1. **Sign and complete your 2020-21 Residence Hall Contract here:**
   
   [https://housing.uwrf.edu/StarRezPortalX/](https://housing.uwrf.edu/StarRezPortalX/)
2. **In the contract, complete your profile and add yourself to Roommate Search:**

   - Important pages before roommate search

3. **Search Roommates:**

   - Take note
   - Links to search roommates
   - Important steps

   **Roommate Search**

   **May 15, 2020 Roommate Request Deadline**
   After the deadline, Roommate Search in this Portal is turned off.

   **Before Requesting A Roommate**...
   It is best to confirm with them that you both want to be roommates. Students are often getting to know a number of potential roommates at the same time using this Portal. See "Roommate Search Steps" below for additional tips.

   **You Have No Outgoing Roommate Requests**
   Use the search links directly above.

   **FAQ: Why Can’t I Find My Roommate?**

   **Roommate Search Steps**
   To communicate with a potential roommate, email them directly at their UWRF email address, or use Portal Messaging to send a message to their Portal account (their UWRF email will be notified that they have a message from you waiting for them).

   Before requesting a roommate, it is best to confirm with them that you both want to be roommates. Students are often getting to know a number of potential roommates at the same time using this Portal.
4. **Request a roommate:**
   - **Important:** You and your roommate should agree to be roommates before you request them.
   - **If you can’t find your roommate:** Then see on the search page “FAQ: Why Can’t I Find My Roommate?”

7 Days Deadline
The roommate has 7 days to log in and accept your request.
5. **Roommate Accepting Request:**
The roommate will need to log in and accept your request to be roommates.
Accepted Roommates:
Once the roommate has accepted your request, the below message will indicate this.

Roommate Group:
[Image]

Fitz Fitzgeralds (Group Leader)
Age: 20
HS Grad Date: Jun. 2019
Status: Returning
Description: This is a test user, please do not request me as a roommate
mfitzger12@gmail.com

Ed Eagle
Age: 20
HS Grad Date: May, 2019
Status: Returning
Description: This is a test user, please do not request me as a roommate.
mfitzger12@gmail.com

Once your roommate group is complete:
You and your requested roommate should remove yourselves from Roommate Search to no longer receive roommate requests from other students. This is done by unchecking the box on the Add Yourself to Roommate Search page.

If either roommate wishes to change roommates:
At any time a Group Leader may Remove the roommate, or the roommate may Leave the roommate group. Both roommates are emailed when either action occurs.