

## Searching for Roommates and Updating THD Profile with Social Media Handles

### Starting a Roommate Search

- Log onto THD Self-Service
- Select 'Room Selection'
- Select 'Select Roommates'
- **Change the Term to 2025 Fall**
- A new **dropdown menu will appear** to search for a roommate
- **If you don't know who you want to live with**, select application questions that are important to you, then click on 'Begin Search' (see important notes below).
  - **If you already know who you want to live with**, only enter their name then 'Begin Search')
- **Scroll to bottom** to see search results and **select a roommate**.
- **Scroll to the bottom of the search results box and select 'Request Roommate' to send a roommate request** to that student. **They will need to accept your request** to complete the match.
- If you are part of a group of 3 or more, each member needs to connect with all other members of the group for the group to be complete.

### Important Notes for Roommate Selection and Updating Your THD Profile

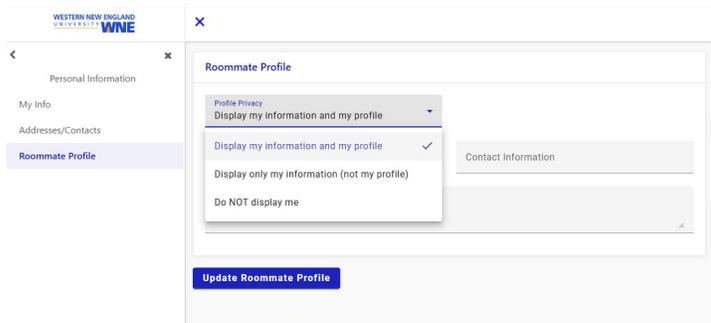
- Students will **ONLY** appear in the **roommate search results** if they have already **completed the housing application AND paid their housing deposit (this is included in the enrollment deposit for new students)**. If a student has not applied AND paid the housing deposit, they will not appear in the search results when other students are searching for a roommate.
- Students under the age of 18 when they submit the housing application will need a parent or guardian to complete the parent waiver for their housing application to be considered complete. **Underage students (at time of app completion) will not appear in roommate searches until the parent waiver has been submitted.**
- **If you know who you want to live with**, you can search for them by name. Make sure you have the correct spelling. (Do not select any other search questions).
- **If you don't know who you want to live with**, you can search for potential roommates by selecting questions they think are important to them. When doing this, only the students who answered the question the same way as the student searching will appear in the results. Therefore, you don't want to select too many "important" questions because the more you select, the fewer results will appear. If you don't select any "important" questions, all possible roommates will show up regardless of the way they answered their application questions.
- If someone requested you as a roommate, **you will need to accept or deny the request**. Requests can be found under the 'Pending Requests' and you will have the option to view the student's profile by selecting the eye symbol before accepting or denying by selecting the request. Please note that some students haven't updated their profile yet.
- **Every student has the option to display their profile information with social media handles in THD**. This information will appear with your name when other students are searching for roommates. Since many students prefer using social media to connect with potential roommates, we encourage you to include that information in your profile to increase the likelihood of connecting with another student. However, sharing profile information is not mandatory and is completely optional. If you would like to add/update your profile information, or edit what you share, please follow the instructions on the next page.

## Instructions to Update Your THD Profile and Display Settings (Including Adding Social Media Handles)

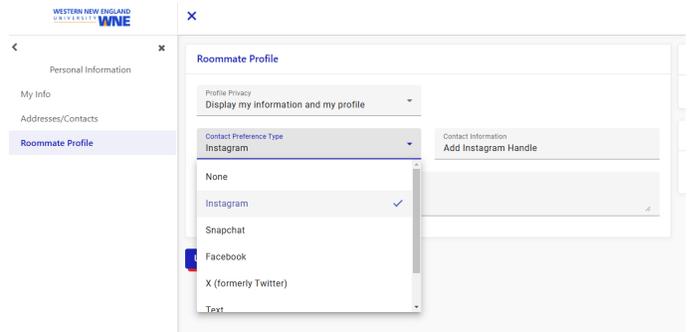
- Log onto THD Self-Service
- Select **'Personal Information'**
- Select **'Roommate Profile'**
- Click on the **Profile Privacy** drop-down menu to select one of the following options
  - **Display my information and my profile** (you will appear in roommate searches and your profile will be displayed with social media handles etc.)
  - **Display only my information** (you will appear in roommate searches but your profile with social media handles, etc. will be hidden)
  - **Do not display me (USE WITH CAUTION** - You will not appear in roommate searches at all and you won't be able to connect with a roommate or group in THD)
- Click on the **Contact Preference Type** drop-down menu to select your preferred contact method
  - Under Contact preference type, select from Instagram, Snapchat, Facebook, text, etc.
  - Under **Contact Information**, Add the corresponding contact information (e.g., for Instagram, add your Instagram handle/username)
- Click on the **My Profile** Section
  - Add other social media handles and any other info you want to share with potential roommates.
- Click on **'Update Roommate Profile'**

**Below are screenshots of the steps listed above.** If you have any questions or need assistance, please email [ResLife@wne.edu](mailto:ResLife@wne.edu) and include specifically what you would like to share (or not share) on your THD Profile.

### Profile Privacy Screenshot



### Contact Preference Type and Contact Information Screenshot



### My Profile Screenshot

