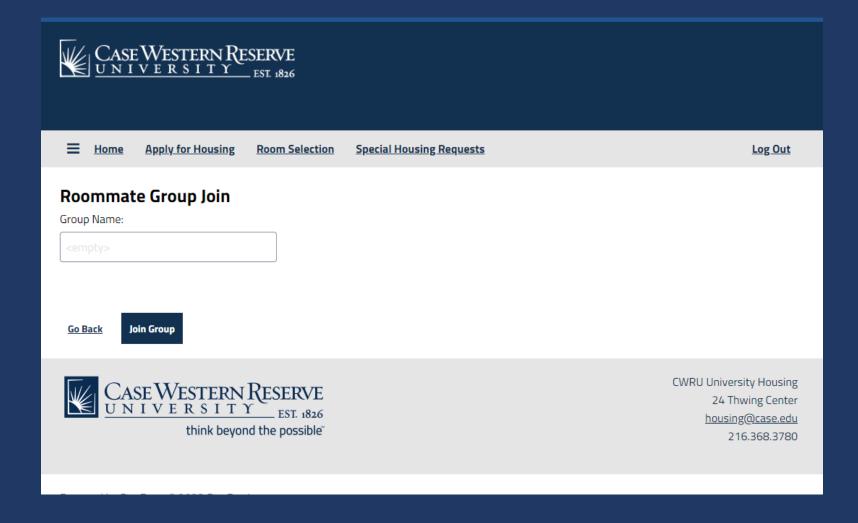
Continue

You will be brought to a screen where you can create and manage your group. On the right-hand side, there will several options if you wish to search or browse for groups or roommates: Join Group, Search for Roommates, Search for Roommates by Lifestyle Characteristics, and Suggest Roommates.

If you know your group's name, click on "Join Group"

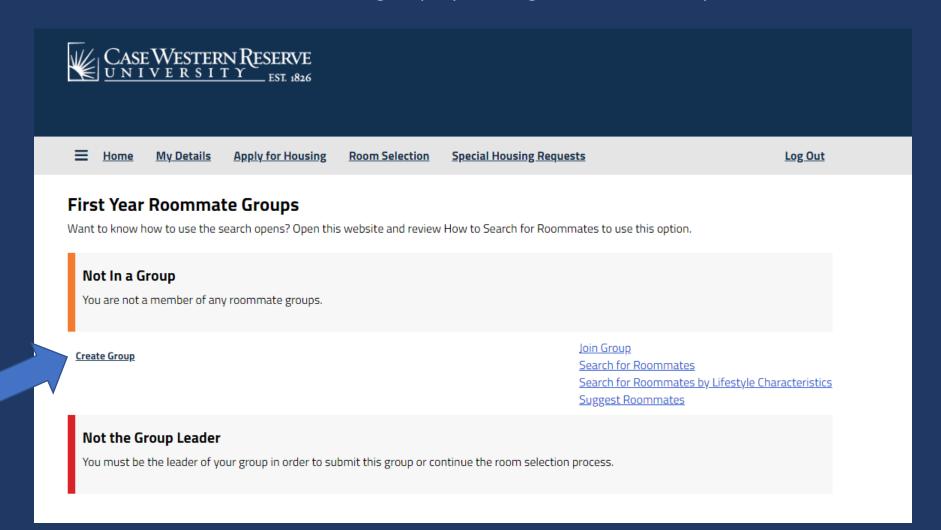


If you know your group's name, click on "Join Group". Type in the group's name and click "Join Group". The group leader will receive an email and accept you into the group.



There are several options if you wish to search or browse for groups or roommates: Join Group, Search for Roommates, Search for Roommates by Lifestyle Characteristics, and Suggest Roommates.

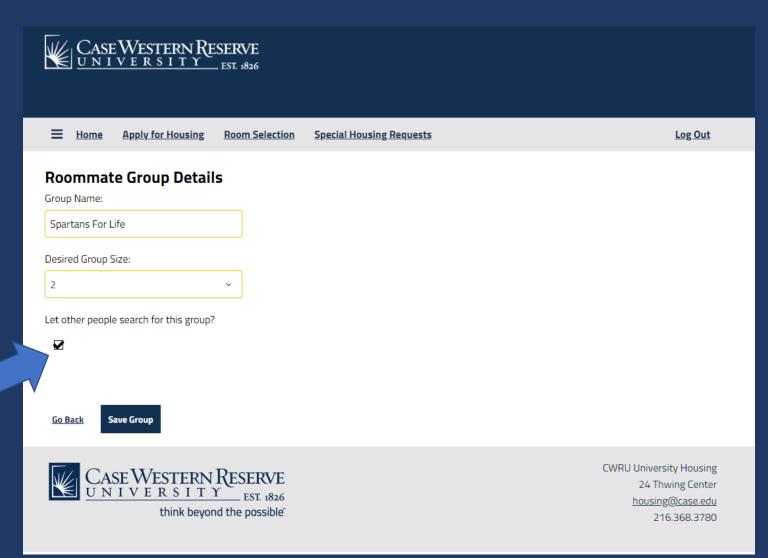
First, create a group by clicking on "Create Group".



Choose a group name for your roommate group.

Your desired group size is 2 (only two students to a room).

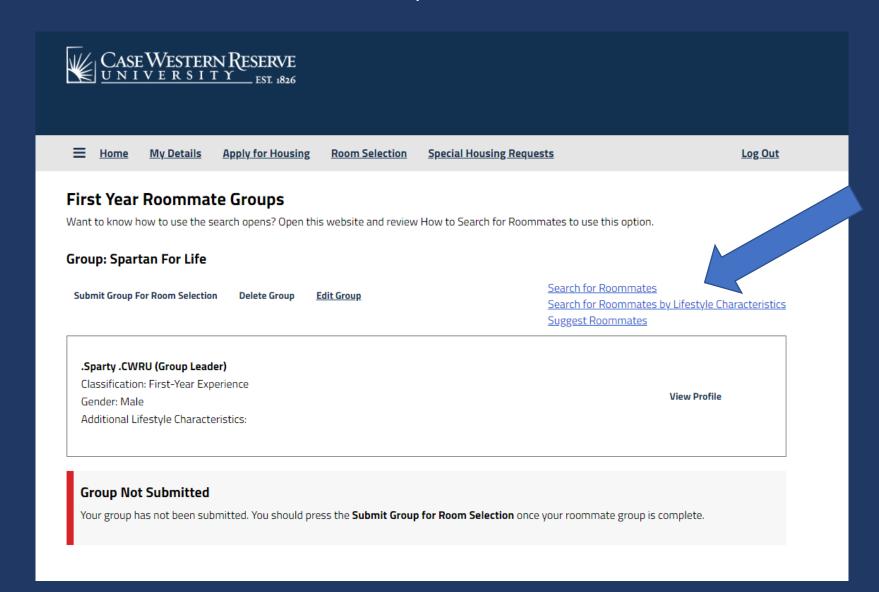
Student choosing a room by themselves do not need to create a group.



Click the box if you want
people to search for this
exact group name
exact group

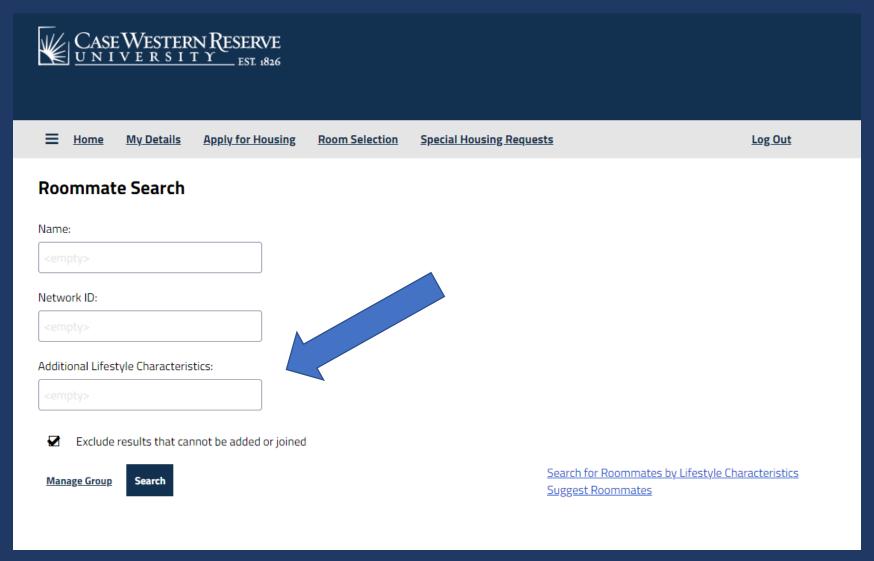
You are now listed as the group leader. You are able to edit or delete this group if needed.

From here, you can begin searching for roommates. The next few pages will describe the search options.



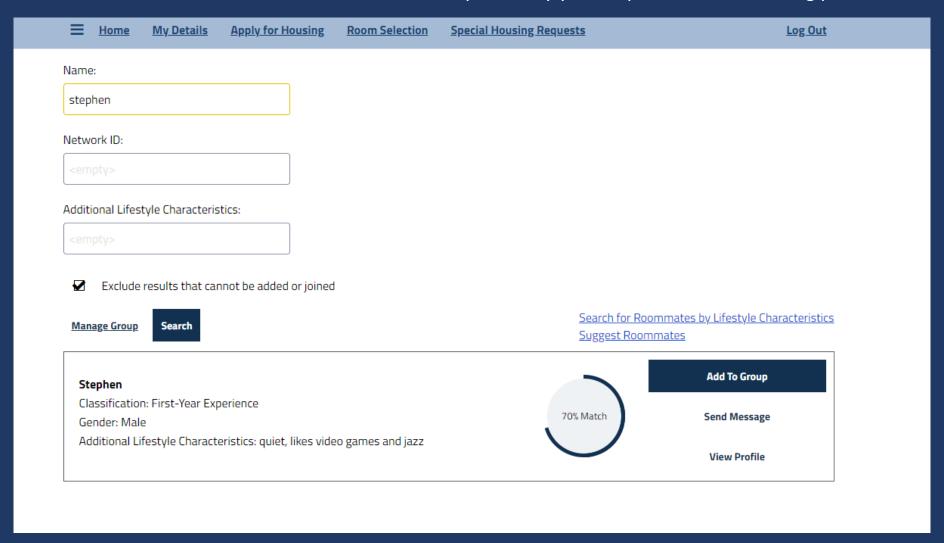
You can search by name, network ID (abc123), or additional lifestyle characteristics.

Additional lifestyle characteristics is what a student might have added on their application as a description. Type in a key word (ex: quiet, cooking). To find someone with similar musical interests, type in just the musical descriptor (rock, classical, rap, etc.).

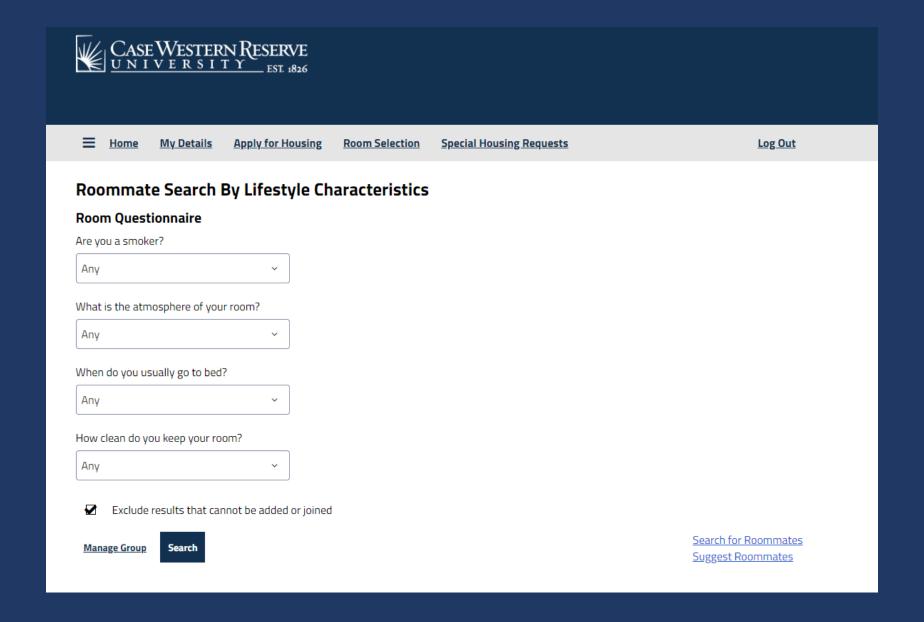


Potential roommates will be shown based on your search criteria. The percentage match shows combability based on the lifestyle characteristics questionnaire on the housing application. Click on "View Profile" to see their lifestyle characteristics.

You can send an email message to the potential roommate. When you are ready, click "Add to Group" button. The student will receive an email and can accept or deny your request on their housing portal.



You can search for roommates based on the choices from the lifestyle characteristics. Choose one or more dropdown answers to see available matches.

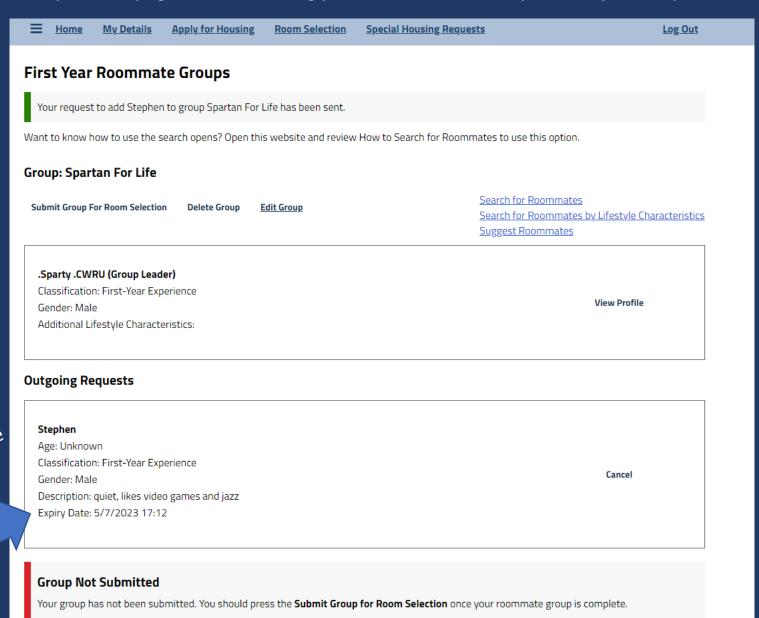


The last option is to Suggest Roommates. This will review your lifestyle characteristics with everyone who has an application completed and is not already in a group.



**Home** My Details **Apply for Housing Room Selection Special Housing Requests** Log Out **Suggested Roommates** Search for Roommates **Manage Group** Search for Roommates by Lifestyle Characteristics Add To Group Jae Classification: First-Year Experience 95% Match Send Message Gender: Male Additional Lifestyle Characteristics: video games View Profile Add To Group Stephen Classification: First-Year Experience Send Message 70% Match Gender: Male Additional Lifestyle Characteristics: quiet, likes video games and jazz View Profile

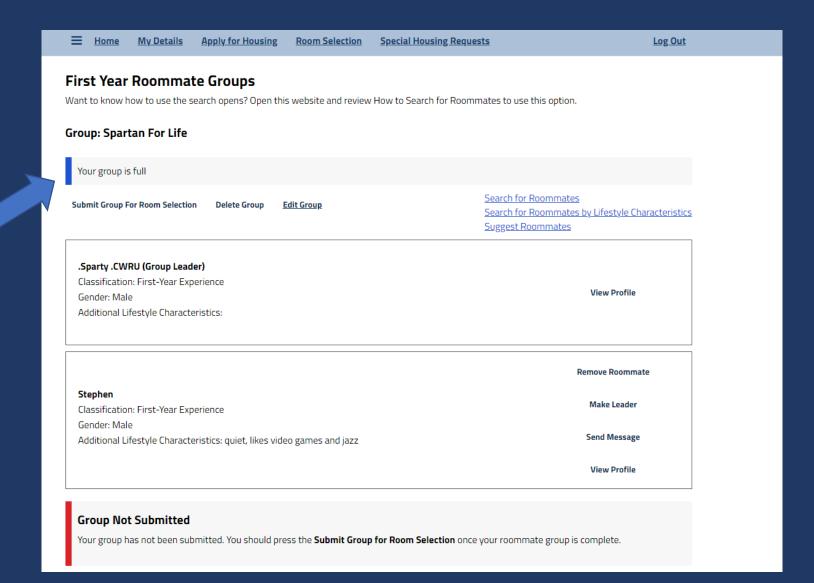
When you click "Add to Group", that student will receive an email asking them to join the group. It will also show up on this page in their housing portal for them to accept or deny the request.



You have 3 days to accept a group request disappears.

Once your roommate accepts, your page will say Your group is now full.

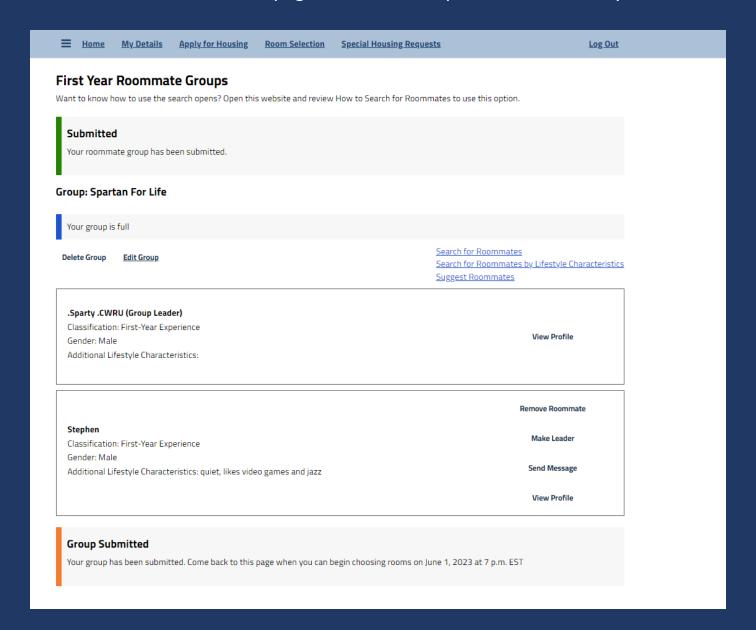
On this page, you can remove your roommate, make them the leader or delete/edit your group.



When ready, click the **Submit Group for Room Selection** button.

Your group will show as submitted for room selection.

You will come back to this page on June 1 at 7 p.m. EST to choose your room.



# Things to Remember:

You can only be in a one roommate group at a time.

If someone is trying to add you, and you have created a group, you must delete your group first.

The first few days that students are completing their housing application; you may not find compatible roommate options.

**Be patient!** As more students complete their application, you will find more roommate suggestions.

If you have submitted your group, and now want to change your roommate, click on Delete Group.

This will remove you and your roommate from that group.

If you have any questions, please out to us in University Housing 216-368-3780

M-F 8:30 a.m. to 5 p.m. EST housing@case.edu