

# Online Room Selection – Video Tutorial Script

## Accepting/Declining Roommate Group Invitations

After you receive an email notifying you that someone has invited you to join a roommate group for Online Room Selection, you **MUST** decide whether you'd like to accept this invitation and join the group or decline this invitation.

Once you have made this decision, 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 "View/Change Group Member's Status" button. This will bring you to a page where you'll view the status of roommate groups from which you've received invitations.

### To Join a Roommate Group:

First, view the list of roommate groups under the heading labeled, "Select a Group to Review or Update." Locate the group that has a "Pending" status and click the yellow "Select" button to the left of this group. This will bring you to a new page where you'll see the status of the roommate group you've selected. You'll be able to see the name of the leader and any other students that may have been invited to join the group.

If you wish to accept the invitation, click the yellow "Accept" button to the left of your name. Once you've accepted an invitation to join a group, the group leader will be responsible for choosing your assignment using Online Room Selection and you will **NOT** be able to select a room as an individual, unless the group leader dissolves this group. For information on how to dissolve a roommate group, please view the "Dissolving a Roommate Group" tutorial.

Once you click on "Accept," you'll see a confirmation page. You have now accepted membership into the roommate group. When all invited students have responded by either accepting or declining membership, you'll receive an email informing you that group formation is complete.

### To Decline a Roommate Group Invitation:

If you wish to decline the invitation, click the yellow "Decline" button to the left of your name. Once you click on "Decline," you'll see a confirmation page. This will allow you to form another roommate group as a leader, be invited into another group, or continue with Online Room Selection as an individual.

Remember that you **MUST** accept or decline any roommate group invitation you receive. Failure to take an action will result in the group remaining in a "Pending" status. This prevents the group leader and all invited/accepted members from proceeding in Online Room Selection and selecting an assignment.

For more information about how to search for and select an assignment, please view the “Searching and Selecting as a Group” tutorial.