



# CONNECTICUT COLLEGE

## Forming a Group

Log into MyHousing, if you have questions please see "Logging into MyHousing"

Click "Login" under "MyHousing"

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Please select a MyHousing System to sign into:

**ApplyOnline**  
Select this option if you wish to submit an online housing application.

**MyHousing**  
Select this option if you wish to change personal/living preferences, participate in room selection, choose a dining plan, and more.

Login Login

**NOTICE:** If you are having trouble logging into the system please try deleting your cookies.  
Directions: [Internet Explorer](#) | [Mozilla Firefox](#)

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Group housing using MyHousing uses the language "Roommate" in place of "Group member." We acknowledge that the language can be confusing, however, please know that unless you have indicated you want a double room, or you qualified for the Sophomore Doubles Lottery, you will not be housed in a double room.

Once in "MyHousing," hover over "Room Selection" on the left and click on "Roommate Selection"

**MyHousing @ Connecticut College**

Navigation: Home/Overview, Living Preferences, Room Selection >>

My Room Selection Information, Roommate Selection, Select a Room/Suite

**Future Room Selection Process**

Selection Process	Starts	Ends	Your Start Time	Lottery #
Roommate Selection	02/02/2011 10:30 AM	03/01/2011 10:00 AM	02/02/2011 10:00 AM	7

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Once in "Roommate Selection" (right) you can search for the person you wish to request be your roommate by their Student ID #, Last Name, First Name, Middle Initial or eMail Address.

Once you have entered some of their information, click "Request Student as Roommate" and the screen below will appear.

**MyHousing @ Connecticut College**

Navigation: Home/Overview, Living Preferences, Room Selection >>

**My Roommate Requests**

**System Message**  
Your roommate request has been saved.

**My Future Roommate Requests**

Time Frame	Requested Roommate	Status
Fall 2011	Mi Casa	DOES NOT MATCH What does this mean?

You have an unmatched roommate group.

**Unmatched Roommates:**  
• Mi Casa has not requested Mya Bode

**Roommate Selection**  
Search for a student to request as a new roommate...

Note: You do not need to fill in all fields.

Student ID, Last Name, First Name, MI, eMail Address

Request Student as Roommate

**MyHousing @ Connecticut College**

Navigation: Home/Overview, Living Preferences, Room Selection >>

**My Roommate Requests**

**My Future Roommate Requests**  
You do not have any future roommate requests.

**Roommate Selection**  
Search for a student to request as a new roommate...

Note: You do not need to fill in all fields.

Student ID, Last Name, First Name, MI, eMail Address

Request Student as Roommate

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MyHousing will email the person you have requested to be your roommate letting them know to log into MyHousing and confirm you as their roommate.

If you need to remind this person to confirm you as a roommate you may do through MyHousing.

If you do not wish this person to be your roommate you may remove them from your roommate requests.

When your requested roommate logs into MyHousing this is what they will be presented with under “Roommate Selection”

**MyHousing @ Connecticut College**

Navigation: Home/Overview, Living Preferences, Room Selection »

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MyHousing Help | Logout of MyHousing

### My Roommate Requests

#### My Future Roommate Requests

You do not have any future roommate requests.

#### Roommate Selection

Accept/Decline Pending Roommate Requests

Time Frame	Requested From	
Fall 2011	Mya Bode	<a href="#">Decline</a> <a href="#">Confirm</a>

Search for a student to request as a new roommate...

Note: You do not need to fill in all fields.

Student ID:

Last Name:

First Name:

MI:

eMail Address:

[Request Student as Roommate](#)

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Here your requested roommate will have the option to “Decline” your request or “Confirm” your request.

You will receive an email from MyHousing notifying you of your requested roommate’s selection.

After clicking “Confirm” on the screen above, both roommates MyHousing screens will indicate that the roommate request “Matches.” No further action is needed to solidify roommates.

To add people to your group, repeat the process above for your additional group members, as seen below:

**MyHousing @ Connecticut College**

Navigation: Home/Overview, Living Preferences, Room Selection »

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MyHousing Help | Logout of MyHousing

### My Roommate Requests

#### My Future Roommate Requests

Time Frame	Requested Roommate	Status	
Fall 2011	Mya Bode	MATCHES	<a href="#">Remove</a>
	Keekee Hut	DOES NOT MATCH <a href="#">What does this mean?</a>	<a href="#">Remove</a> <a href="#">Remind</a>

You have an unmatched roommate group.

Unmatched Roommates:

- Keekee Hut has not requested Mi Casa
- Mya Bode has not requested Keekee Hut
- Keekee Hut has not requested Mya Bode

#### Roommate Selection

Search for a student to request as a new roommate...

Note: You do not need to fill in all fields.

Student ID:

Last Name:

First Name:

MI:

eMail Address:

[Request Student as Roommate](#)

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**MyHousing @ Connecticut College**

Navigation: Home/Overview, Living Preferences, Room Selection »

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MyHousing Help | Logout of MyHousing

### My Roommate Requests

**System Message**  
Your roommate request has been saved.

#### My Future Roommate Requests

Time Frame	Requested Roommate	Status	
Fall 2011	Mya Bode	MATCHES	<a href="#">Remove</a>

Your roommate group is fully matched.

#### Roommate Selection

Search for a student to request as a new roommate...

Note: You do not need to fill in all fields.

Student ID:

Last Name:

First Name:

MI:

eMail Address:

[Request Student as Roommate](#)

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All group members do need to confirm their membership in the group by confirming roommate matching.

Any group members may return to “Roommate Requests” at any time prior to your housing assignment being made to make changes to the makeup of the group, including completely disbanding the group. Groups are not binding.