How to Select a Roommate

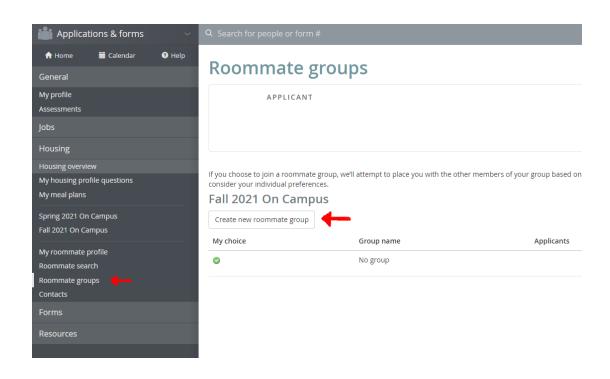
Step 1: Login to housing.ashland.edu using your University username and password.

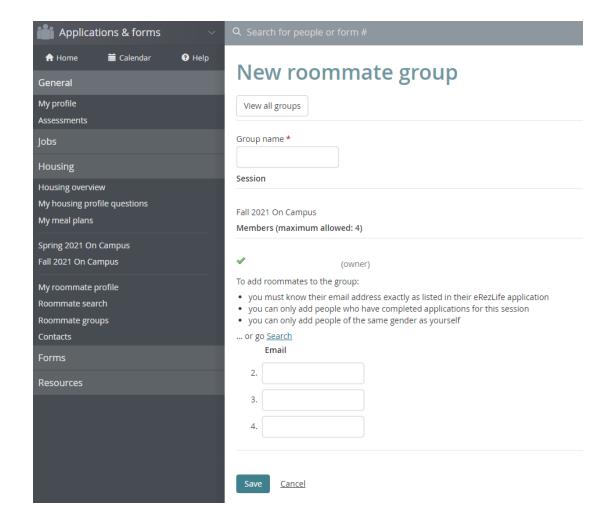
Step 2: Complete your housing application and roommate profile.

• If you have not yet completed your housing application and roommate profile, you will need to do so before selecting for a roommate.

Step 3: Create a roommate group.

- Only one student from the roommate group needs to create a roommate group.
- To create a roommate group, navigate to "Roommate groups" which can be found under the "Housing" tab.
- Click "Create new roommate group".
- Enter a group name for your roommate group.
- Enter the AU email(s) of the other student(s) that you want to select as a roommate.
 - You will be unable to select a student as a roommate if they have not completed their housing application.
- Click "Save" to create your roommate group.





Step 4: Completing a roommate group.

- The other student(s) from the roommate group need to accept the invitation to join the roommate group. A green check mark will appear next to each student's name after they have accepted the invitation.
- Your roommate group is only complete after each student of the group has a green check mark appear next to their name.

Selecting a roommate is optional. The Residence Life Office will place students who do not have a roommate selected with another student that has similar lifestyle preferences (per your housing profile answers). For any additional questions, please contact the Residence Life Office at reslife@ashland.edu.