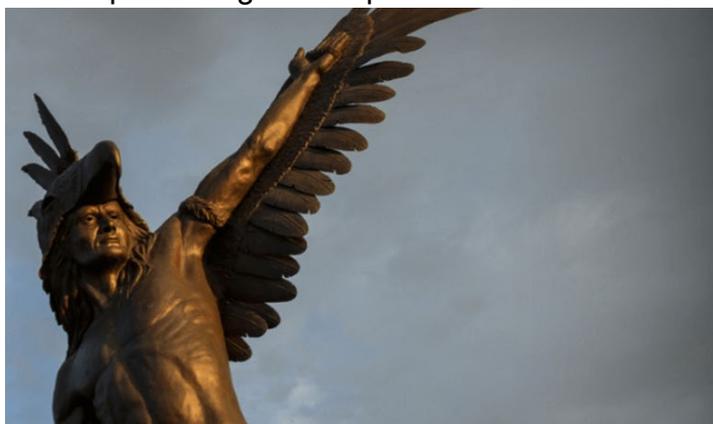# Casper College | Student Life

Roommate Selection Instructions

After you have completed your housing application and paid your deposit, it's time to get you a roommate! Please note that athletes commonly have their rooms and roommates assigned by coaches. Additionally, students in single rooms or specialty programs may be contacted by Student Life about room assignments. This document offers steps and tips on how to pick a roommate for non-athlete students who intend to live in a double-occupancy room. If you have any specific questions on the system, your application, or housing in general, please do not hesitate to contact us at 307-268-2394, or email terra.hess@caspercollege.edu.

Complete a Roommate Profile

1. **Visit http://caspercollege.erezlife.com**. You will be taken to a log-in screen that looks similar to the image below. Your username and password are the same as your log-in for all other Casper College software systems (like MyCCInfo, Moodle, etc.). For most students, their username is "firstname.lastname" (ex. "terra.hess"). If you're having trouble logging in or need your password reset, you can call the Casper College IT Help Desk at 307-268-3648.
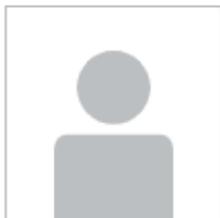

2. **Complete your roommate profile.** Once you successfully log in, click the "My roommate profile" option on the left-hand menu (which is under the section heading "Housing"). Begin filling out information. There are many fields here. The sub-points below explain what each piece of information is and how it is used to help you find a roommate, and help other students find you.
   a. **Note: make sure to click the checkbox at the top** that says "Turn on my profile." This is what will make your profile visible to other potential roommates. You can wait to click this until you're done with your profile.

b. *Photo.* Adding a photo of yourself is optional, but can help add a personal touch to your roommate profile. It's up to you whether to include this!

c. *Preferred name.* Below the photo is a field titled "What name would you like other applicants to see when viewing your public profile?" If you go by something other than your legal name on your application, this is where you can make that change. Note that this field is required, so you will need to put something in this box.

d. *Elevator pitch.* The next textbox asks you to describe yourself in one sentence. Time to get creative!

e. *Care to elaborate?* The larger textbox underneath the elevator pitch allows you to say more about who you are, your interests, and what you're looking for in a roommate. Keep it classy, please. For example, you could say something like: "I'm really interested in hunting, fishing, and the outdoors. I'm serious about my schoolwork so I'm looking for a roommate who is social but knows that sometimes we will need to be quiet and get some studying done. I also love Call of Duty and play video games a lot, and would love to have a roommate who is also a gamer."

f. *Viewable fields.* You'll notice further down the page you will have the option to select what information about you is viewable to other housing applicants. For each piece of information, you can either select "All applicants" (meaning anyone searching for roommates can see this), "My contacts" (meaning only the people you've added to a potential roommate group can see this), or "Private" (meaning no other applicants can see this information).

g. *Social media and contact info.* This is the place where you can add your phone, email, and social media profiles to help you connect with potential roommates. This info is not visible to all applicants—only the ones you add as contacts. Adding this information is a good way to allow potential roommates to get in touch with you so you can get to know each other and determine if living together is going to be a good fit.

h. Click the "Save" button when you're finished!

Search for Roommates

Once you complete your roommate profile, you can start searching for roommates! To do this, click on the "Roommate search" option on the left-hand menu. Here, you can search for specific people by name (if known), or you can apply various filters (ex. If you only want a non-smoker who goes to bed late). If you select no filters, then click the "Search" button, you will see all applicants who have a completed profile and match your gender. If you search and don't see many people, don't fret! It is probably because other students have not yet added their profile yet. We expect the list to grow as more students log into the system and complete their profiles.

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Once you search, names (and pictures, if added) will appear in a list. Below shows images of what a search result may look like, as well as the information that will appear if you click on a particular student profile. When you click on a student, you will see all the roommate profile information they have chosen to make public. It is possible that more information might be shown to you if you send them a contact request.

Terra Hess (Terra Hess)

Add to roommate group   Send contact request   Block

Terra Hess (Terra Hess)

Add to roommate group
Send contact request
Block

Middle Name	I am a smoker
	False

If you will be receiving an athletic scholarship, please specify the athletic team you will be on.
None

Neatness (1 being messy and 5 being very neat)
3

Personality (1 being quiet and 5 being outgoing)
3

Focus (1 being academically and 5 being socially)
3

Visitors (1 being never and 5 being frequently)
3

Activity Level (1 being "Couch Potato" and 5 being "Very Active")
3

I usually go to bed
Early (before midnight)

If you find someone who seems interesting or who you'd like to begin getting to know better, send them a contact request by clicking "**Send contact request**." If they accept, you can view each other's contact information, additional information, and social media. Once you begin sending and receiving contact requests, we encourage you to reach out via the contact information (phone, email, social media) to get to know folks and determine if you would be a good fit for living together.

Create Roommate Groups

A "roommate group" is a pairing of you and another person who you *may* want to room with. The system will allow you to create as many roommate groups as you want, so you can have multiple options, back-ups, and back-ups to your back-ups. When it comes time to actually pick a room (the "lottery," explained in another help document), the system will place you and your roommate together in a room as long as *both of you* have selected the roommate group with both of you in it (this prevents someone you don't want to room with from putting you in a room without your approval).

Once you have someone you think you might mesh well with as a roommate, you can add them to a roommate group by clicking "**Add to roommate group**." This will create a pairing between you and the other student (they will need to approve this on their end) that will enable you to select a room together once the room selection lottery opens up.

Roommate groups

If you choose to join a roommate group, we'll attempt to place you with the other members of your group based on the group's preferences before we consider your individual preferences. We suggest you and your group coordinate your building and room type preferences on your applications.

Fall 2020 - Spring 2021

Create new roommate group

My choice	Group name	Applicants	
✔	Cool Cats	✔ Peacock, Michael Corey (owner) ✔ Hess, Terra	Delete
○	No group		

Remember, if you have any specific questions, please do not hesitate to contact us. We are happy to help you in any way we can!

Casper College Student Life
307-268-2394
Email: terra.hess@caspercollege.edu