

PREFERRED ROOMMATE GROUP INSTRUCTIONS

4. Select the image located below ***Preferred Roommate Group*** to begin the process.
5. The group leader will then click the “**Create Group**” button and add group members by clicking “**Invite**” and entering the roommate’s St. Thomas ID number and then click “**Select**” after name appears.
6. Once the group leader has added each roommate to the group, each group member will receive an email to their ***St. Thomas email*** from Residence Life letting them that action needs to be taken regarding roommate matching.
7. The student receiving an email stating action is needed should login to Murphy Online, follow the links to the housing portal, and select the image below ***Preferred Roommate Group*** to take action in the online form.
8. As a student required to take action in the online form, you have the following options:
 - If you want to be a member of this roommate group, you will click the “**Accept**” button found next to your name. You will also be able to see who the group leader is along with other group members.
 - If you do not want to be a member of the group, you will be able to click the “**Decline**” button found next to your name.
 - If you previously accepted an invitation to a group and then change your mind, you may click “**Leave**” found next to your name to leave the group.
9. A group leader may also remove anyone from the group by clicking “**Remove**” next to the member’s name. A group leader may also click “**Leave**” next to their own name to disband the entire group.
10. Any student may form their own group by clicking the “**Create Group**” button but only if they are not already a member of another group. Use the same directions above to complete the process.
11. **The final step is to click the link “*Save & Submit Changes*” to save and submit changes. This is an important step in the process.** Each time a change is made to your roommate group for any reason, you must click the “***Submit Changes***” link after you are done. This will generate an auto-email from Residence Life letting the group know a change has occurred. The only way to see

