Navigating StarRez Portal: Roommate Groups, Suggesting Roommates, and Messaging

28 Steps

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STEP 1

Click on Roommate Groups

Complete your application before clicking on roommate groups.
This process is optional. If you do not choose your roommate, housing will select one for you based on your roommate matching questions.

Click on Create Group

This will allow you to create your own roommate group

Type your UNA username & create a password

Special Communities are for Athletics and Appleby Sororities only.

STEP 4

Click on Save Group

STEP 5

Click on Verify Group Delete Group Edit Group...

Here you can edit your group, delete your group, or verify your group. Students will receive an email/ portal message anytime a group is verified or deleted. YOU MUST VERIFY YOUR GROUP ONCE IT IS COMPLETE.

Click on Suggest Roommates

The bottom right corner has a list of various ways to find a roommate. If you click suggest a roommate, the system will pull up students who match your roommate questionnaire.

Join Group
Search For Roommate Group
Search for Roommates by Details
Search for Roommates by Profiles
Suggest Roommates

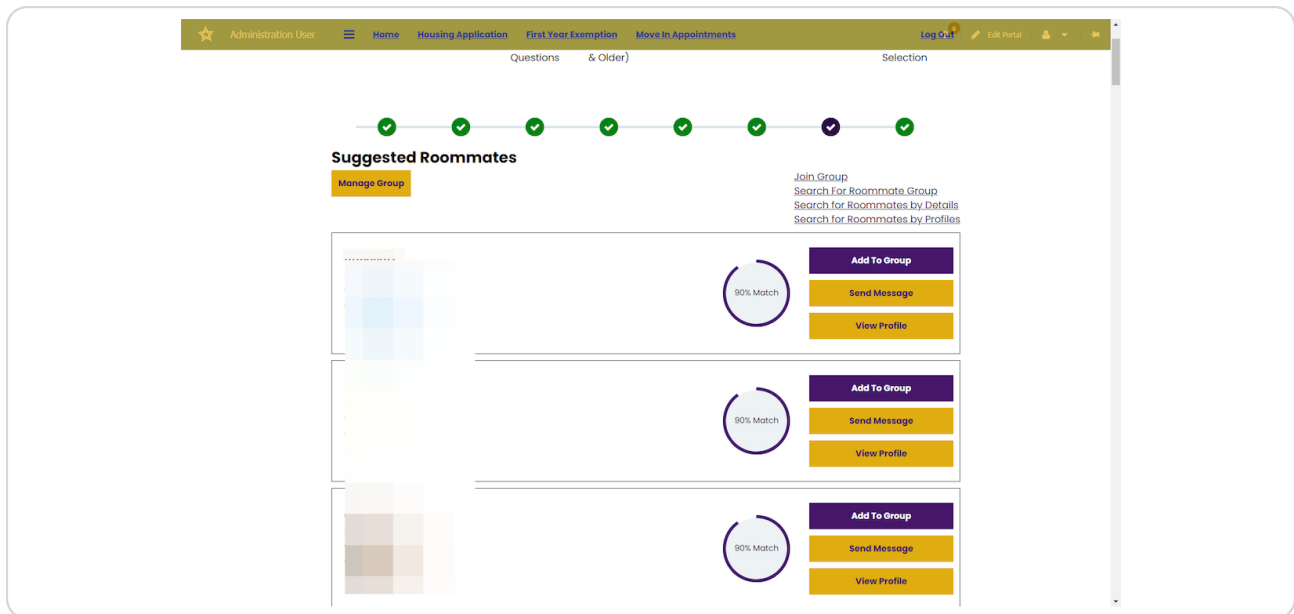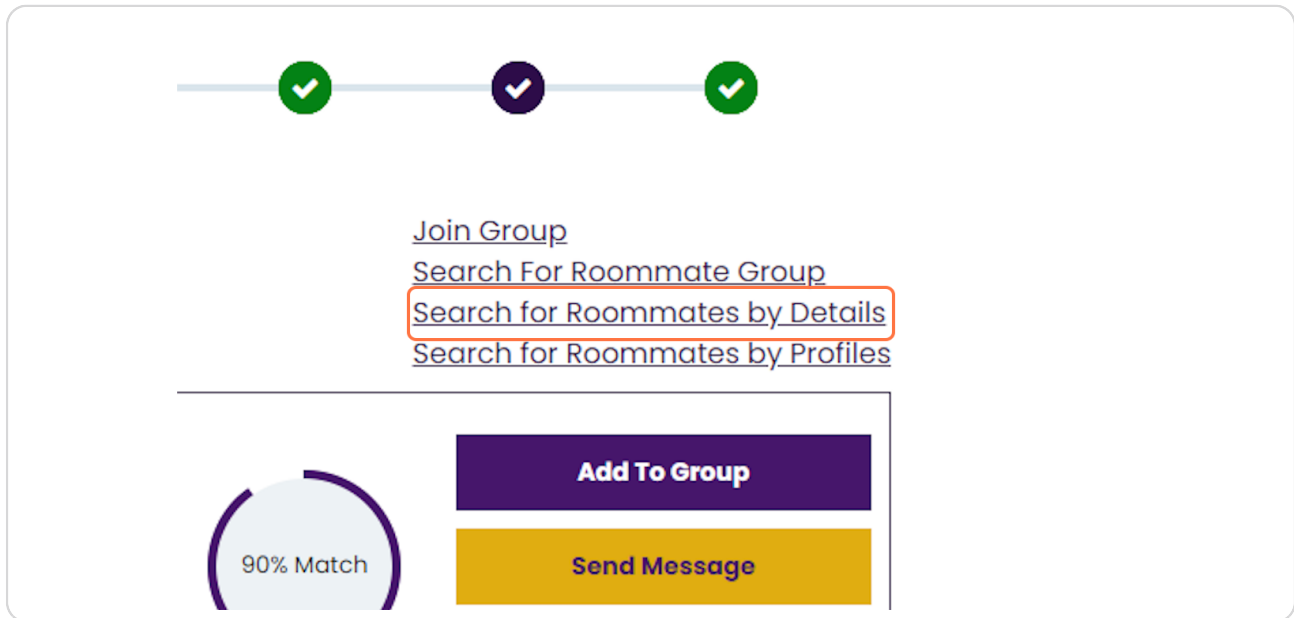t Information
& Residence Life
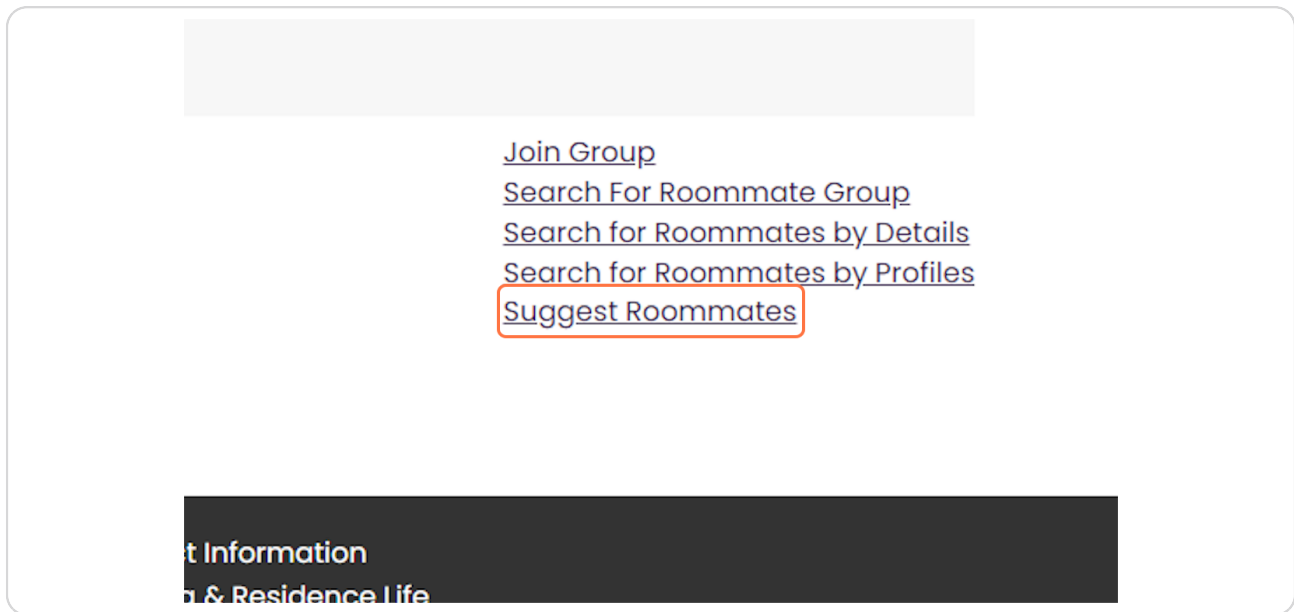
You can view the profiles and message potential roommates, as well as add them to your roommate group.

Search for Roommates by Details

This allows students to search for a specific person by their username

Click on Screen Name: (username)

this is the name before the @ on your una email address

Click on Search

Age:

☑ Exclude results that cannot be added or joined

Manage Group   **Search**

Search for Roommates by Profiles

This allows students to search for roommates based on their answers to the roommate questionnaire.

Join Group
Search For Roommate Group
Search for Roommates by Profiles
Suggest Roommates

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STEP 12

Select your preferred answers

Roommate Search By Profiles

Room Questionnaire

Do you like to have a quiet room?

Yes ⌄

Is cleanliness a priority?

Any ⌄

Do you plan to have frequent visitors in the room?

Any ⌄

Do you plan to study often in your room?

STEP 13

Click on Search

Do you stay up late?

Any ⌄

Are you a smoker?

Any ⌄

☑ Exclude results that cannot be added or joined

Manage Group | **Search**
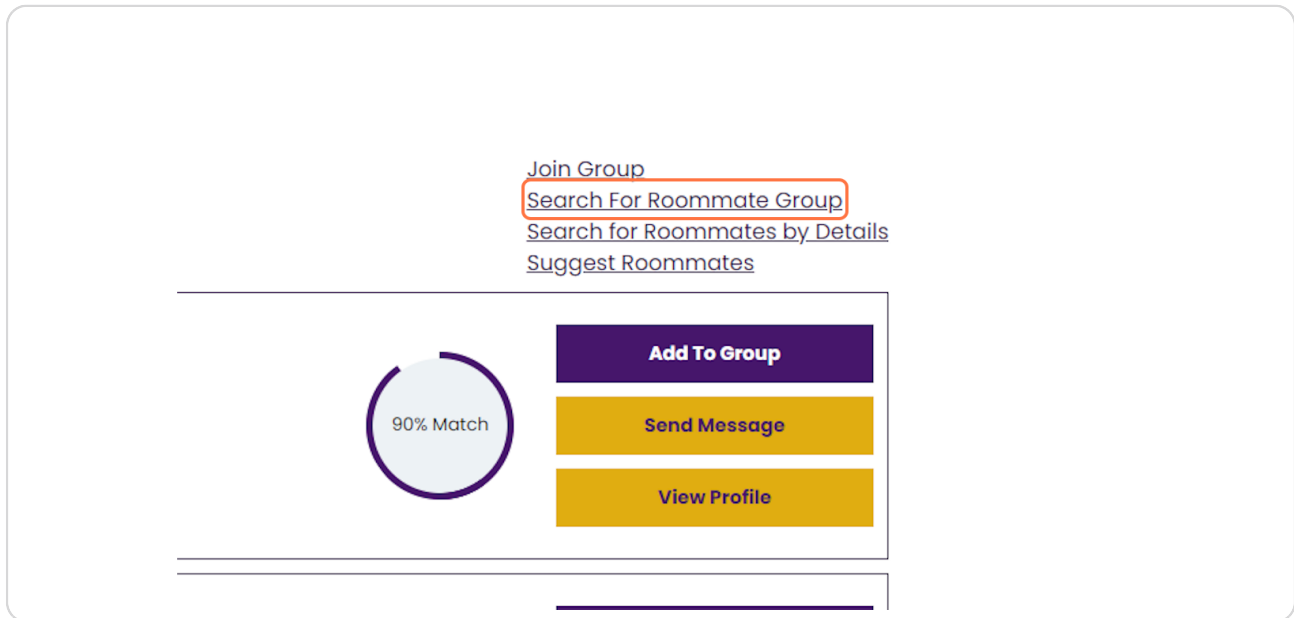
Contact Information
Housing & Residence Lif

🏠 NASHVILLE

Search For Roommate Group allows students to search for a specific group

groups are in pairs of 2 or 4
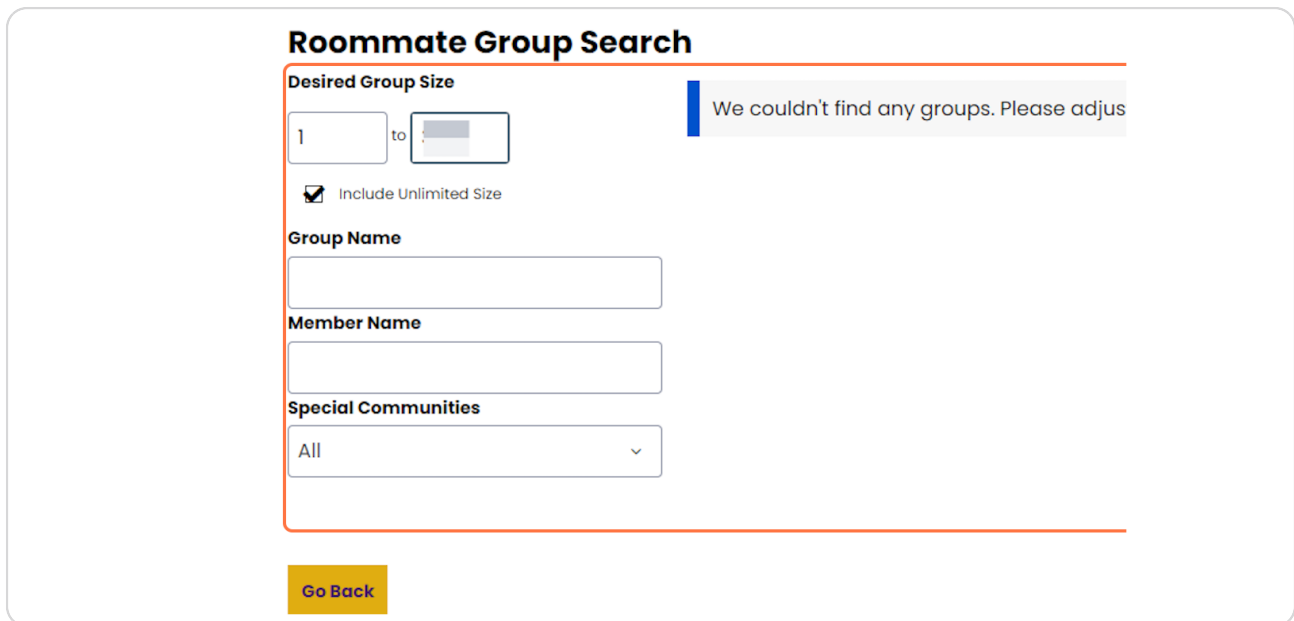
Join Group
Search For Roommate Group
Search for Roommates by Details
Suggest Roommates

90% Match

Add To Group

Send Message

View Profile

enter your criteria below

roommate groups are in groups of 2 or 4

Roommate Group Search

Desired Group Size

1   to

We couldn't find any groups. Please adjus

☑ Include Unlimited Size

Group Name

Member Name

Special Communities

All

Go Back

Click on Group Name, Member Name, or Special Community

Special Communities = Athletics or Appleby Sorority
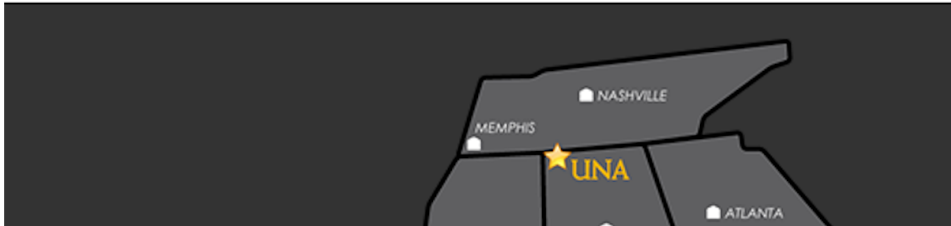
Click on Go Back

You can always click go back to return to the previous page
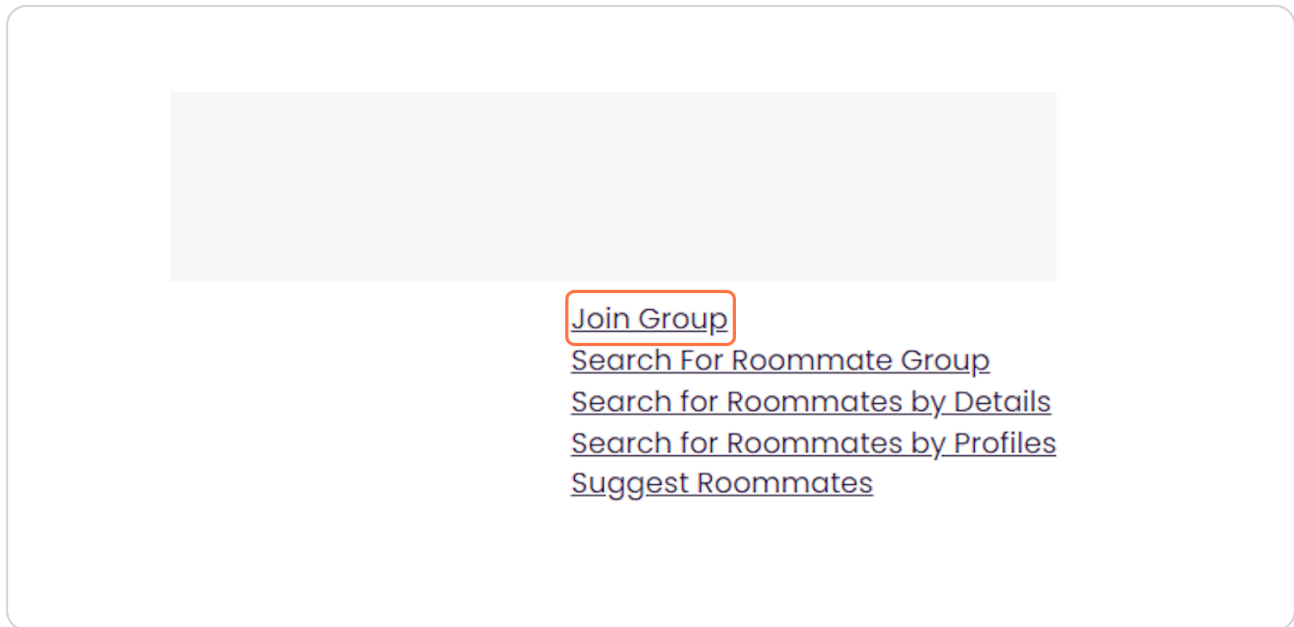
Join Group will allow students to join a group that has already been established
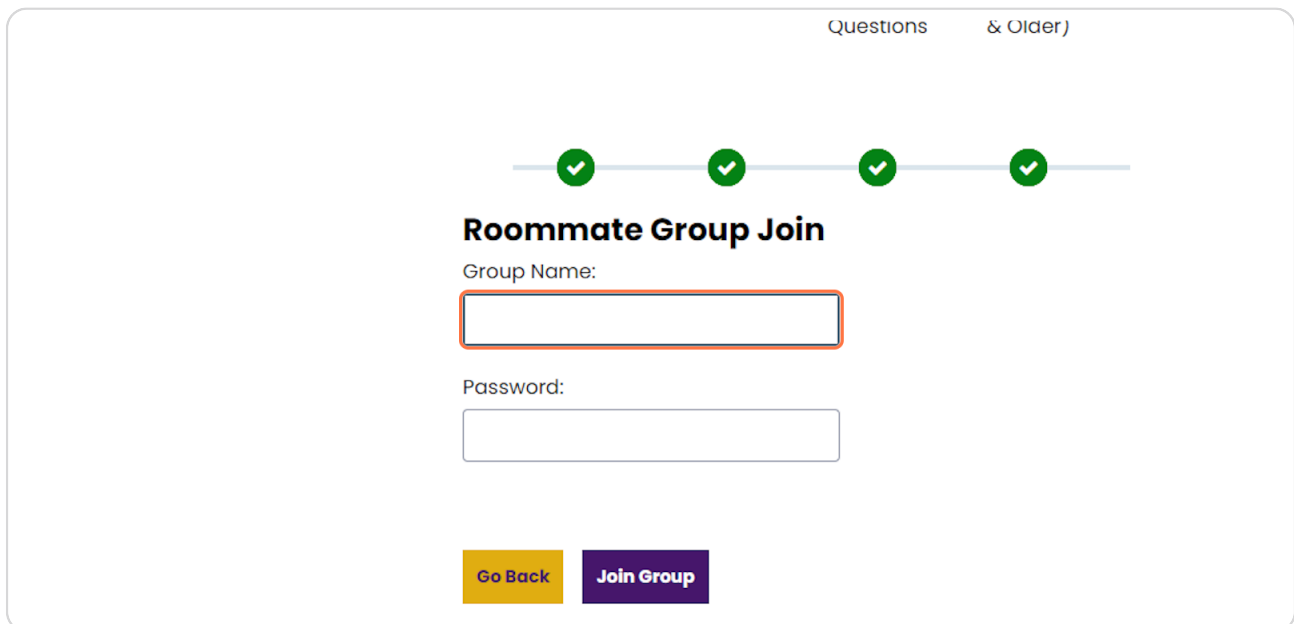
Join Group
Search For Roommate Group
Search for Roommates by Details
Search for Roommates by Profiles
Suggest Roommates

Click on Group Name:

You can enter in the name (UNA username) and password of the group you want to join

Questions   & Older)

Roommate Group Join

Group Name:

Password:

Go Back   **Join Group**

Click on password field

Please enter the name of the group.
Please enter the group password.

Group Name:

Password:

Go Back   **Join Group**

NASHVILLE
MEMPHIS

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Ho
1 H

Click on Join Group

Password:

Go Back   **Join Group**

NASHVILLE
MEMPHIS
★UNA
ATLANTA

STEP 22

Once you join the group & verify the group click on Save & Continue

STEP 23

Room Selection

Room Selection Details are below. Click on the Home page after selecting your roommate group and reading this information.
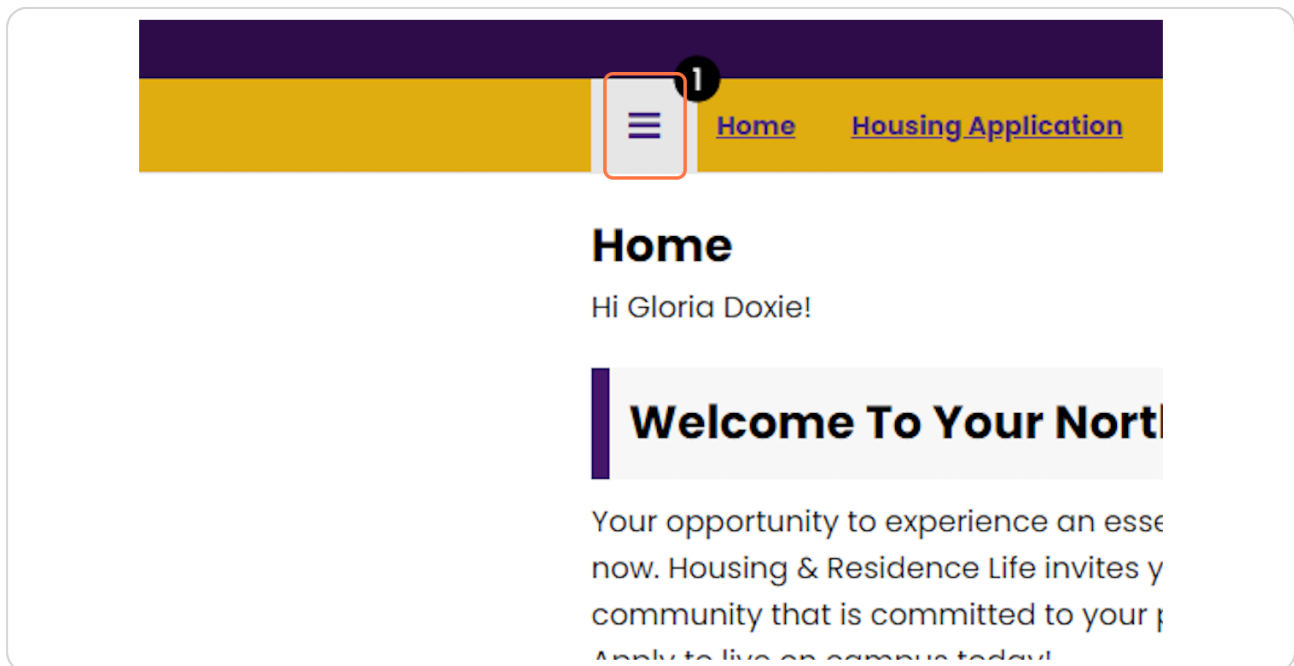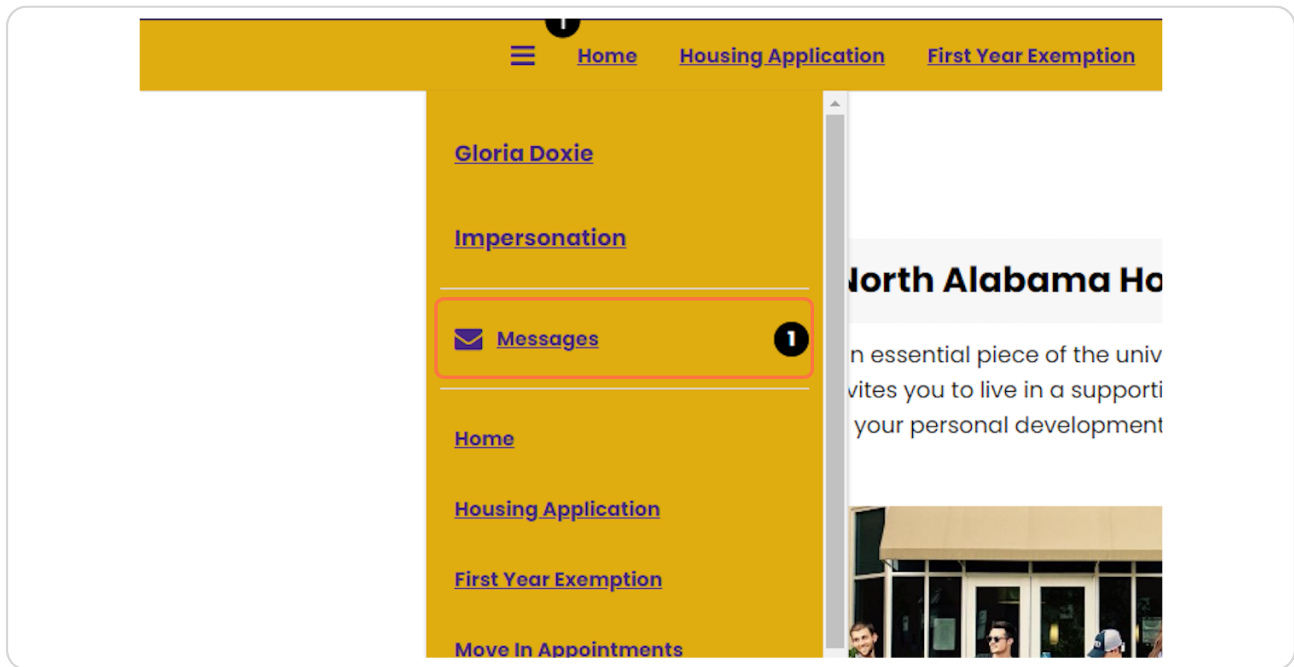
STEP 24

Click on Home

STEP 25

Any message/notification will appear here on your home screen.

Click on Messages

Click on message to open

Read Message

Tango

Never miss a step again. Visit Tango.us