

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

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Created by	Creation Date	Last Updated
Gloria Doxie	February 13, 2024	February 13, 2024

STEP 2

Click on Create Group

This will allow you to create your own roommate group

The screenshot shows a progress bar at the top with six steps. The first five steps are marked with green checkmarks, and the sixth step, 'Create Group', is marked with a purple checkmark. Below the progress bar, the heading 'Create Groups' is visible. Underneath, there is a text input field labeled 'Number of roommate groups' with a placeholder value of '1'. To the right of the input field, there are four links: 'Join Group', 'Search For Roommate', 'Search for Roommate', and 'Suggest Roommate'.

STEP 3

Type your UNA username & create a password

Special Communities are for Athletics and Appleby Sororities only.

The screenshot shows a form with three input fields. The first field is for the UNA username, the second is for the password, and the third is for the confirm password. Below the password fields, there is a section titled 'Please fill your group's room mandatory profiles below'. Under this section, there is a dropdown menu labeled 'Special Communities'.


STEP 4

Click on Save Group

Please fill your group's room mandatory profiles below:

Special Communities

[Go Back](#) [Save Group](#)



Contact
Housing
1 Harris
P: 256-
Email U

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.**

[<](#) Building Preferences Meal Plan Roommate Matching Questions Housing Contract (19 & Older) Application Status Next Steps Roommate Groups [Not Eligible for Room Selection](#) [>](#)


✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

Roommate Groups


Group:

[Verify Group](#) [Delete Group](#) [Edit Group](#)

[Search for Roommates by Details](#)
[Search for Roommates by Profiles](#)
[Suggest Roommates](#)

 (Group Leader)
Returning [View Profile](#)

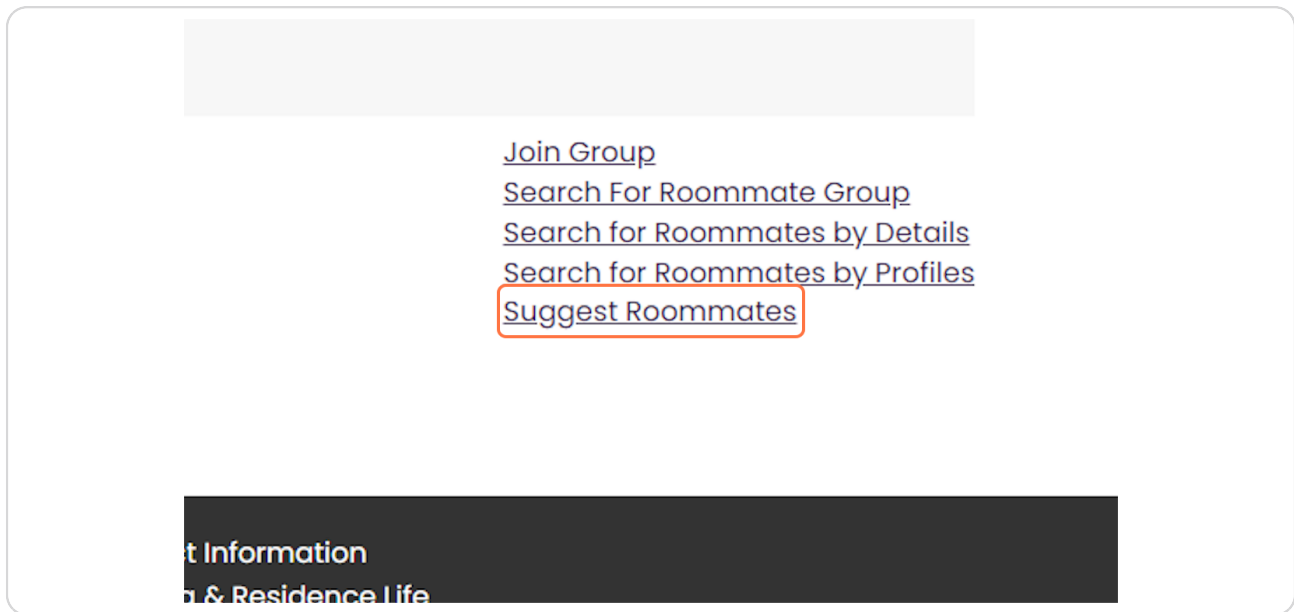
[Save & Continue](#)

 Contact Information
Housing & Residence Life

STEP 6

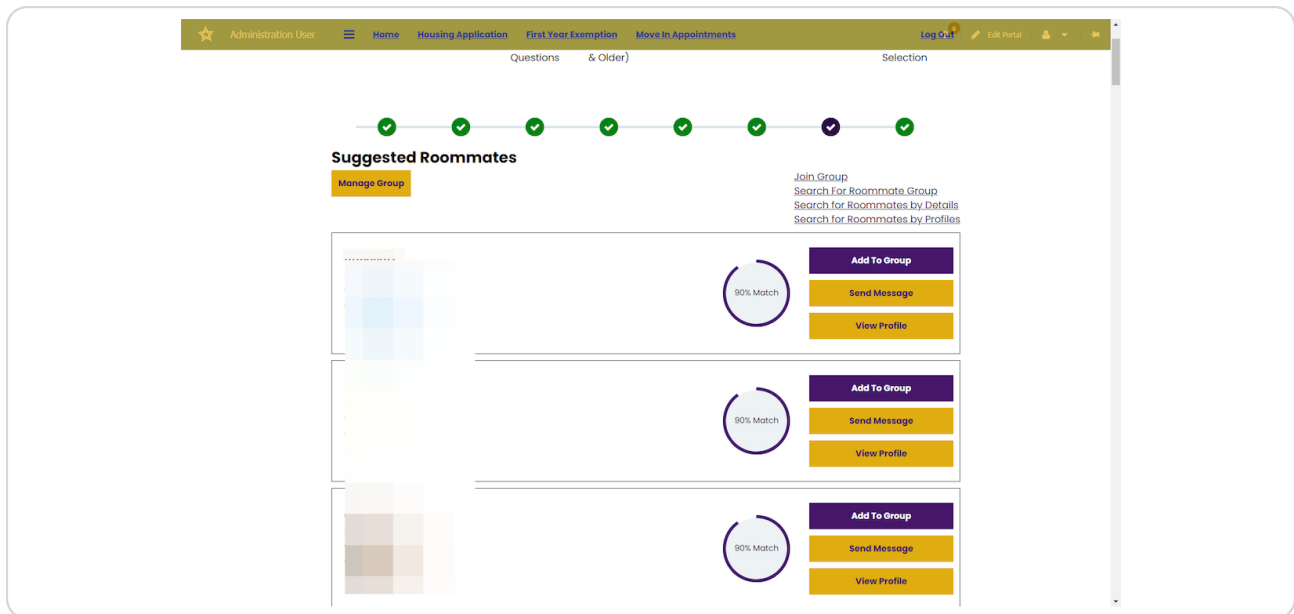
Click on Suggest Roommates

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.



STEP 7

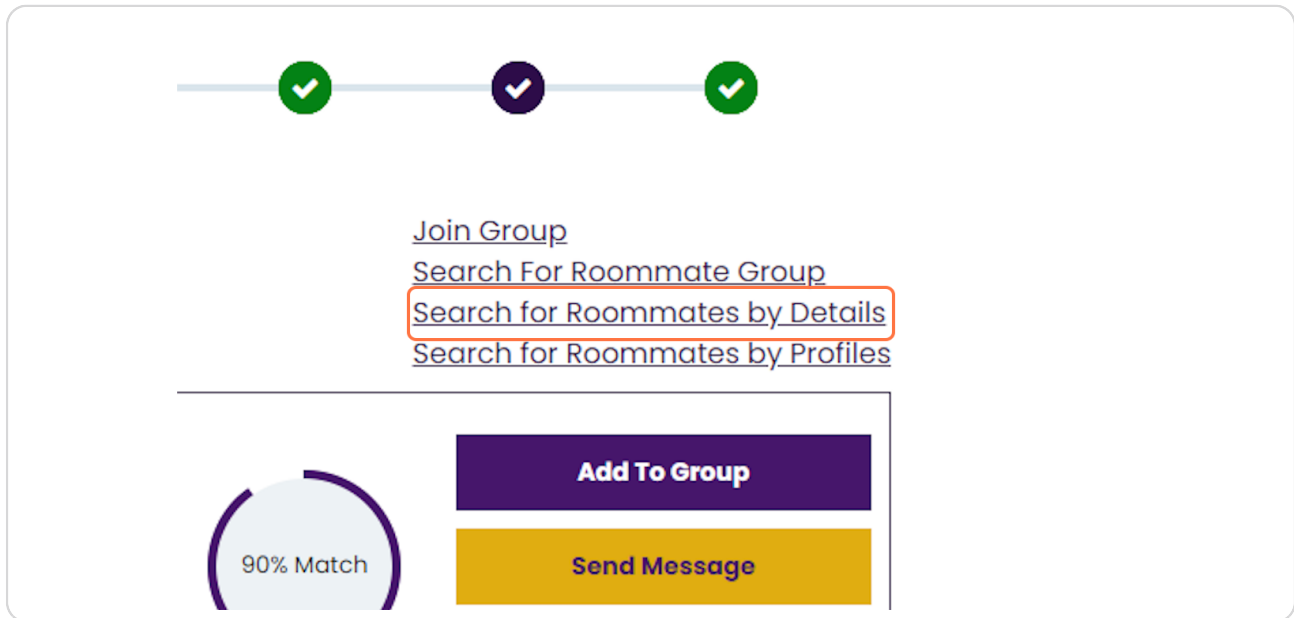
You can view the profiles and message potential roommates, as well as add them to your roommate group.



STEP 8

Search for Roommates by Details

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



STEP 9

Click on Screen Name: (username)

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

Questions & Older)

Progress bar with four green circles and checkmarks.

Roommate Search By Details

Screen Name:

Description:

Gender:

Any ▼

Age:

STEP 10

Click on Search

Age:

☒ Exclude results that cannot be added or joined

[Manage Group](#) [Search](#)

STEP 11

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](#)

nation

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

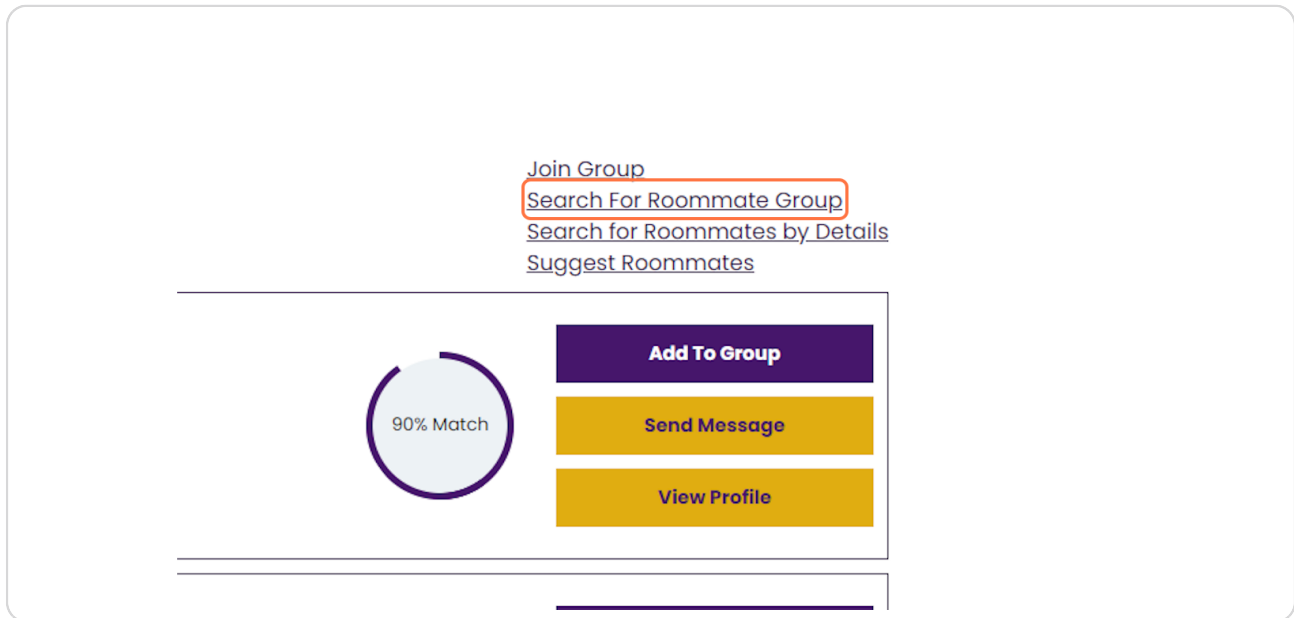
Search

NASHVILLE

Contact Information
Housing & Residence Life

STEP 14

Search For Roommate Group allows students to search for a specific group
groups are in pairs of 2 or 4

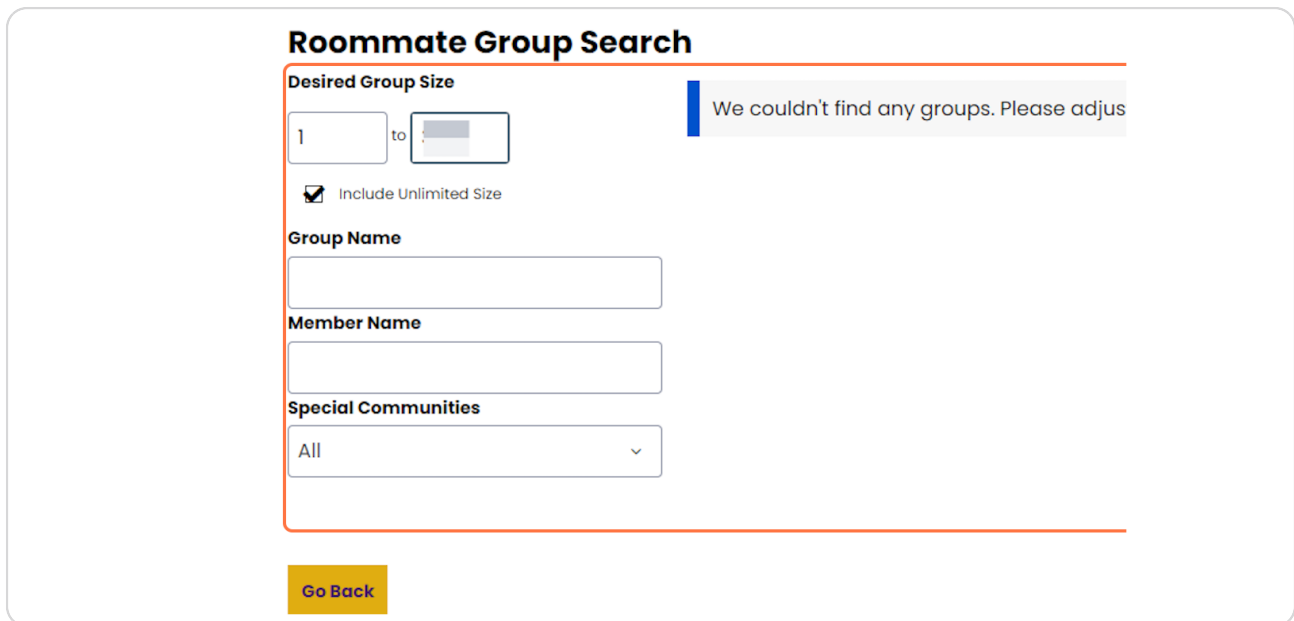


The screenshot shows a search result interface. At the top, there are four links: "Join Group", "Search For Roommate Group" (highlighted with a red box), "Search for Roommates by Details", and "Suggest Roommates". Below these links is a card. On the left side of the card is a circular progress indicator showing "90% Match". On the right side of the card are three stacked buttons: "Add To Group" (purple), "Send Message" (yellow), and "View Profile" (yellow).

STEP 15

enter your criteria below

roommate groups are in groups of 2 or 4



The screenshot shows a "Roommate Group Search" form. The form has a title "Roommate Group Search" and a red border. Inside the form, there is a section for "Desired Group Size" with two input fields, one containing "1" and the other containing "4", separated by the word "to". Below this is a checkbox labeled "Include Unlimited Size" which is checked. To the right of the form, there is a message box that says "We couldn't find any groups. Please adjust your criteria". Below the "Desired Group Size" section, there are three more sections: "Group Name" with a text input field, "Member Name" with a text input field, and "Special Communities" with a dropdown menu showing "All". At the bottom of the form, there is a "Go Back" button.

STEP 16

Click on Group Name, Member Name, or Special Community

Special Communities = Athletics or Appleby Sorority

Roommate Group Search

Desired Group Size

to

☒ Include Unlimited Size

Group Name

Member Name

Special Communities

All

We couldn't find any gro

STEP 17

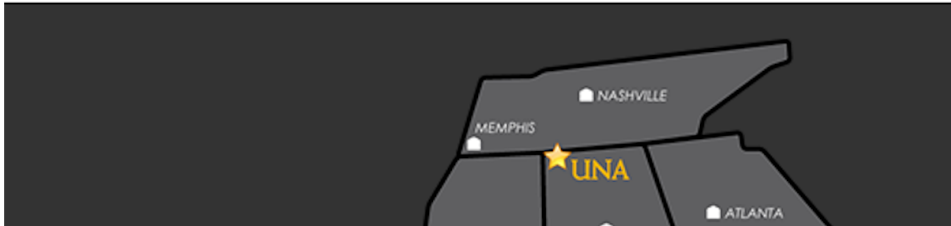
Click on Go Back

You can always click go back to return to the previous page

Special Communities

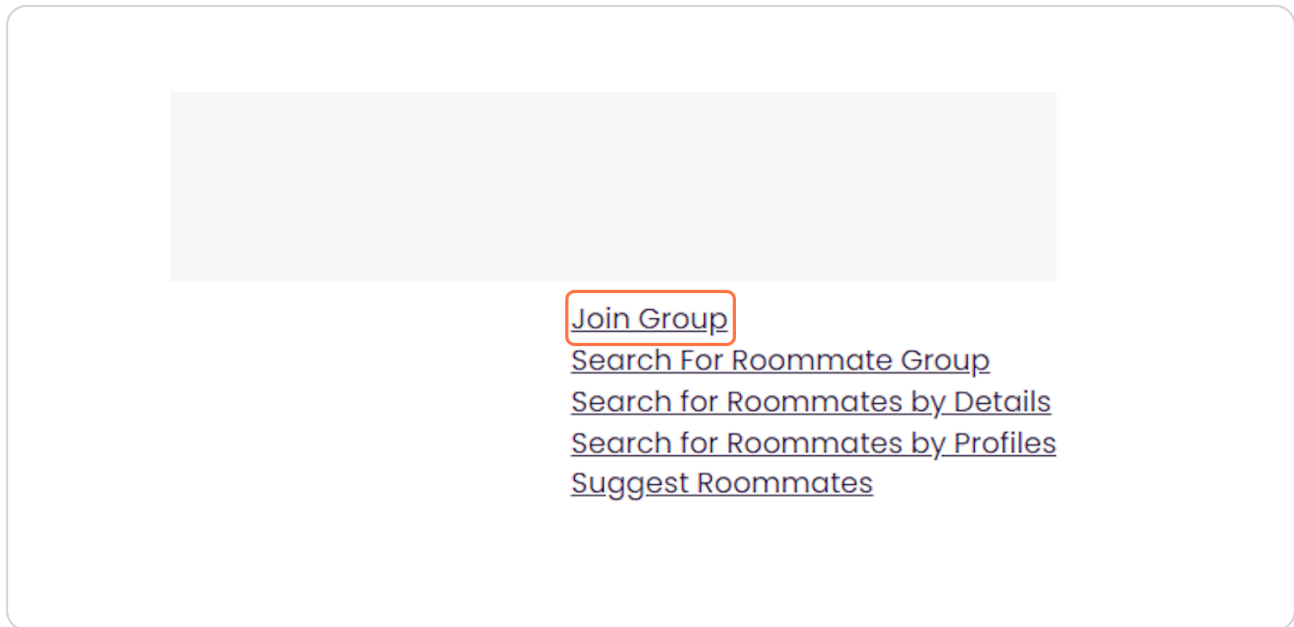
All

[Go Back](#)

A map of Tennessee with several cities labeled: MEMPHIS, NASHVILLE, ATLANTA, and UNA. UNA is highlighted with a yellow star.

STEP 18

Join Group will allow students to join a group that has already been established

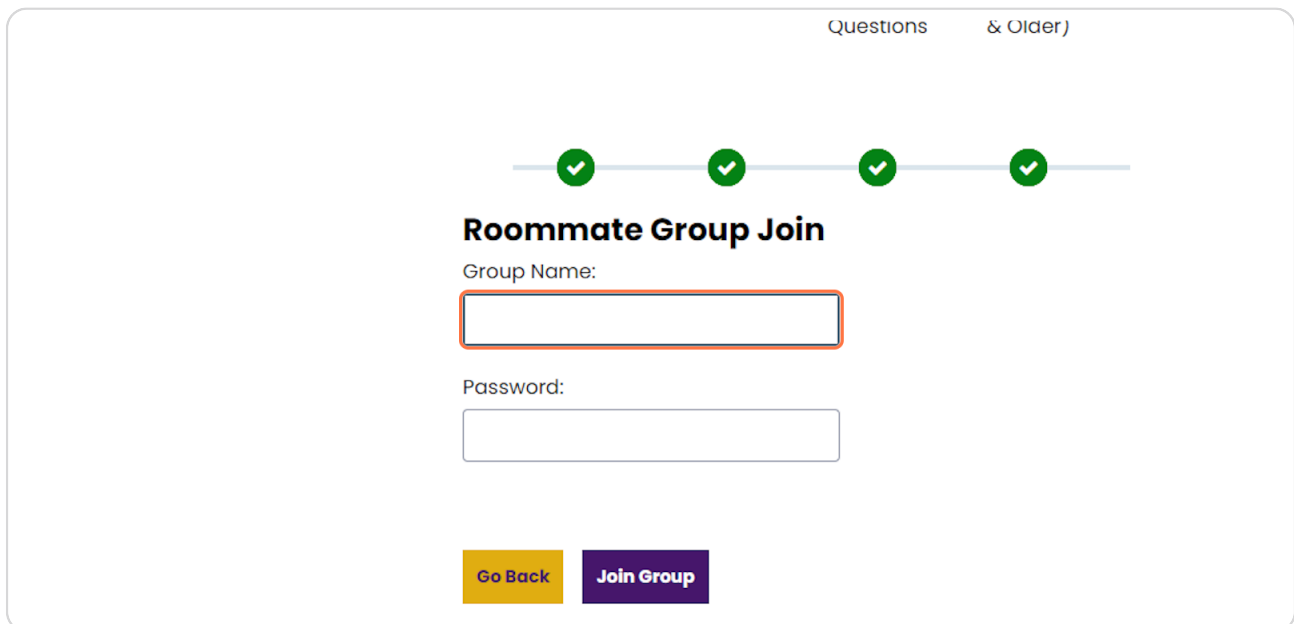


A screenshot of a user interface showing a large, light gray rectangular area at the top. Below this area, the text "Join Group" is highlighted with a red rectangular border. Underneath "Join Group", there are four lines of text, each preceded by a blue underlined link: "Search For Roommate Group", "Search for Roommates by Details", "Search for Roommates by Profiles", and "Suggest Roommates".

STEP 19

Click on Group Name:

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



A screenshot of a web form titled "Roommate Group Join". At the top right, the text "Questions & Older)" is visible. Below this, a horizontal progress bar with four green checkmarks is shown. The form contains two input fields: "Group Name:" and "Password:". The "Group Name:" field is highlighted with a red rectangular border. At the bottom of the form, there are two buttons: a yellow "Go Back" button and a purple "Join Group" button.

STEP 20

Click on password field


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

Group Name:

Password:

Go Back

Join Group



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Ho
1 H


STEP 21

Click on Join Group

Password:

Go Back

Join Group



MEMPHIS
NASHVILLE
UNA
ATLANTA

STEP 22

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

The screenshot shows a progress bar at the top with six green checkmarks. Below it, the heading "Roommate Groups" is followed by a "Group:" label and a text input field. Three buttons are visible: "Verify Group", "Delete Group", and "Edit Group". To the right of these buttons are three small, partially visible links: "Se...", "Se...", and "Su...". Below the buttons is a large rectangular area containing a grid of colored squares (yellow, grey, blue) and the text "(Group Leader)". A yellow square is positioned to the right of this grid. At the bottom center is a "Save & Continue" button. The footer features a map of the Southeastern United States with markers for MEMPHIS, NASHVILLE, and ATLANTA, and contact information for Housing & Residence Life.

STEP 23

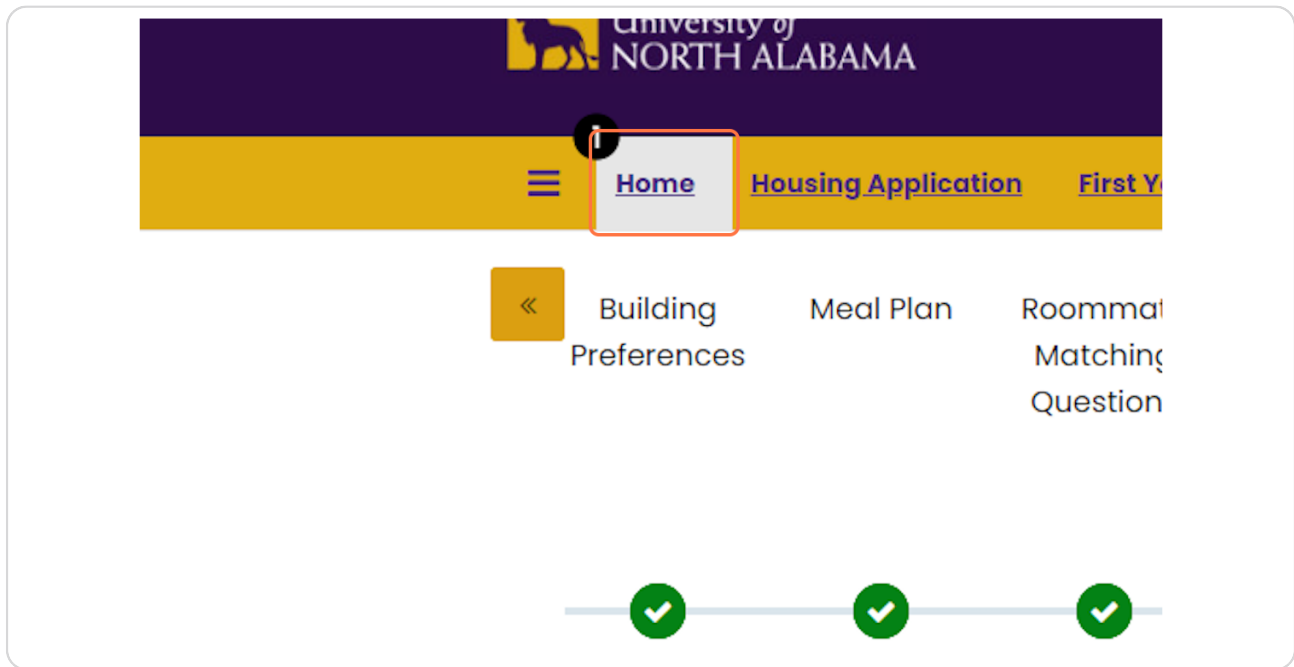
Room Selection

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

The screenshot shows a navigation bar with links: Building Preferences, Meal Plan, Roommate Matching Questions, Housing Contract (19 & Older), Application Status, Next Steps, Roommate Groups, and Not Eligible for Room Selection. A progress bar below the navigation bar has eight icons; the first seven are green checkmarks, and the eighth is a purple checkmark. The main content area is titled "Not Eligible for Room Selection" and contains "Room Selection Details". Under this heading, there are three sections: "Room Selections" (for returning residents, March 12th-14th), "Room Renewals" (for renewing current assignments, March 5th-6th), and "New Residents" (receiving assignments in April). A "Save & Continue" button is at the bottom left of the details box. The footer includes a map with markers for MEMPHIS, NASHVILLE, ATLANTA, and BRUNSWICK, and contact information for Housing & Residence Life.

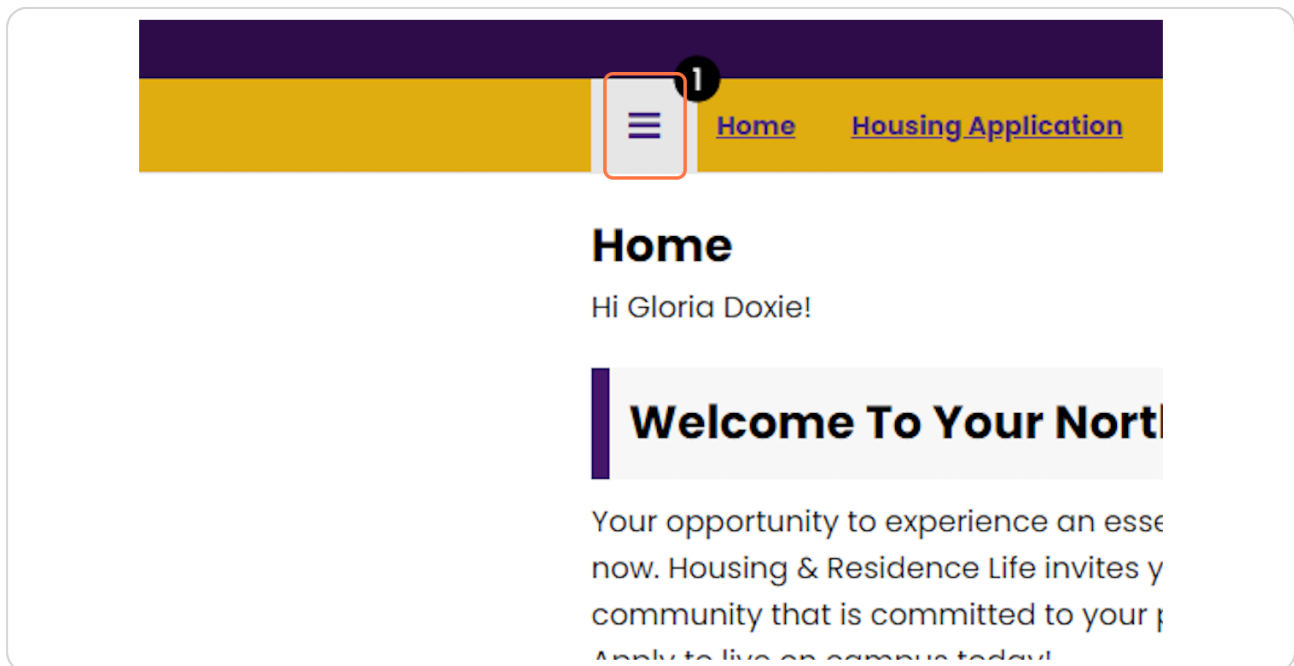
STEP 24

Click on Home



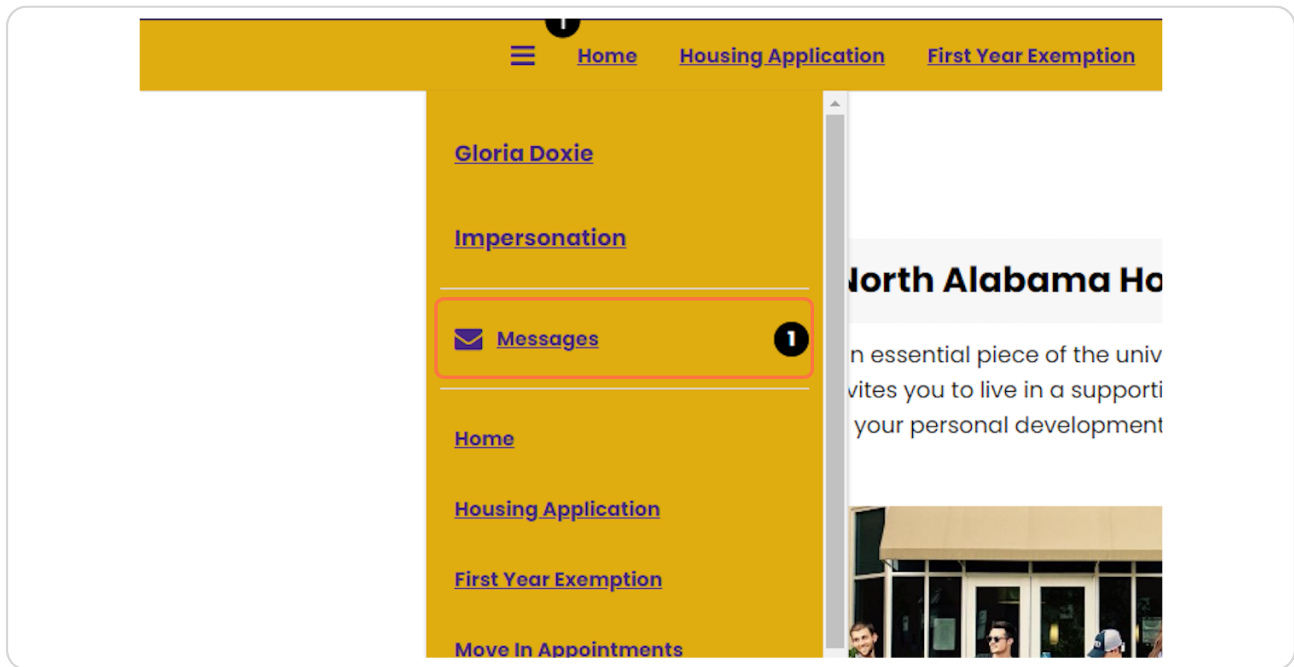
STEP 25

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



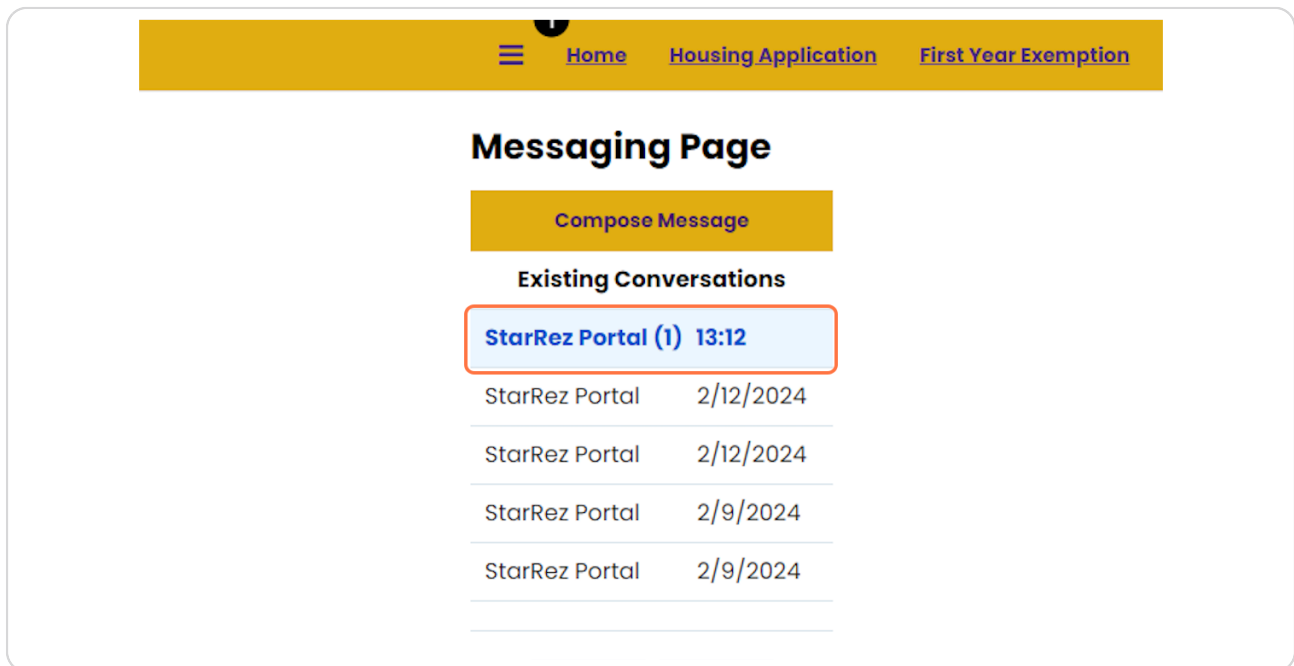
STEP 26

Click on Messages



STEP 27

Click on message to open



STEP 28

Read Message

University of
NORTH ALABAMA

1

Home

Housing Application

First Year Exemption

Move-In Appointments

Log Out

Messaging Page

Compose Message

Existing Conversations

StarRez Portal13:12

StarRez Portal2/12/2024

StarRez Portal2/12/2024

StarRez Portal2/9/2024

StarRez Portal2/9/2024

Previo...

Next

Portal Email: gagoodloe Group Has Been Created

StarRez Portal to Me2/13/2024 1:12:39 PM

Hi gagoodloe,
gagoodloe roommate group has been successfully created.

LOUISVILLE

NASHVILLE

MEMPHIS

ATLANTA

BIRMINGHAM

UNA

Contact Information

Housing & Residence Life

1 Harrison Plaza, UNA Box 5037 Florence, AL 35632

P: 256-765-5558

Email Us Your Questions

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