

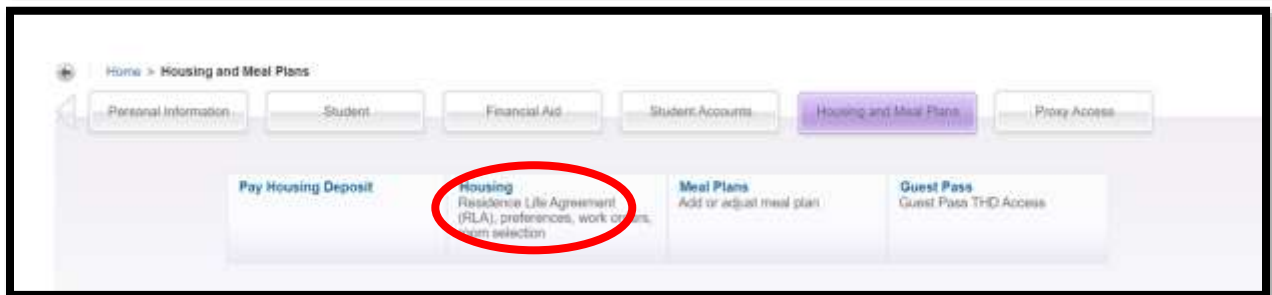
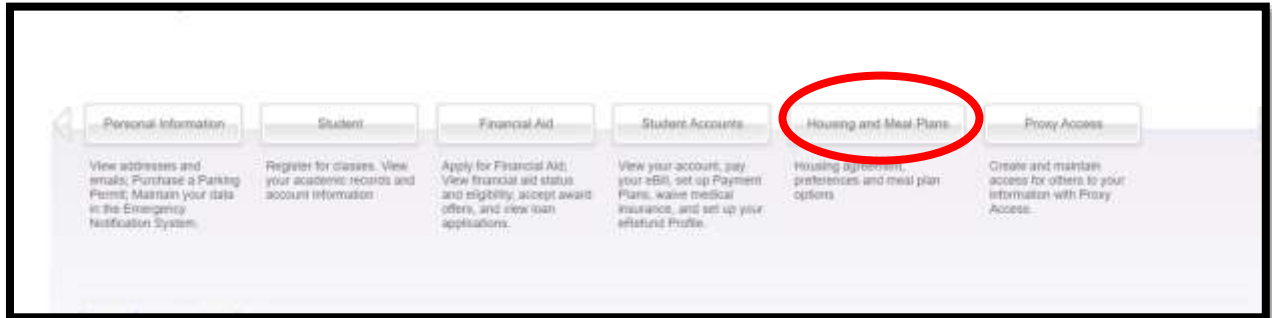
Roommate Selection Instructions

Start at <http://www.purchase.edu/portal>

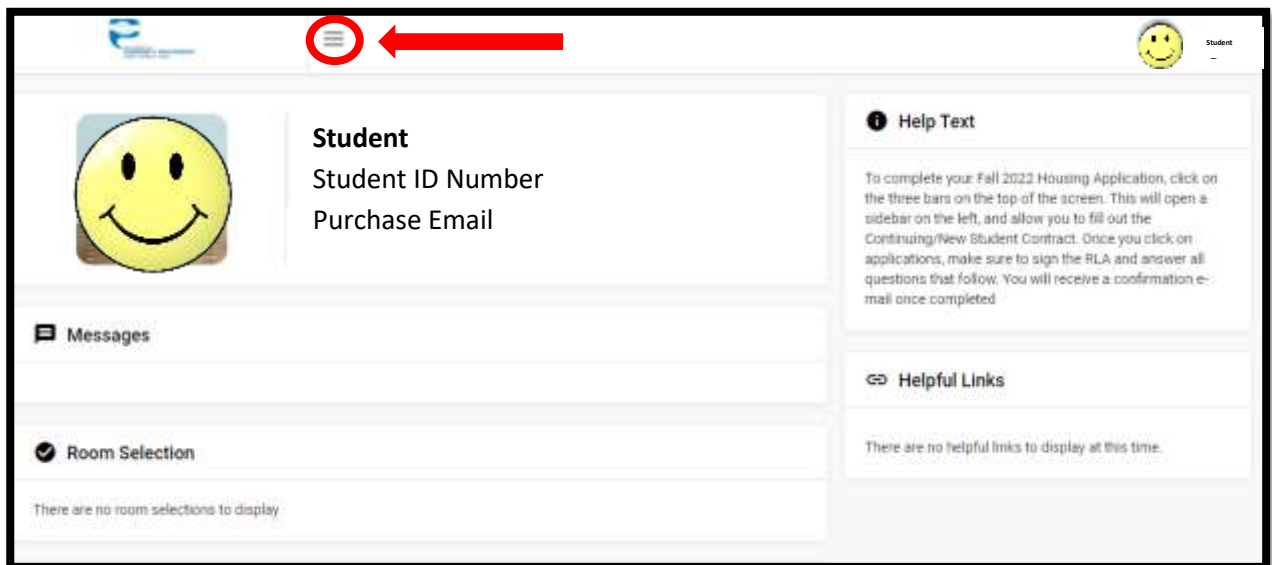
Click on **myHeliotrope** under the quick links tab

Sign in using your e-mail & password

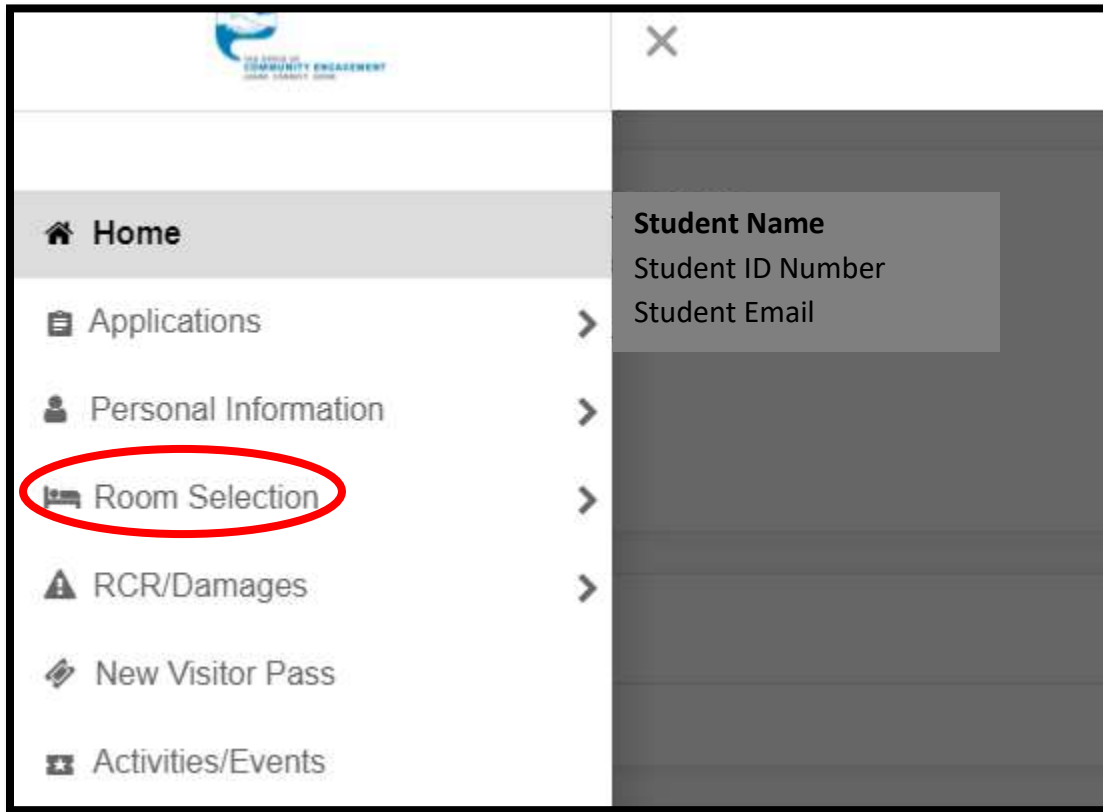
On **myHeliotrope**, select housing and meal plan and then click on **Housing**.



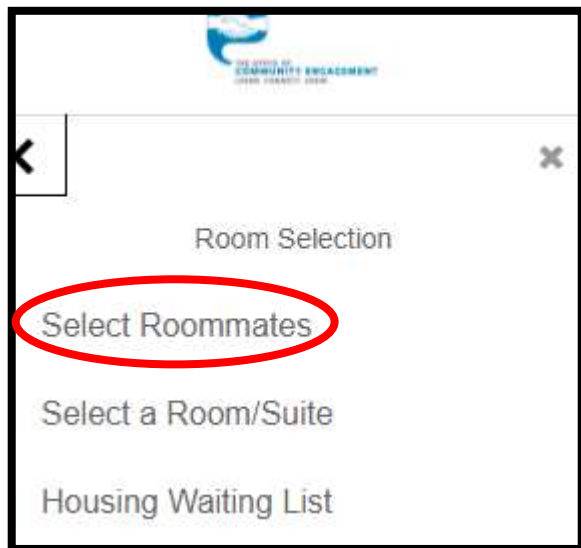
On your profile page you will see a button with **three lines** on the top of the page



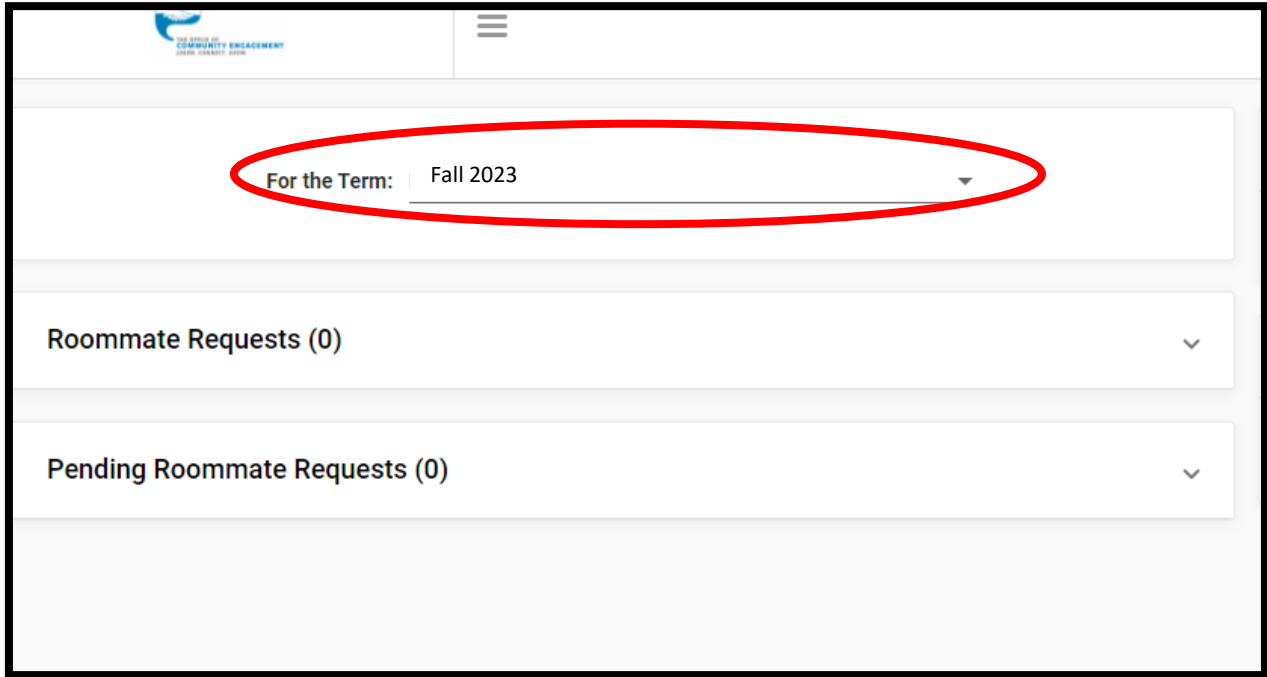
Once you click on the 3 line button a side bar will open on the left hand side of the screen- Click the **Room Selection** tab



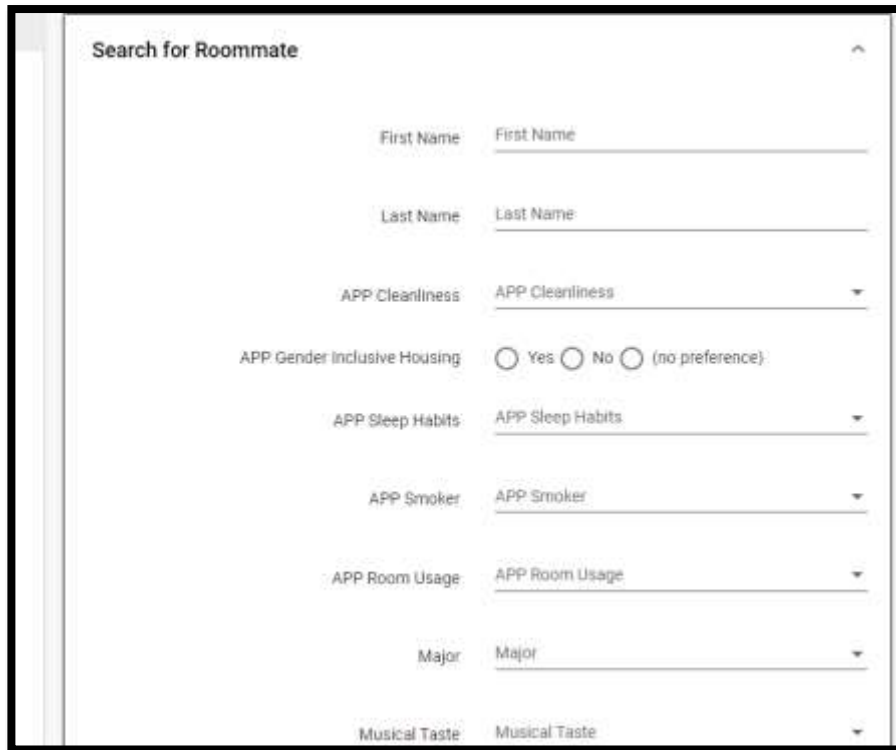
Next you will click on **Select Roommates**



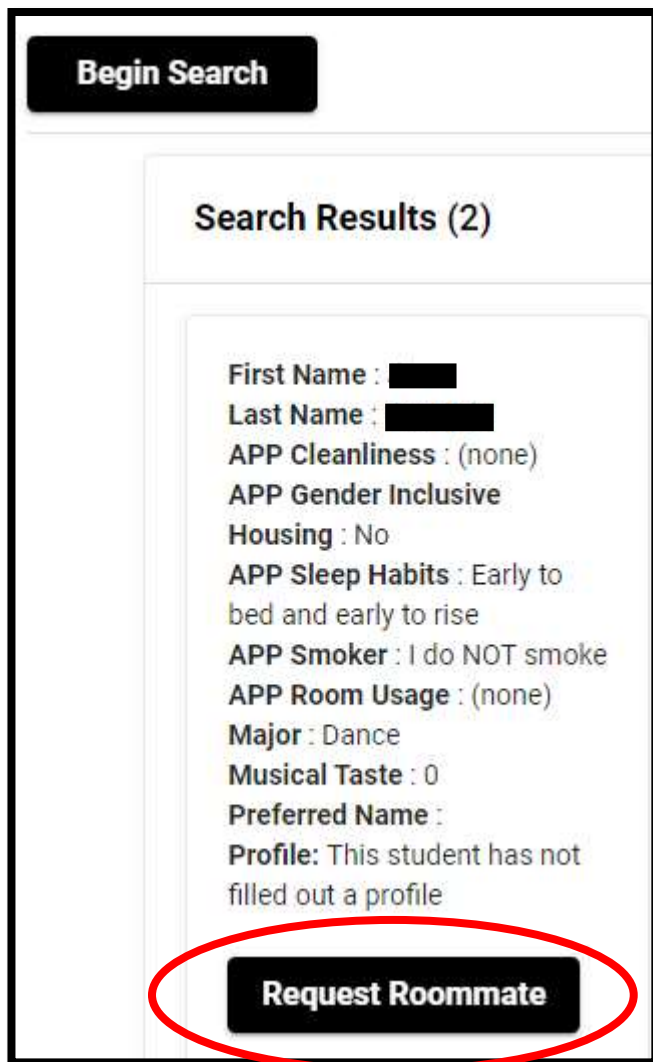
On the top of the page, make sure you are in the **FALL 2023** term



Click on **Search for Roommate**- this will allow you to search by student name, major or responses to certain questions



Once you have the person you want to select you will click on **roommate request**



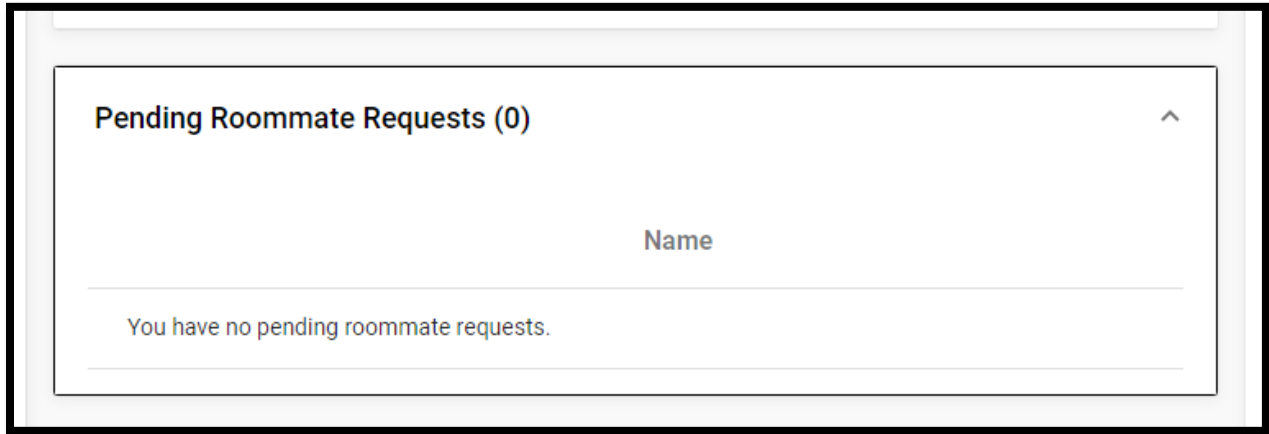
Begin Search

Search Results (2)

First Name : [REDACTED]
Last Name : [REDACTED]
APP Cleanliness : (none)
APP Gender Inclusive
Housing : No
APP Sleep Habits : Early to bed and early to rise
APP Smoker : I do NOT smoke
APP Room Usage : (none)
Major : Dance
Musical Taste : 0
Preferred Name :
Profile: This student has not filled out a profile

Request Roommate

The student requested will also need to log on and approve the request under **pending roommate request**



When you are fully matched with another student you will see the matches show up under **roommate request**. *Until the person you are requesting approves your roommate request, they will not show up in the Roommate Request box.*

