Step 1. Navigate to StarRez housing portal at https://uis.starrezhousing.com/StarRezPortal/

Step 2. Log into StarRez using your UIS netID and password
Step 3. Select manage my housing

Step 4. Select continue on the contract for your Academic Year
Step 5. Go to the “Select a Specific Roommate” page

Step 6. Select “Search for Roommate by Details”

Step 7. Enter your desired roommate's UIN or StarRez screenname to find them
Step 8. Either send a roommate request OR you can select join group if there is a pre-existing group that you are joining.

Step 9. You will be notified through StarRez with any roommate requests.
Step 10. Navigate to the “Roommate Selection” page to accept or decline. After request has been sent, you have 7 days to accept.

Step 11. The person who sent the request (The Group Leader) then needs to log back into their account and verify the group once the request has been accepted. If the group is not verified then you will NOT be rooming together. Open your contract and navigate to the “Roommate Selection” page.