

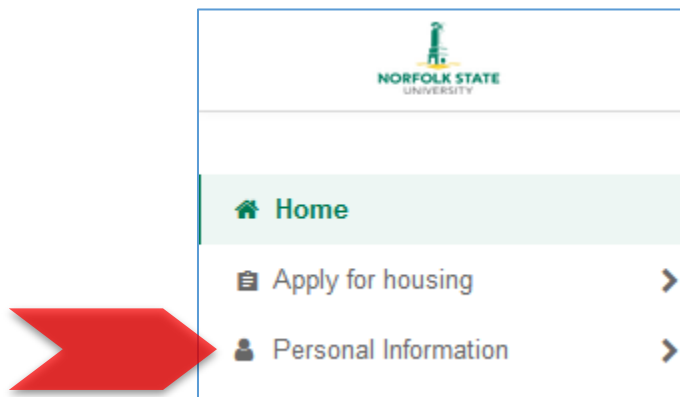
HOW TO UPDATE YOUR ROOMMATE PROFILE

About:

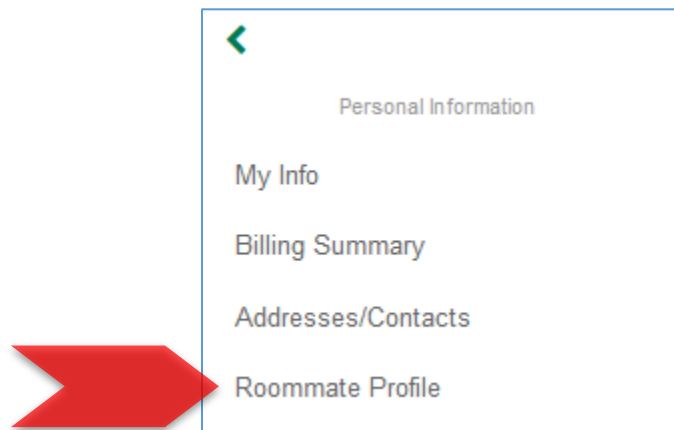
Your Roommate Profile is designed to give your prospective roommates an idea of who you are. You can include information on where to contact you via email or on social media. The profile is something you can edit to be simple or as detailed as you want.

How to access and update your Roommate Profile

1. Go to the Housing Self-Service via application link on the Apply for Housing Page or click on the link below https://nsu.datacenter.adirondacksolutions.com/NSU_thdss_prod
2. Log-in with your MyNSU account information
3. On the left-hand side of the page is a menu, click on **Personal Information**



4. Then click on **Roommate Profile**



5. On the Roommate Profile Page you are able to edit what shows to the prospective roommates.

Roommate Profile

Profile Privacy
 Display my information and my profile ▼

Contact Preference Type
 Personal Email ▼

Contact Information
 test

My Profile
 test

⋮

Update Roommate Profile

About each Roommate Profile entry fields

1. **Profile Privacy** is where you select how much information you want displayed on the **Roommate Search** and **Student Profile Information**. Below are the 3 choices you can choose from.
 - a. **Display my information and profile**
 - i. Information is shown that includes your name, contact type, contact, and brief profile. Below is an example:

Student Profile Information

James Doe III

Contact Type: Twitter

Contact: Twitter Username

Brief Profile: Into getting into marine biology as a profession. Active jogger.

- b. **Display only my information (not my profile)**

- i. Information is limited. It'll display just your name. Below is an example:

Student Profile Information

James Doe III

Contact Type: N/A

Contact: N/A

Brief Profile: This student has not filled out a profile.

- c. **Do Not Display Me**

- i. Setting your profile to private will exclude you from the roommate searching system. Nothing will show.
- ii. If you had requested someone but your requested roommate adjusted their profile settings to **Do not Display Me**, their data won't show.
- iii. The student won't be searchable under Select Roommates, Search for Roommates tool.

2. **Contact Preference Type** is the location on how you want your roommate to get in contact with you. The list includes email and social media. If you decide to opt out, select the *None* option.
3. **Contact Information** is the field where you can give more contact information such as user name, additional email, details you want to share with your prospective roommate.
4. **My Profile** is where you will enter your brief details on who you are, interests, and details you want to share with your prospective roommate.