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THIS GUIDE WILL BE UPDATED WITH ROOM SELECTION DETAILS SOON!
PART ONE:
CHECK HOUSING PREFERENCE & SEARCH FOR ROOMMATES

The online housing portal opens at 1 p.m. on March 1, 2019. At that time, you can begin searching for roommates, sending roommate invitations, and accepting/declining those roommate requests. You’ll only be able to search through roommates that have completed the housing contract.

In part two when you select your room, you’ll only be able to pull in roommates from your “Accepted Roommates” list in the online housing portal who haven’t selected a room already. We recommend you secure your roommates before room selection opens in part two of the process to save time during room selection.

Your preferred roommates must have the same housing preference, also known as resident type, as you. For example, students approved to live in the Engineering Res College can only request other students who are also approved residents in the Engineering Res College. If you indicated a preference to live in traditional housing options, you’ll only be able to search for and invite roommates who are also interested in traditional housing options. Follow the steps in this guide to check your housing preference in myLSU.

PART TWO:
CHOOSE ROOM & PULL IN ROOMMATES/SUITEMATES

You will gain access to the online housing portal to select your room and pull in roommates/suitmates into your room/suite according to the schedule below, based on the date you completed your housing contract. The information will also be emailed and mailed to you.

Once you have access to the room selection portal, you will continue to have access to it through August 1, 2019. However, once you select a room you can not change rooms yourself in the housing portal. Contact reslife@lsu.edu to facilitate a room change.

If you haven’t submitted your housing contract or invited and accepted roommates as indicated in part one, you can do that in this part or you may continue on without preferred roommates.

ROOM SELECTION SCHEDULE

<table>
<thead>
<tr>
<th>GROUP 1</th>
<th>COMING SOON</th>
<th>GROUP 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP 3</td>
<td></td>
<td>GROUP 4</td>
</tr>
<tr>
<td>GROUP 5</td>
<td></td>
<td>WAIT LISTS OPEN</td>
</tr>
</tbody>
</table>

TO ACCESS THE HOUSING PORTAL, LOG IN TO MYLSU > STUDENT SERVICES > ON-CAMPUS HOUSING
GENERAL INFORMATION
The housing portal is accessed via myLSU > Student Services > On-Campus Housing.
A heavy volume of students logged on to the housing portal will cause your network connection to become slower than normal. Please be persistent by logging off and trying again. You will get a room assignment.

You must have a completed 2019-20 housing contract on file to participate in the online room selection process.

Contracts are for the academic year, both fall and spring semesters. If you cancel your housing application/room assignment, you are subject to the cancellation fee schedule available at lsu.edu/cancelhousing as well as penalties for not complying with the first-year housing expectation. See lsu.edu/cancelhousing and lsu.edu/exemptions to familiarize yourself with the cancellation policies. Students who cancel with LSU Admissions must also cancel with the Department of Residential Life.

If at any time there is a need to reschedule the online process, residents will be notified through their myLSU e-mail accounts. Residential Life staff in Grace King Hall will be available Monday-Friday 8:00 a.m. - 4:30 p.m. to assist.

ROOMMATES/SUITEMATES
Even if you know who you want your roommate to be, you must go into the housing portal and accept each other as roommates. Accepting someone as a roommate in part one of the process does not guarantee you will be roommates in a room. While we do our best to accommodate preferences, not all requests can be honored.

You’ll only be able to pull in roommates/suitemates from your “Accepted Roommates” list in the online housing portal who haven’t selected a room already. Be sure to have your preferred roommates/suitemates listed on your “Accepted Roommates” list so they’ll show as roommate/suitemate options when you select your room. Only once you and your roommate/suitemates are confirmed in the room/suite are you officially roommates/suitemates.

Your preferred roommates must have the same housing preference, also known as resident type, as you. For example, students interested in the Engineering Res College can request other students who are also interested in the Engineering Res College. If you indicated a preference to live in traditional housing options, you’ll only be able to search for and invite roommates who are also interested in traditional housing options. If you request to change your housing preference by emailing reslife@lsu.edu, the potential roommates you see may change.

If you prefer a random roommate assignment, simply do not accept or request any roommates on the roommate finder section of the online housing portal.

If you are invited by someone to be their roommate in their room, accept or decline by the end of your selection period time frame, usually 10 a.m. After 10 a.m., any invitations not accepted will be purged to make room for other students looking for available spaces.

Residential Life does not utilize your personal profile in the Roommate Finder to match you with your roommate. It is only a tool we provide to you for finding your roommate in our system.

ROOM SELECTION & ROOM CHANGES
Only one room assignment can be reserved during the online room selection process. If you need to make a change, work with the Res Life Assignments Staff in Grace King Hall by emailing reslife@lsu.edu or add your name to a building’s wait list. Do not cancel your housing contract as this will delete you entirely and upon reapplying you will lose your priority application date.

Students who do not select their hall/room by the end of room selection will have their room assignments made by the Res Life staff.

Floor plans and room layouts for every building are located on each building’s web page at lsu.edu/housing.
SEARCH FOR ROOMMATES

The roommate finder section of the online housing portal will be available at 1 p.m. on March 1, 2019. This is where you can search for compatible roommates, invite students to your “Accepted Roommates” list, and confirm or decline those roommate requests. In part two when you select your room, you'll only be able to pull in unassigned roommates who you've accepted as roommates and show on your “Accepted Roommates” list in the housing portal prior to room selection.

LOG IN
Log In the Housing Portal (myLSU > Student Services > On-Campus Housing)

HOME Tab
Resident Type on the "Home" tab indicated your current housing preference. You will only be able to see other students with the same housing preference, or resident type, as you.

In the first example, Catherine's preference is to live in a traditional hall option.

In the second example, C. David has been approved to live in the Engineering Residential College.

CONTRACT Tab
Term Selector
You can complete both the Housing Exemption Request and the Undergraduate Housing Contract through this page.

All first-year students must complete at least one process to remain in compliance with the university's first-year housing expectation and inform Res Life of housing needs.

Select the correct term to get started:
- On Campus Housing Contract 2019-2020
- Housing Exemption Request

PROGRESS BAR: PERSONAL PROFILE
Include In Search: This box is checked by default to include you in other students' roommate searches. You can opt to not be included in roommate searches by un-checking the box.

Description: You can enter a brief description of yourself here for potential roommates to see.

When you're done, click “Save & Continue.”

PROGRESS BAR: PERSONAL PREFERENCES
Enter your personal preferences about your room environment, sleep habits, music preferences, and more. Your answers will help match you with potential roommates. You can come back to this section and change your answers later.
You are now in the Roommate Finder section of the housing portal.

Descriptions of each section are below.

An image of the screen is on the next page.

Search for roommates in the Roommate Finder and invite and accept roommate requests. You can come back to this section to amend your roommate requests, accept or decline roommate requests, or search for roommates throughout the spring and summer.

Remember you’ll only be able to search for students in the same type of housing as you. When navigating in the Roommate Finder, please click on the circle buttons on the Progress Bar rather than using your browser’s back button.

ROOMMATE FINDER

Review the important Roommate Information at the top of the page.

Suggested Roommates: Based on your answers in the Personal Profile section, your most compatible roommate options appear here. You can View Their Profile, Send a Message through the housing portal, or Request them as a roommate.

Accepted Roommates: If you send a roommate request to a student and they accept that request to be your roommate, they will appear in your list of accepted roommates. You can have up to three Accepted Roommates. These are the only people you will be able to invite into your room, suite or apartment when you select your room/apartment in the next steps.

Requested Roommates: When you send a request, it will appear here until the student accepts or declines your request. You will also receive a message through the portal (top right hand corner) when someone accepts or declines your roommate request. You can only have three outstanding roommate requests at a time. If you send three requests out, one will have to decline your request or you will have to cancel one of your sent requests to be able to send out another request.

If someone requests you as a roommate, the invitation will appear in this section for you to View Their Profile, Send a Message through the housing portal, or Accept or Decline the invitation.

You will receive a message through the portal (top right hand corner) when someone invites, accepts, or declines your roommate request.

Search for Roommates: Here you can search for roommates a few different ways:

Search By Details: PAWS ID
If you know who you want your roommate to be, you can simply enter their PAWS ID here to find and request them as a roommate.

Search By Profile Questions
If you want to see only early risers or only people who listen to jazz music, narrow down your field of potential roommates using this filter to search.

Browse Matching Roommates
While the Suggested Roommates section only lists your top results, this section lets you browse potential roommates beyond those first few matches.

ROOMMATE SELECTION PROCESS COMPLETE: When you’ve reached this screen, you’ve gone through all the steps of roommate search and selection. You can still access the roommate section of the process to change your roommates, view new requests, and more.
Roommate Finder

Here you can search for potential roommates and invite them to room with you, or you can accept random selection based on your profile.

- Please note that roommate requests, and all selectable housing options, must be mutual to be honored. While we try to accommodate preferences, not all requests can be honored.
- You are a member of the Engineering Residential College and you will only see other students who are part of the program.
- Please click here to view explanations of participants in Residential Colleges, Themed Housing Programs, Honors House, and Traditional Housing.
- You are NOT required to choose a preferred roommate. If you do not have a roommate request, or do not wish to use the profile function to match with a possible roommate, please click the “Continue” button at the bottom of the page to proceed.
- If you are a transfer student and you are having difficulties, please contact the Assignments Team at eslife@lsu.edu.

The list below reflects what the system has found to match you with a roommate. You can click to view each person’s profile, send messages, or even request an individual to be your roommate.

**Suggested Roommates**

<table>
<thead>
<tr>
<th>Roommate</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>agrah24 (Age: 18)</td>
<td>74%</td>
</tr>
<tr>
<td>Request</td>
<td>View Profile</td>
</tr>
<tr>
<td>zelam1 (Age: 18)</td>
<td>72%</td>
</tr>
<tr>
<td>Request</td>
<td>View Profile</td>
</tr>
<tr>
<td>acour25 (Age: 18)</td>
<td>71%</td>
</tr>
<tr>
<td>Request</td>
<td>View Profile</td>
</tr>
<tr>
<td>lbord18 (Age: 17)</td>
<td>70%</td>
</tr>
<tr>
<td>Request</td>
<td>View Profile</td>
</tr>
</tbody>
</table>

**Accepted Roommates**

You currently have no accepted roommates. You can search for roommates using the menu.

**Requested Roommates**

You have no roommate requests.

**Search for roommates**

- Search for roommates by details
- Search for roommates by entering their details
- Search for roommates by profile questions
- Search for a roommate by selecting profile questions
- Browse matching roommates
- Browse roommates who match my profile information

[Save & Continue]