

How to Make a Roommate Group

Step 1: Accessing roommate groups

Roommate requests can be found in the Housing Application via the [Housing e-Services](#) page.

Step 2: Creating a Group

1. Once you have reached the Roommate preferences step, there will be an option to create a group, if you are not already in one. The creator of the group will be given the 'Leader' status but this does not result in any additional responsibilities for that roommate



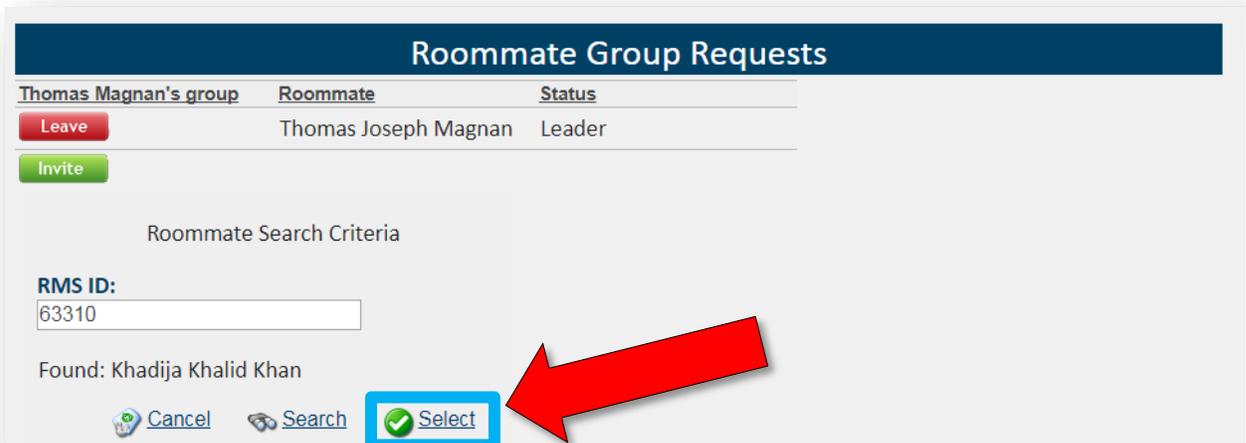
Step 3: Adding people to a group

After you click 'Create Group,' you can invite people to your group by clicking 'Invite.' You will need the person's RMS ID to invite them.



Roommate Group Requests		
Thomas Magnan's group	Roommate	Status
	Thomas Joseph Magnan	Leader
		

When you click invite, you can type in the person's RMS ID. After ensuring that it is the right person, you must click  to invite that person to your Roommate Group.



Thomas Magnan's group	Roommate	Status
Leave	Thomas Joseph Magnan	Leader

[Invite](#)

Roommate Search Criteria

RMS ID:

Found: Khadija Khalid Khan

[Cancel](#) [Search](#) [Select](#)

Note: For study abroad, one-semester, Greek housing, and other special cases: The roommate search option automatically filters out students who are ineligible to be invited to a roommate group. The only people that can be added are ones who are also in the same type of housing. For example, if you are doing spring-only housing, you cannot request to live with someone who is living here for the entire academic year. In this case, you can only choose other people with spring-only housing.

NOTE: If you would like to request a roommate that does not fall within your type of housing (ie spring-only, Greek, etc), please contact GW Housing at gwhouse@gwu.edu.

Step 4: Accepting/Declining the roommate invitations

When you invite a person, they will receive an email saying that they have been invited to a roommate group.

They can respond by logging into [Housing e-Services](#) and filling out or updating their housing application. Here, they will be able to accept or decline the invitation and also see other roommates in the group if there are any.



Roommate Group Requests		
<u>Thomas Magnan's group</u>	<u>Roommate</u>	<u>Status</u>
	Thomas Joseph Magnan	Leader
<input type="button" value="Accept"/> <input type="button" value="Decline"/>	Khadija Khalid Khan	Invited
<input type="button" value="Create Group"/>		

*Even if students are already in a group, they can choose to create their own group.

Note: Some people might have multiple roommate invitations. When this occurs, the groups will appear as shown below:

Roommate Group Requests		
<u>Thomas Magnan's group</u>	<u>Roommate</u>	<u>Status</u>
	Thomas Joseph Magnan	Leader
<input type="button" value="Accept"/> <input type="button" value="Decline"/>	Khadija Khalid Khan	Invited
<u>Khadija Khan's group</u>	<u>Roommate</u>	<u>Status</u>
<input type="button" value="Leave"/>	Khadija Khalid Khan	Leader
<input type="button" value="Remove"/>	George Washington	Invited
<input type="button" value="Invite"/>		

Although a student might have created their own roommate group and also have one or more pending invitations, they can only be a part of a single group. A notification will pop up stating this:

The screenshot shows a web application interface for housing. At the top left is the 'GW Housing' logo. At the top right, there are links for 'E-Services Home' and a user greeting 'Hello, Khadija'. A modal dialog box is open in the center, displaying an error message from 'rmsadmin.erp.gwu.edu:4430' stating: 'You may only be in one group at a time. Please leave other groups before accepting this invitation.' Below the message is an 'OK' button. Below the modal is a section titled 'Roommate Group Requests' containing two tables of group information.

Thomas Magnan's group		
	Roommate	Status
	Thomas Joseph Magnan	Leader
Accept	Decline	Khadija Khalid Khan
		Invited

Khadija Khan's group		
	Roommate	Status
Leave	Khadija Khalid Khan	Leader
Remove	George Washington	Invited
Invite		

Every time a roommate group is updated (i.e. if a student is invited, removed, or they accept/decline or leave) the entire roommate group will receive an email reflecting this change.

Step 5: Completion

Congratulations! You have now completed your roommate group requests. Requests can always be edited up until the application period closes.