Instructions to complete “ROOMMATE MATCHING” on MyHousing

1. Log-in to Banner Self-Service, and click on the Student tab. Then click on the “Login to MyHousing” link at the bottom.

2. The screen will automatically redirect to the MyHousing log-in page. Click on “Log-in to MyHousing”.

3. After clicking on the Login button, you will be directed to YOUR homepage on the MyHousing app.
4. Scroll over “Room Selection” on the menu at the top of the screen. Click on “Roommate Selection”.

5. Click on the drop-down menu and select Fall 2018. Click Submit.

If you are the first roommate making the request

6. Enter your desired roommate’s name (just use last and first) and select “Begin Search”. Be sure to use their formal first name. If you don’t know it or the student didn’t show up, try putting in just their last name. Ex: Smith entered in the Last Name field will display all students with the last name Smith.

7. If more than one student is provided, select the one you were intending.

8. After this has been done, you should see that your intended roommate has been listed under “Fall 2018 Roommate Request”. If you are the first one making the request, it will give a status of “Unmatched Roommate”. This is because your roommate MUST reciprocate the request (much like how Friending on Facebook works). You DO NOT need to send them a message.

If your roommate has already requested you

9. After following the steps to log-in and clicking on Roommate Selection, you will see that you have been requested as a roommate, and you can either Confirm or Decline the request. Check the Green Icon to confirm or the Red Icon to Decline.

10. If the person who requested you is the person you want to live with, click Confirm.
11. You will both see a confirmation on your MyHousing pages that you are “Matched”.

12. At this point you and your roommate have finished the ROOMMATE MATCHING process. You will receive an email to your Davidson College email account confirming the match is successful.

13. When participating in the lotteries, to select the following room types you must have the total number of matched roommates (including having each person matched with everyone):
   a. Single Room = no matched students
   b. Double Room = two matched students (you and 1 desired roommate)
   c. Triple Room = three matched students (you and 2 desired roommates)
   d. Suites (single room and double room) = four matched students (you and 3 desired roommates)
   e. 4-person Apartments = four matched students (you and 3 desired roommates)
   f. 5-person Apartments = five matched students (you and 4 desired roommates)
   g. Tomlinson Pod does not need a specific number of matched students. However, the system will not allow more than 5 matched students.