



BRIDGEWATER
STATE UNIVERSITY

RESIDENCE

LIFE &

HOUSING

Bridgewater State University

Group Formation Process

Fall 2018

Step 1: Log into MyHousing, the link to which can be found [here](#).

- a. Your Student ID is also known as your Banner ID number. It starts with 00 and is 8 digits long.**
- b. Unless you have reset your pin from your original log-in, your pin number is set as your birthday and has six characters. Please use a 2-digit month, 2-digit day, 2-digit year. For example if your birthday is January 1, 1998 it would read: 010198.**
- c. Click Login.**

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Please login to Housing Self-Service using your Student ID and PIN.

Student ID:

PIN:

Campus:

Login

NOTICE: if you are having trouble logging in, please contact the housing department for further assistance.

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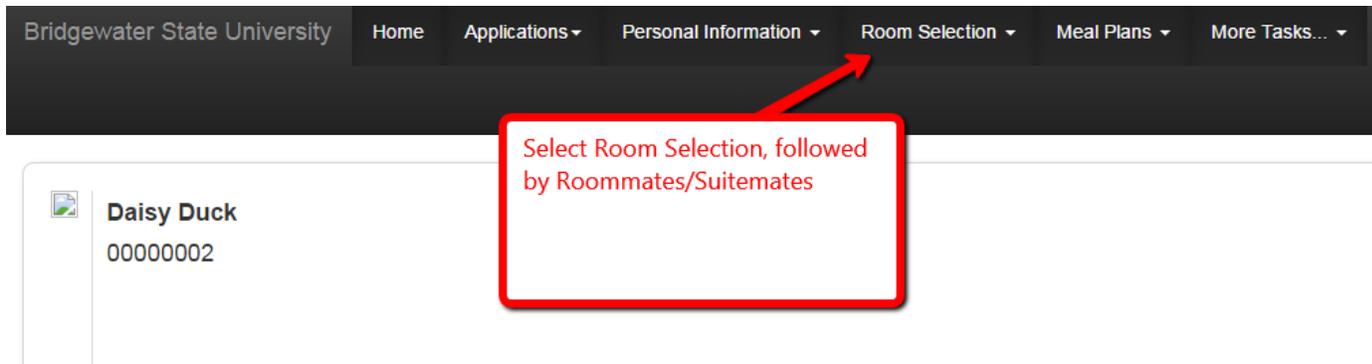
Your Student ID number, also known as Banner ID, goes here.

Your Pin number is your six digit birthday. 2 digit month, 2 digit day, 2 digit year.

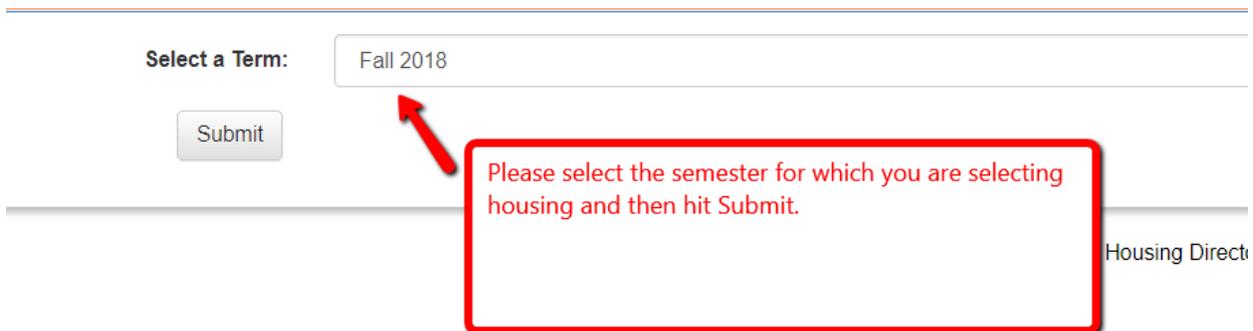
If you do not remember your PIN number, please click on the link below to be reminded or reset your PIN.

[Reset your PIN](#)

Step 2: Once you have logged into MyHousing, at the top of the page, you will find a menu. Please select the Room Selection link and select Roommates/Suitemates from the drop down menu.



Step 3: You will be asked to confirm the semester for which your group is forming. It should be set to Fall 2018. Click Submit.



Step 4: This will bring you to the Simple Roommate Search bar. Please enter the last name and first name to find the person you are looking for. Requesting a student with a common last name may bring up multiple results. Using their BSU email (username@student.bridgew.edu) should solve this problem. Click Begin Search.

Simple Roommate Search

Note: You do not need to fill in all fields.

Last Name:

First Name:

Middle Initial:

Email Address:

If you already have a roommate in mind, enter their last and first name here. Requesting a student with a common last name may bring up multiple results. Using their BSU email will typically solve this problem.

Once you click **Begin Search, the invitation will automatically be sent to that student. Your invitation will appear in your account like below.**

The individual will come up. You will then have two options:

- 1. The red X will cancel the request.**
- 2. The green button will poke them to remind them.**

The yellow and blue buttons are used for new, incoming students only.

+ Fall 2016 Roommate Requests

Your roommate request has been saved.

Mary Contrary

You have an unmatched roommate group.

Unmatched Roommates:

- Mary Contrary has not requested Daisy Duck

A copy of the invitation will appear in your account.

The red button will cancel the invitation. The green button will remind the other student that they have not yet accepted your invitation. The yellow button will let you see their profile. The blue button will allow you to send them a message.

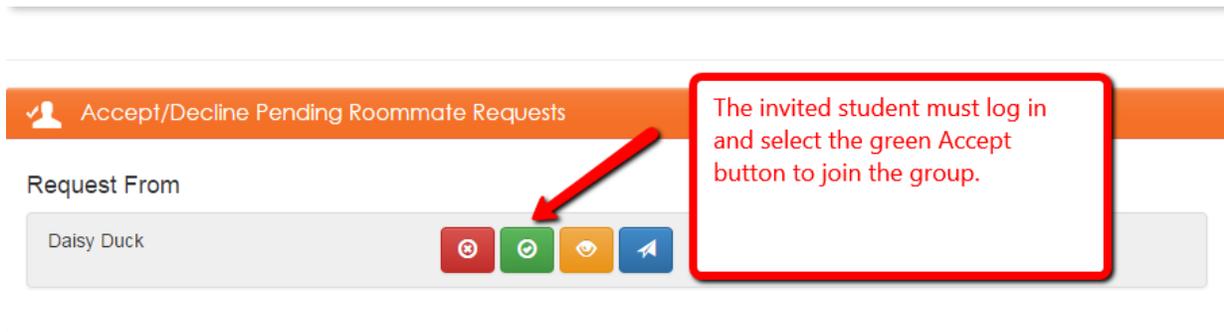
If your desired roommate does not appear, it can mean one of a few possibilities:

- 1. They have not yet submitted their housing deposit.**
- 2. They have not completed their License Agreement.**
- 3. They have opted to participate in another selection process, such as one of our Residential Learning Communities or Nine Month Housing program.**
- 4. They have accepted an invitation to join another roommate group.**

Accepting an Invitation

VERY IMPORTANT: Each member of the group must accept the request in order for the group to form.

By selecting the Green button you are accepting that invitation.



All roommate requests must be mutual in order for the group to form. Your group will not be fully formed until each member confirms each other.

The student you requested will receive an invitation in their account. They will then have two options:

- 1. The red button will decline the request.**
- 2. The green button will accept the invitation.**

The yellow and blue buttons are used for new, incoming students only.



Some things to remember:

- 1. If you cannot find a specific individual that you are searching for, there are a few possibilities:**
 - a. They have not yet submitted their housing deposit.**
 - b. They have not completed their License Agreement.**
 - c. They have opted to participate in another selection process, such as one of our Residential Learning Communities. Roommate group.**
 - d. They have accepted an invitation to join another roommate group.**

Please communicate with your desired roommate to confirm these criteria.

- 2. Please keep in mind that once a group is formed only one person from that group will select assignments for all its members. The person with the earliest selection time is typically the group leader and will select housing for the group.**

By agreeing to join another student's group, you are giving that individual permission to select your housing assignment for you. Please discuss with them your living preferences and make sure that you are looking for comparable living situations prior to accepting their invitation.

- 3. Groups must be fully formed prior to the group selecting a housing assignment.**

We always encourage students to have multiple plans in place prior to selection. No building or room size can ever be guaranteed. If you log in and no longer see rooms available, it means that there are no rooms available to fit your group size. Your group will need to break into smaller groups in order to complete selection.

If you have any questions, problems or concerns during this process, please do not hesitate to contact the Office of Residence Life and Housing, and we will be happy to assist you.

reslife@bridgew.edu

508-531-1277