Year Two. It’s what WE do.

Return to the University Residence Halls
Room Sync User Guide for Returning Residents

- Complete your Notice of Intent and select “Yes I’m returning to the halls” or “I’m still thinking about it”
- Indicate that you would like to look for a new roommate
- Follow the link in your Notice of Intent to the Room Sync Application in Facebook
- Select Upperclass Student
- Enter your Housing Passcode
- Complete the Lifestyle Questionnaire
- Search for potential roommate matches
- Enter your roommate request in My UW Housing by February 3rd
- February 17-20 – pick your new room with your roommate
- Sign your contract and submit your deposit by February 21st
To begin: Login to My UW Housing with your Net ID and Password.
Room Sync for Returning Residents

Click Academic Year 2014-15

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Click on the Notice of Intent Tab before February 3, 2014.
Room Sync for Returning Residents

Click Yes or Maybe to returning to the halls.

Click your room selection preference.

Click your roommate preference.

Don’t forget to click submit! You can update your roommate preference once you find a match using Room Sync!

Note your Room Sync ID for access to the application.

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Follow the link in My UW Housing to log into Room Sync.

Access is granted 24 hours after you submit your notice of intent. Not-to-worry, you can update your roommate preferences until February 3, 2014!

You will need to accept the terms and conditions of the Facebook application.
Step 1: Join the University of Wisconsin – Madison Network.

Step 2: Select Upperclass Students & Enter your Passcode when prompted. This 5-letter code can be found in My UW Housing.

Step 3: Select All Room Types.

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Step 4: Enter your sex and wisc.edu email address.

University Housing acknowledges that not all students may identify as female or male, and are committed to creating a welcoming environment for you in the residence halls. We would be happy to work with students who may identify as trans*gender, genderqueer, gender non-conforming, and/or non-binary regarding roommate matching. Please contact the Assignment Office to schedule an appointment at 608-262-2522.
Step 5: Complete the Lifestyle Questionnaire.
Room Sync for Returning Residents

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Step 5: Lifestyle Questionnaire, Cont.
Step 6: Answer the Lifestyle Questionnaire for your Ideal Roommate.
Step 6: Your Ideal Roommate, Cont.

My roommate believes maintaining a clean room is:
1. Not even on my radar
- to -
2. Very important

My roommate’s eating habits would be categorized as:
1. Vegan
- to -
2. Omnivore

My roommate’s food choices are:
1. No additional food considerations
- to -
2. Guided by political beliefs

My roommate would like to have friends visit our room:
1. Never
- to -
2. Whenever we are awake

My roommate would like to have my significant other visit our room:
1. Never
- to -
2. Whenever we are awake

How often does your roommate plan to study?
1. Constantly
- to -
Step 6: Your Ideal Roommate, Cont.
Step 7:  
Indicate your major(s).
Step 8:
Indicate your preferred Residential Learning Communities & Language Houses.
Step 9: Share about yourself & your ideal roommate.
Room Sync for Returning Residents

Step 10: Browse for Roommates!

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Room Sync for Returning Residents

Step 11: Learn more about a suggested roommate.
Step 12a: Send a note to request your roommate!
Step 12b: Your roommate request has been sent!
Step 12c: Your roommate request is displayed on your Room Sync home screen.
Room Sync for Returning Residents

Step 12d: Your requested roommate is sent an email notification.
Step 12e: Your requested roommate sees your request when they login to Room Sync.
Step 13a: Your requested roommate accepts your request!
Step 13b: Your roommate request is confirmed by Room Sync – you’re not done yet!
Step 13c: You are sent an email reminder to login to My UW Housing and enter your roommate request by the deadline.
Step 14: Return to My UW Housing and enter your roommate’s name and passcode by February 3, 2014.
Step 15: On February 10\textsuperscript{th} you will be emailed a time to select a room from February 17-20\textsuperscript{th}. Login to My UW Housing to search for a particular building and room type.

Step 16: Click on a particular room to view more details.
**Step 17:** You can select this particular room, or return to the list and keep searching.

**Step 18:** You will be asked to confirm your room choice before signing your contract.
Room Sync for Returning Residents

Step 20: Submit your $300 deposit by February 21, 2014. You can pay online or in person at our Cashier’s Office in Slichter Hall.

If you pay online, click the payment link and add the 2014-15 deposit to your basket. Complete the payment using your usual method of electronic check or credit card.
Questions?

Regarding Room Sync

Email: support@roomsync.com
Twitter: @RoomSync
Facebook: RoomSync
Website: www.roomsync.com
Question Knowledgebase: http://clients.roomsync.com/knowledgebase

Regarding My UW Housing

Email: assignme@housing.wisc.edu
Twitter: @HousingUW
Facebook: UW-Madison Residence Halls
Website: www.housing.wisc.edu
Phone: 608-262-2522