Welcome!

We are excited you have chosen to live in the University Residence Halls! This guide displays the step-by-step process to using Room Sync, an optional roommate matching tool. Let us know if you have any questions.  ~The Assignment Office
Room Sync for First Year Residents

To begin: Login to My UW Housing with your Net ID and Password.
Click on the Roommates tab.

You will be able to access Room Sync 24 hours after you have signed your contract and submitted your deposit.
Follow the instructions on the roommate page and click on the link to Room Sync.

Please note your 5-letter code for access to Room Sync and remember that it may take up to 24 hours after submitting your deposit to login.
The link from My UW Housing will bring you to this page.

Login with your Facebook account and accept the terms and conditions of the Facebook application.

If you do not have a Facebook account, the process takes just 2 minutes to set one up!
**Step 1:**
Join the University of Wisconsin – Madison Network.

**Step 2:**
Select Freshman Students and enter your Passcode when prompted. This 5-letter code can be found in My UW Housing.

**Step 3:**
Select All Room Types.
Room Sync for First Year Residents

**Step 4:**
Enter your sex and 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.
Step 5: Lifestyle Questionnaire, Cont.
Step 6: Answer the Lifestyle Questionnaire for your Ideal Roommate.
Step 6: Your Ideal Roommate, Cont.
Step 6: Your Ideal Roommate, Cont.

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

How often does your roommate plan to study?
- Constantly
- Occasionally
- Rarely

What describes your roommate’s most effective study environment?
- In your room alone and focused
- In a small group

I would describe my roommate’s smoking and tobacco use as:
- A non-smoker
- A smoker
Room Sync for First Year Residents

Step 7: Indicate your major(s).
Step 8: Check the Learning Communities and Language Houses you may be interested in joining.

Please note that you & your roommate will later indicate your hall preferences in My UW Housing.
Step 9: Share about yourself & your ideal roommate. What makes you unique? What experiences are you open to sharing with a new roommate?
Step 11: Browse for Roommates!
Step 12: Learn more about a suggested roommate.
Step 13a: Send a note to request your roommate!
Step 13b: Your roommate request has been sent!
Step 13c: Your roommate request is displayed on your Room Sync home screen.
Step 13d: Your requested roommate is sent an email notification.
Step 13e: Your requested roommate sees your request when they login to Room Sync.
Step 14a: Your requested roommate accepts your request!
Step 14b: Your roommate request is confirmed by Room Sync – you’re not done yet!
Step 14c: You are sent an email reminder to login to My UW Housing and enter your roommate request by the deadline.

May 6, 2016
Step 15: Login to My UW Housing and enter your roommate request in the Roommate tab by May 6, 2016.
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