

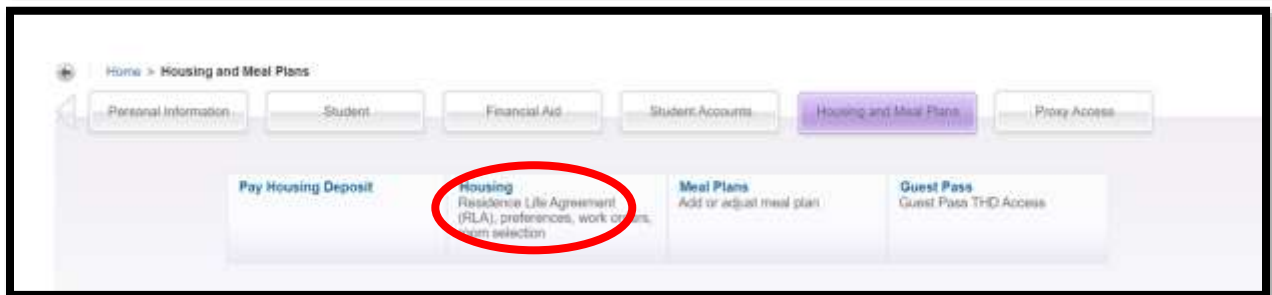
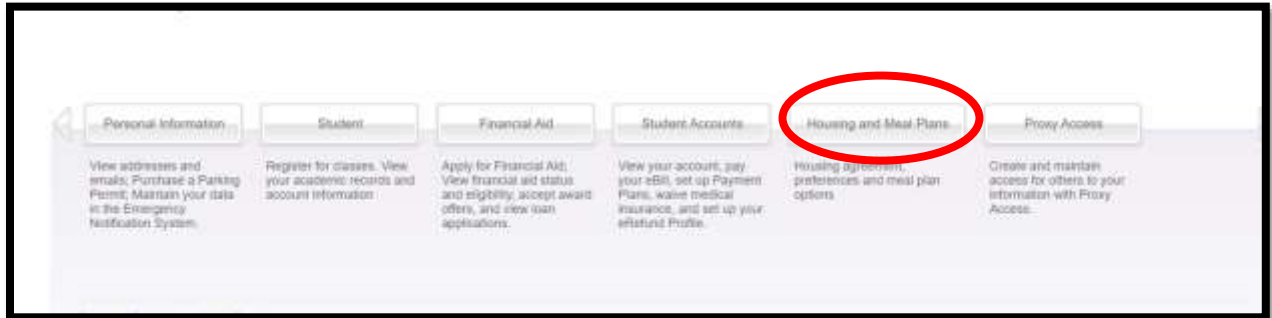
## Roommate Selection Instructions

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

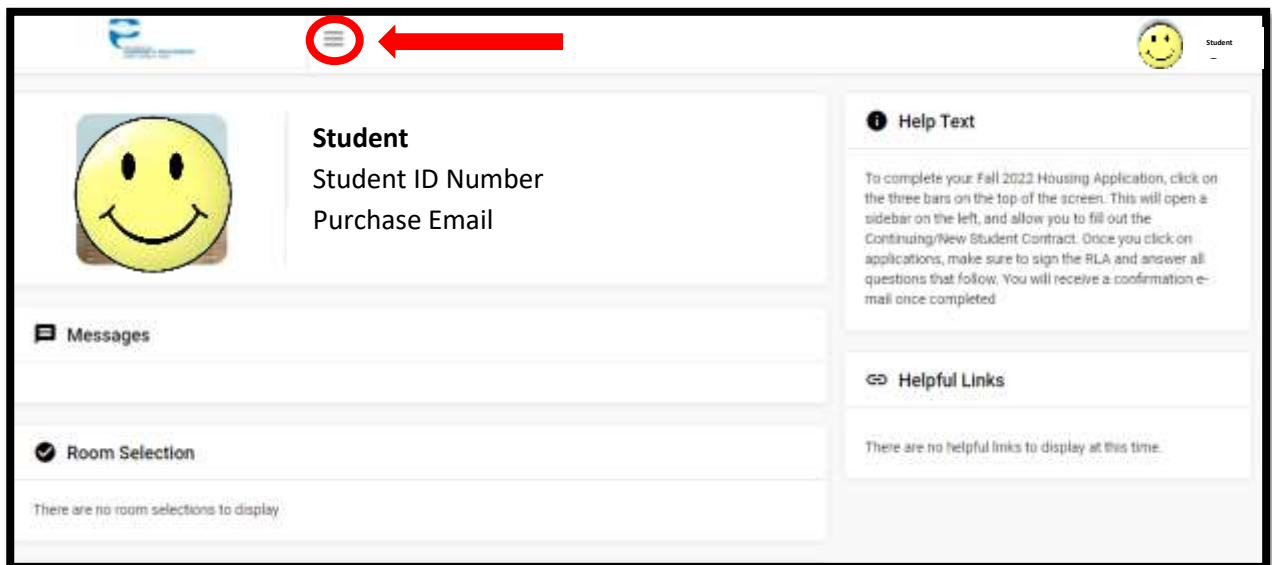
Click on **myHeliotrope** under the quick links tab

Sign in using your e-mail & password

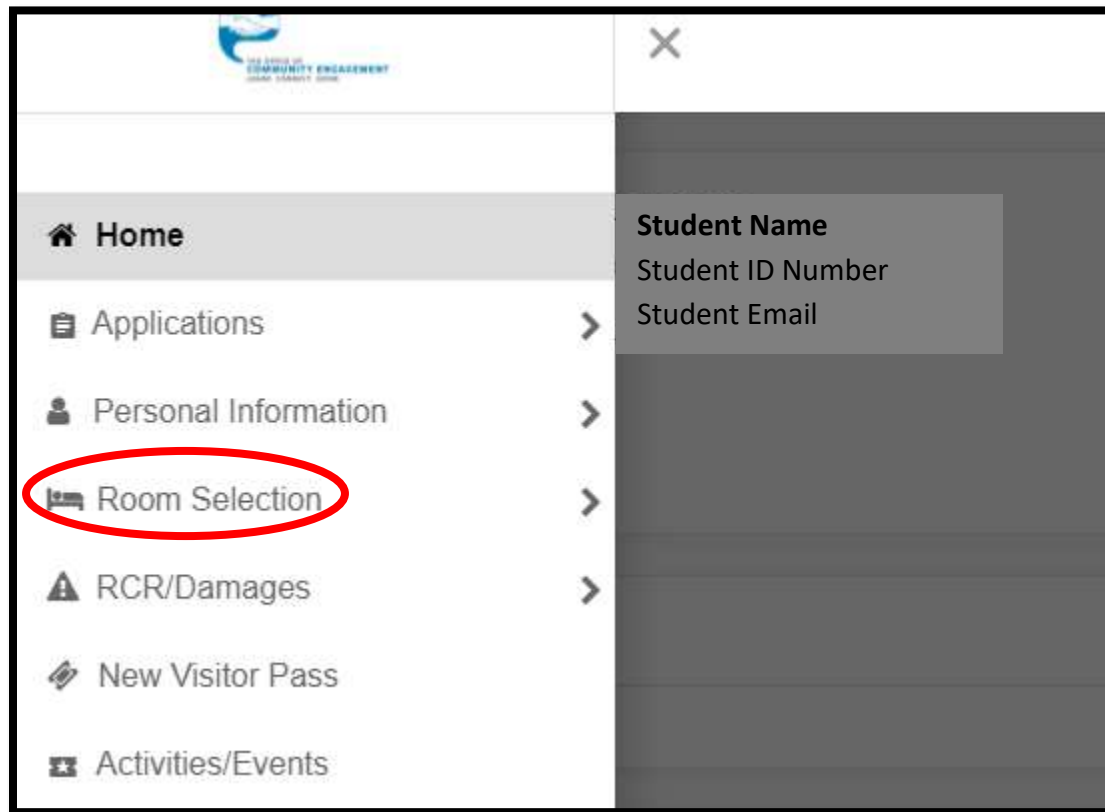
On **myHeliotrope**, select housing and meal plan and then click on **Housing**.



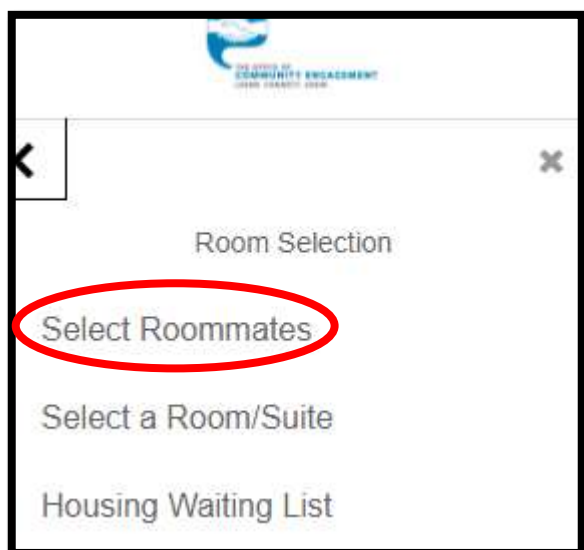
On your profile page you will see a button with **three lines** on the top of the page



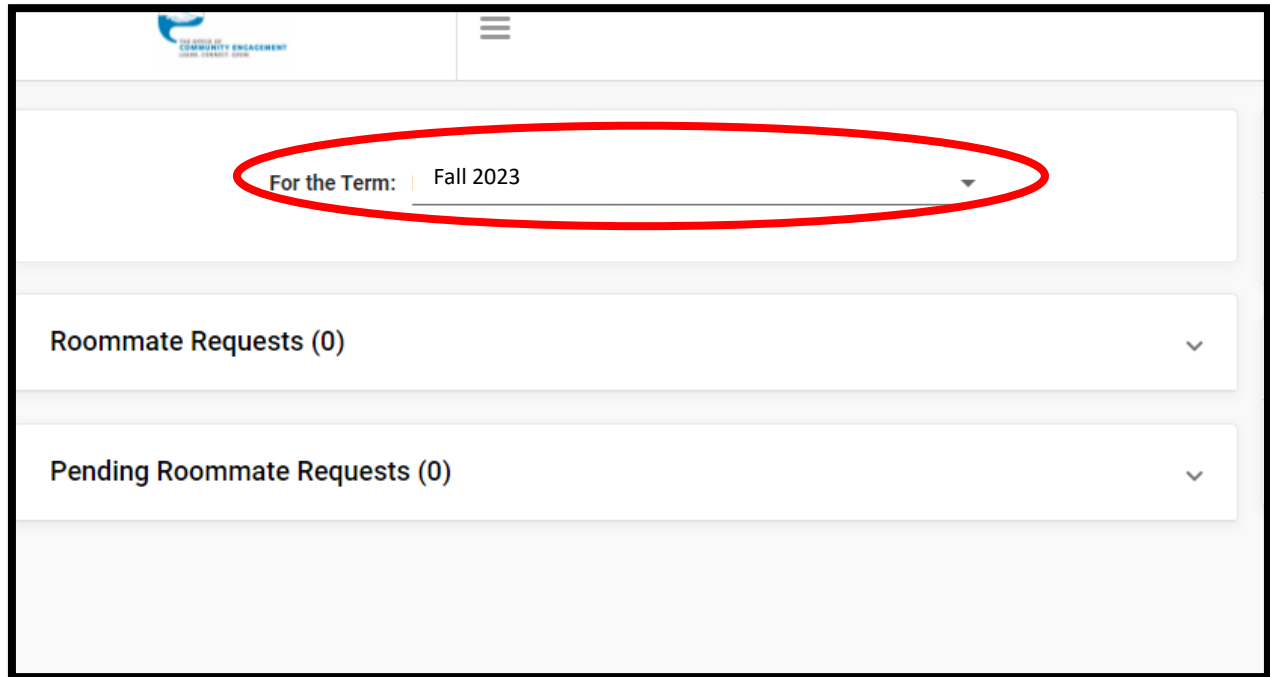
Once you click on the 3 line button a side bar will open on the left hand side of the screen- Click the **Room Selection** tab



Next you will click on **Select Roommates**

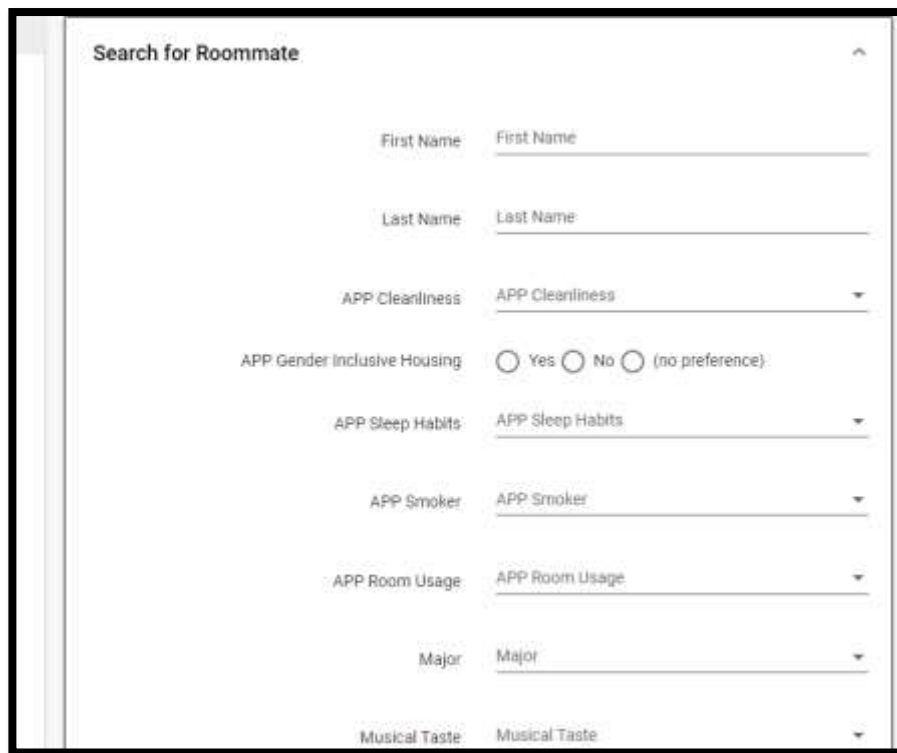


On the top of the page, make sure you are in the **FALL 2025** term



The screenshot shows the top navigation bar of a website. On the left, there is a logo for "THE OFFICE OF COMMUNITY ENGAGEMENT" with the tagline "GROW. THRIVE. STAY." below it. To the right of the logo is a hamburger menu icon. Below the navigation bar, there is a large white box containing a dropdown menu labeled "For the Term:" with "Fall 2023" selected. Below this box are two more dropdown menus: "Roommate Requests (0)" and "Pending Roommate Requests (0)".

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



The screenshot shows the "Search for Roommate" form. It has a title "Search for Roommate" at the top left and a close button at the top right. The form contains several input fields and a radio button group:

- First Name: A text input field.
- Last Name: A text input field.
- APP Cleanliness: A dropdown menu.
- APP Gender Inclusive Housing: A radio button group with options "Yes", "No", and "(no preference)".
- APP Sleep Habits: A dropdown menu.
- APP Smoker: A dropdown menu.
- APP Room Usage: A dropdown menu.
- Major: A dropdown menu.
- Musical Taste: A dropdown menu.

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

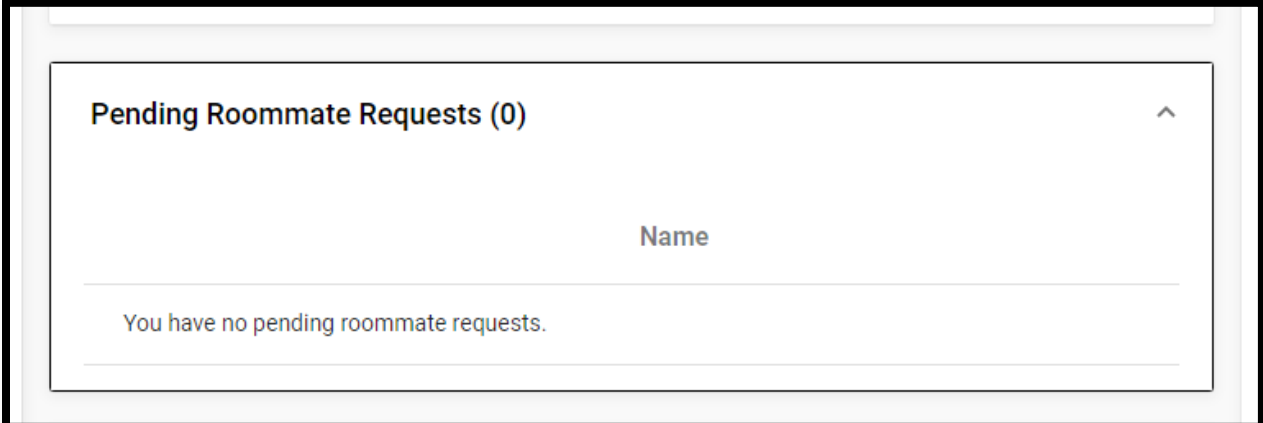
**Musical Taste :** 0

**Preferred Name :**

**Profile:** This student has not filled out a profile

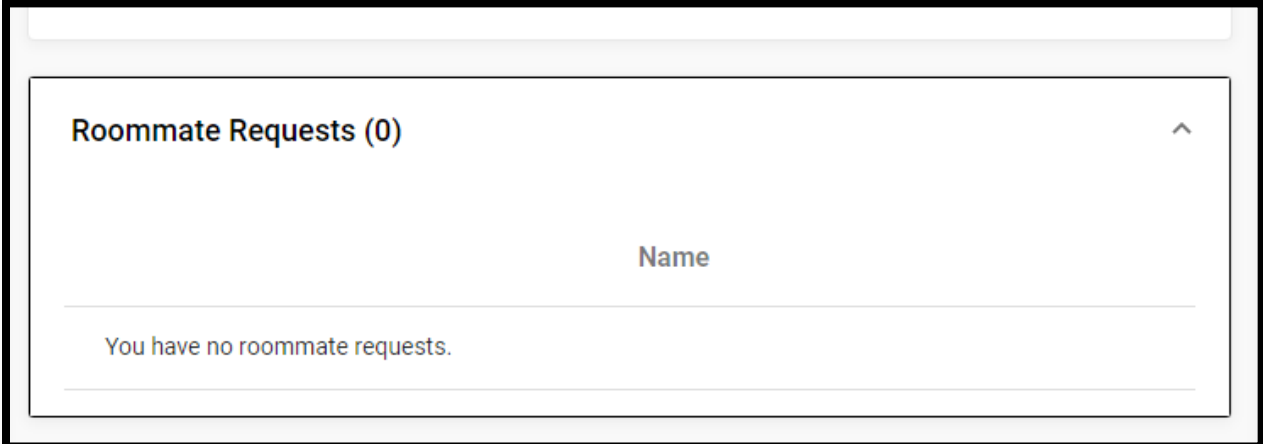
**Request Roommate**

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



This screenshot shows a web interface for managing roommate requests. At the top, the title 'Pending Roommate Requests (0)' is displayed in a dark font, with a small upward-pointing chevron icon to its right. Below the title, the word 'Name' is centered in a medium gray font. A horizontal line separates the header from the content area. The content area contains the text 'You have no pending roommate requests.' in a small gray font. Another horizontal line is at the bottom of the content area. The entire interface is enclosed in a light gray border with a thin black outline.

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.*



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