

Online Room Selection – Video Tutorial Script

Forming a Roommate Group (Leader):

If you wish to live with one or more students in a room or apartment on campus, you will first form a roommate group. When forming a group, one person must be the group leader. This person is responsible for assigning all of the students in the group. The group leader does not have to be the person with the best priority. The group leader takes on the best priority of the group. The group leader should be the person that you believe is most responsible and adept at using SPIRE.

Once you've made a decision on who will be the group leader, that person will log into SPIRE. From the "Student Center" page on SPIRE, select "Housing" in the menu on the left-hand side of the screen. Once the menu opens, click "Room Selection Home Page." Under "Step 2," click the yellow "Form a New Roommate Group" button. This will bring you to the group formation page, where you'll invite other students to be members of your roommate group. There are four steps you must complete on this page.

First, choose the appropriate Term and Assignment Process from the drop-down boxes. If you're able to see more than one assignment process, be sure to select the process in which you're trying to select a room.

Second, go to the "Search Fields" box and enter search information for the first student you're inviting into your group. You can search by either SPIRE ID, UMass email address, or Last Name and First Name. Click the yellow "Search for a person" button and a list of students who match these criteria will be populated under "Search Results."

Third, review the results and confirm that the student who you wish to live with is listed by checking the birth year and hometown. Once you have done so, click the yellow "Choose" button to the left of this student's name. This will move the student's name to a new section of the page, labeled "Roommate Group Members." If you're planning to invite more than one person into your group, repeat this process for the other students. Do not click on the yellow "Invite these people into my group" button until you've searched for and chosen all the members you're inviting into your group. If you've made a mistake and haven't invited all of the students you wish to live with, you must dissolve the roommate group and start over. For information on how to dissolve a roommate group, please view the "Dissolving a Roommate Group" tutorial.

Finally, after all students you're inviting into your group are listed in the "Roommate Group Members" section of the page, click the yellow "Invite these people into my group" button. You'll see a confirmation page with a roommate group number and the names and email addresses of the students you've invited.

All the students you've invited into your roommate group will now receive an email with instructions on how to accept or decline their invitations. For further information on accepting or

declining roommate group invitations, please view the “Accepting/Declining Roommate Group Invitation” tutorial.