Sending a Roommate Request / Form a Group

**Step 1**
Log into your MyWitt Portal

**Step 2**
Click the “Wittenberg Housing System” link on the Campus tab

**Step 3**
Log in with your Wittenberg email and password

**Step 4**
Click on “Housing Selection”

**Step 5**
Click on “Select Roommates”

**Step 6**
Change the pulldown to read:
*For the Term: Fall 2021*

**Step 7**
Using the dropdown, expand the section titled:
*Search for Roommate*

**Step 8**
Search for your potential roommate using the provided fields. Click “Begin Search”
*If you know the name of your roommate, you can just enter the last name.*
*If you need to find a roommate, use the fields marked “LOT” for help finding matches.*

**Step 9**
In the Search results box, find the name of your requested roommate.
Click “Request Roommate”

If you are having trouble finding a specific person, please let us know.

Accepting a Roommate Request / Form a Group

**Complete Steps 1-6 Above**

**Step 7**
Using the dropdown, expand the section titled:
*Pending roommate requests*

**Step 8**
Review requestor profile.
Ask questions as needed. Select your desired response to the request.

Please respond promptly. You can only belong to one group at a time. You can change your group membership at any point up until the group selects housing.
# Renewal Process

## Selecting a Room/Suite

**This process must be completed by someone currently living in the home being renewed.**

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| Step 6            | Under Available Rooms  
                     Click button “Select Room/Suite”  
                     *For Step 6 - Do not worry about the letter following the address* |
| Step 7            | Using the dropdown, assign each roommate to the correct bedroom.  
                     *This will be the bedroom assigned to this student.* |
| Step 8            | *Please make sure that all roommates and assigned bedrooms are correct!*  
                     Click “Submit Room Selection” |

At this point, you and your group members have now completed Housing Selection for 2022-2023 academic year.

Assignments generally will not be altered until after the conclusion of the Housing Selection process.

You will be prompted to make a meal plan selection (if desired) and sent information about options like laundry machine rentals in mid April after the conclusion of Housing Selection.

If you have any questions or need to make any alterations, you can contact housing@wittenberg.edu
Selecting a Room/Suite

This process can be completed by any member of the group once their time opens.

Step 1
Log into the Wittenberg Housing Portal with your Wittenberg email and password.

Step 2
Click on “Housing Selection.”

Step 3
Click on “Select a Room/Suite.”

Step 4
Under Available Rooms, click button “Select Room/Suite.”
For Step 4 - Do not worry about the letter following the address.

Please Note
*Please make sure that all roommates and assigned bedrooms are correct!* Click “Submit Room Selection”.

Step 7
Using the dropdown, assign each roommate to the correct bedroom.
This will be the bedroom assigned to this student.

Step 8
*Please make sure that all roommates and assigned bedrooms are correct!* Click “Submit Room Selection.”

At this point, you and your group members have now completed Housing Selection for 2021-2022 academic year.

Assignments generally will not be altered until after the conclusion of the Housing Selection process.

You will be prompted to make a meal plan selection (if desired) and sent information about options like laundry machine rentals in mid April after the conclusion of Housing Selection.

If you have any questions or need to make any alterations, you can contact housing@wittenberg.edu.