Returning Student On-Campus Housing Roommate Search/Confirmation Guide

1. To log onto Housing Self-Service, first, **visit DataVU** (datavu.valpo.edu).

2. On the homepage of the student menu of DataVU, you'll see the section labeled **Campus Services** and a sub-section labeled "**Housing and Meal Plans**" to access any housing applications available to you (pictured below).

3. You'll then be asked to **log in with your Valpo user information and password**. Once logged in, **click on the hyperlink** to log into the Housing and Meal Plan Self-Service Portal.

4. Once your login information is confirmed, you'll be taken to your "**Housing Self-Service Portal**" **homepage**. Please make sure all the information on this page is correct.
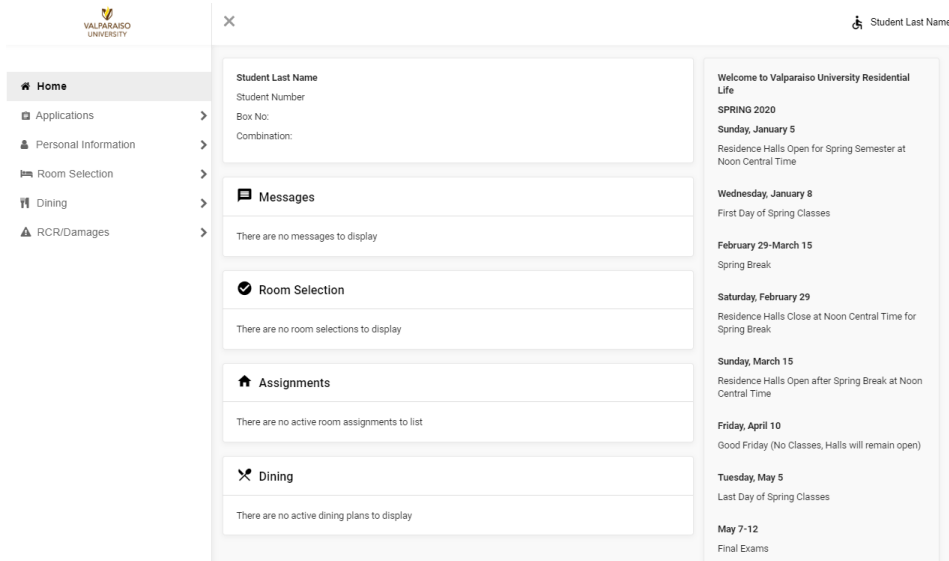
5. As a returning student, **you will be required to find at least one roommate in order to pick a room** (for returning students who apply during the Room Selection process that takes place in the spring semester- those that are already/currently living on campus). If you **don't have 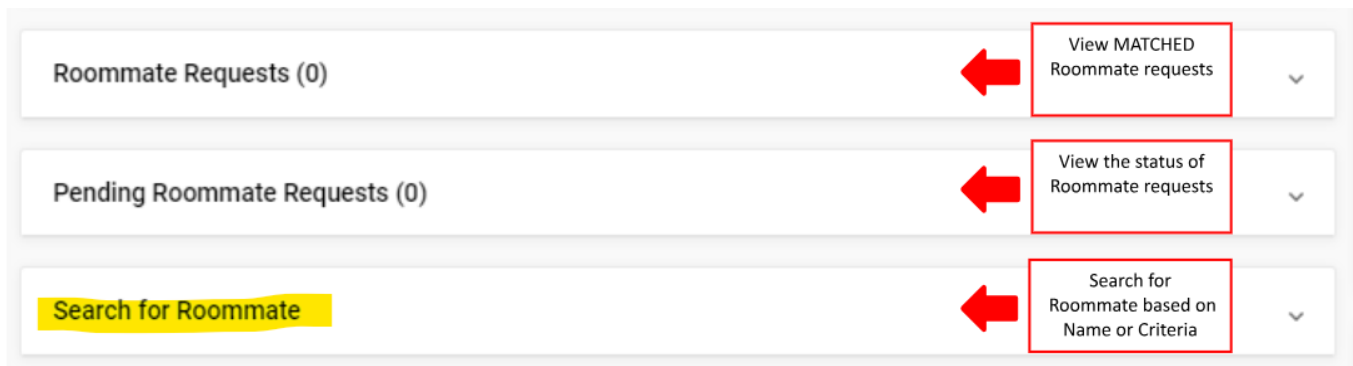a roommate**, you will not be able to pick a room. Once inside the Housing Self-Service Portal, click on ROOM SELECTION in the menu to the left.
    a. **If you are completing the Returning Student Housing Application outside of the Room Selection Process timeline**, you will be able to find/confirm a roommate through this process and our Res Life staff will pick your room based on your room/hall preference listed in your application.
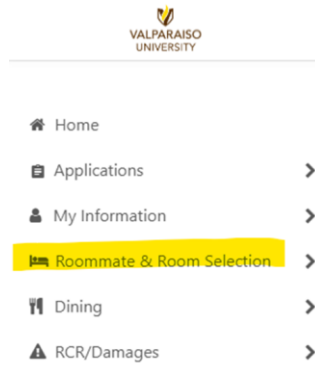
6. Click on **SELECT ROOMMATES** in the left menu (see below). You will then need to select the **TERM** in the drop box at the top middle of the page for the **SEMESTER/YEAR you are applying for**.
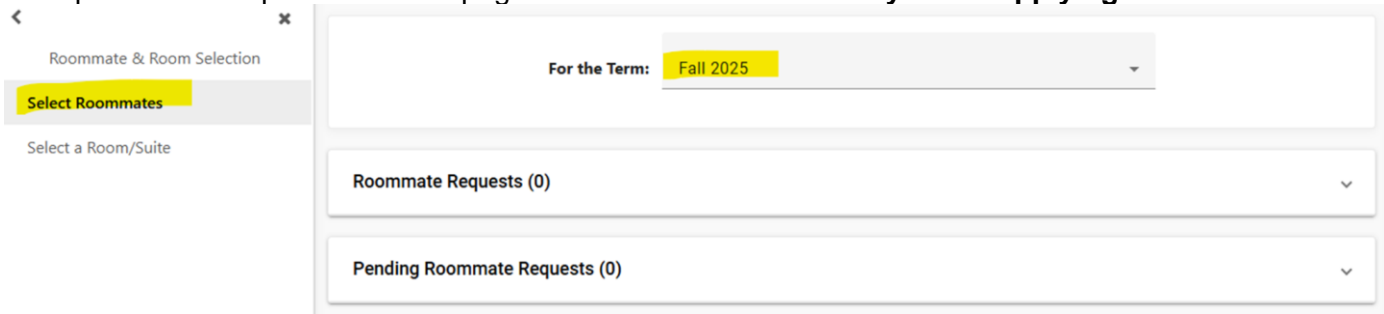
7. After selecting the appropriate semester, you can search for a desired roommate. You will then click on **SEARCH FOR ROOMMATES** in the bottom box (see below). You can confirm up to 7 roommates!

Roommate Requests (0) — View MATCHED Roommate requests

Pending Roommate Requests (0) — View the status of Roommate requests

Search for Roommate — Search for Roommate based on Name or Criteria

a. **If you have a roommate in mind, you can search by their name, email, ID number, etc**. Once you find them, **click "Request Roommate" (see below).** NOTE: If the person you want to live with has not yet completed the housing application, you will **NOT** be able to search for them, as they are not yet in our system.

b. **If you don't have a roommate in mind,** you can search based on the personal preferences criteria that you completed in your housing application. We suggest **only selecting 1-3 living preferences** that are important to you so that you may have better results in finding a roommate. Once you find them, **click "Request Roommate" (see below).**
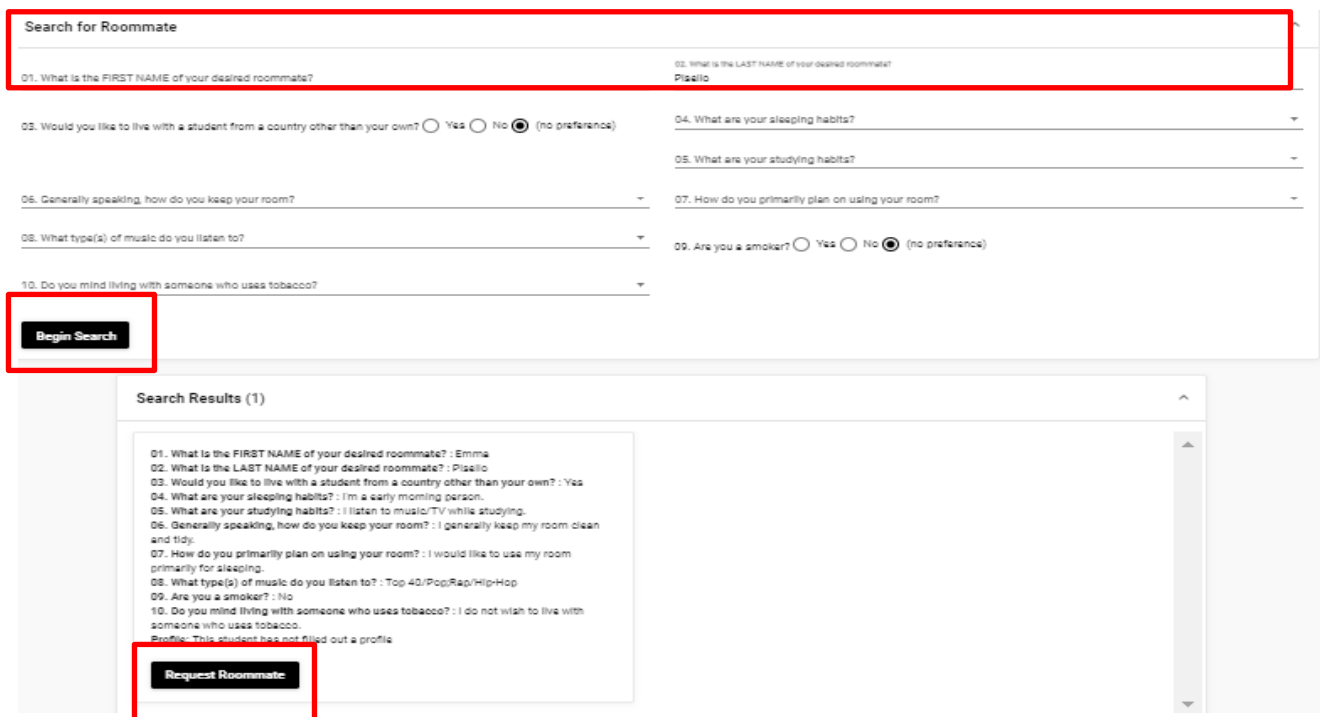
8. **Pending Roommate Requests:** If a person has requested you as a roommate, you need to accept or deny that request (similar to a Facebook friend request) in the Housing Self-Service Portal.
If you remove a roommate, they will also receive that information in an email. Here is what you will see:

What the REQUESTOR Sees	What the REQUESTEE Sees

What the REQUESTOR Sees

For the Term: Fall

Roommate Requests (1)

Name

⋮   Pisello, Emma

Unmatched Roommates:
Emma Pisello has not requested Student Last Name

Pending Roommate Requests (0)

Search for Roommate

What the REQUESTEE Sees

For the Term: Fall

Roommate Requests (0)

Pending Roommate Requests (1)

Name

⋮   Last Name, Student

👁
+👤
🗑

Eye- View Student Profile
Person- Confirms Roommate Request
Trash Can- Removes Roommate Request

What a FULLY MATCHED ROOMMATE Group Looks Like

For the Term: Fall

Roommate Requests (1)

Name

⋮   Last Name, Student

Your roommate group is fully matched.

Pending Roommate Requests (0)

Search for Roommate

Roommate Confirmation Deadlines: Please review the deadlines listed below. Each will depend on when you completed your Returning Student Housing Application.

- **Returning Students who participated in the LIVE-ON Room Selection Process**: **CLICK HERE**. Please be sure you **confirm at least ONE roommate** in your Housing Self-Service Portal before the deadline listed on the linked website above. **If you do NOT have a confirmed roommate listed by this deadline, you will NOT be able to pick your room for next year.** Our Associate Director will look at your preferences (listed in your housing application) and will place you in any opening available and with roommates who best match your living preferences.

- **Returning Students who applied AFTER the LIVE-ON Room Selection Process**: **CLICK HERE**. Please be sure you have any/all roommates **confirmed by the deadline listed on the linked website above. If you do NOT have any confirmed roommates listed by this deadline, o**ur Associate Director will look at your living preferences and room/building preferences (listed in your housing application) and will place you in any opening available, with roommates who best match your living preferences.

- **Returning Students who applied for the SPRING SEMESTER**: **CLICK HERE**. Please be sure you have any/all roommates **confirmed by the deadline listed on the linked website above. If you do NOT have any confirmed roommates listed by this deadline, o**ur Associate Director will look at your living preferences and room/building preferences (listed in your housing application) and will place you in any opening available, with roommates who best match your living preferences.

Housing Assignment Confirmation Timeline: Housing assignments include building, room, and roommate information

- **Returning Students who participate in the Room Selection Process:** Your room assignment confirmation will be sent to you in **April** via your Valpo email. You will also be able to **view this information in the Housing Self- Service Portal** in **April** as well.

- **Returning Students who apply AFTER the Room Selection Process:** Your room assignment confirmation will be sent to you in **mid-July** via your Valpo email. You will also be able to **view this information in the Housing Self- Service Portal** in **mid-July** as well.

- **Returning Students who apply for the Spring Semester:** Your room assignment confirmation will be sent to you in **mid-December** via your Valpo email. You will also be able to **view this information in the Housing Self- Service Portal** in **mid-December** as well.

Questions
If you have any questions or experience issues with the Returning Student On-Campus Housing Application, please do not hesitate to contact us at ResLife@valpo.edu or 219-464-5413.

Next Step: Watch your Valpo Student Email for MORE! We will send you information about move-in day, events and what to expect!

Click **HERE** to return to the
Res Life Housing Assignment overview webpage