You’re in charge!

Get it done at mylife.rit.edu.

Read through this booklet for easy instructions and important information about completing your RIT housing contract and selecting your own roommate.

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How to Complete Your RIT Housing Contract

1. Go to mylife.rit.edu.
2. On the RIT authentication page, enter your RIT computer account username and password; then click Log in.
3. On the home page, click Housing & Dining Applications in the orange header bar.
4. On the Term Selector page, select 19-20 Academic Year.
5. You are now ready to begin filling out your RIT housing contract. Work through the steps on the side menu bar.
6. When you get to Roommate Groups, you are now ready to begin searching for and selecting a roommate. You may go back into your housing contract as many times as you like to search for roommate(s) through May 3, 2019.
How to Search & Select a Roommate

Before you begin searching for a roommate, keep in mind:

• In order for a student to be available as a roommate, they will need to have completed a 2019–2020 RIT housing contract. Starting the contract puts a student into the roommate pool for the system to pull from.
• If you send a request to a student to be a roommate, a group will automatically be formed for you. If the requested student accepts the request, that student will automatically be joined to the group.
• The option to delete a group is available throughout the process.
• You can always return to mylife.rit.edu to search for roommates as the roommate pool will grow as time goes on.

OPTION 1  Search for Roommate(s) by Detail
Follow the steps below if you know exactly who you want as a roommate next academic year.

1. Ask your desired roommate for their RIT computer username. You will need this in order to search for them. Reminder: The student that you want as a roommate must have already completed their RIT housing contract in order for you to request them as a roommate.
2. Click Search for Roommate by Details.
3. Enter your desired roommate’s RIT computer username and click Search.
4. Your desired roommate’s RIT username will show. The number in the circle to the right of your desired roommate’s username indicates the percentage that your full profile matches your desired roommate’s full profile.

To the right of your desired roommate’s percentage match circle these options are available:

ADD TO GROUP - by clicking this, the student will automatically be added to the group.
SEND MESSAGE - this will send a message to the student’s RIT email and the portal Inbox Messages area. Be sure to include your RIT email address in your messages as they are sent anonymously.
VIEW PROFILE - click this to view your desired roommate’s profile.
OPTION 2  
**Search for Roommate(s) by Profile Questions**
Follow the steps below to search for a roommate based upon their profile questions.

1. Click *Roommate Search by Profile*.

2. Select the profile questions and answers you wish your potential roommate(s) to match. We recommend you limit the number of questions and answers to no more than five to create a pool of potential roommates. *Click Search*.

3. Scroll to the bottom of the page to view a list of potential roommates who match the criteria you entered.

   The number in the circle to the right of each potential roommate indicates the percentage that your overall profile questions and answers match that of each potential roommate. For each potential roommate listed, you have the option to add to group, send message, or view profile.

OPTION 3  
**Search for Roommate(s) by Browsing Suggested Roommates**
Follow the steps below to search for a roommate by comparing your full profile to other student’s full profile.

1. Click *Search for Suggested Roommates*.

2. Scroll to the bottom of the page to view a list of potential roommates.

   The number in the circle to the right of each potential roommate indicates the percentage that your overall profile questions and answers match that of each potential roommates. For each potential roommate listed, you have the option to add to group, send message, or view profile.

**Next Steps:**

**May 23:** Your appointment time will be sent to your RIT email.