

How to use Roomeez

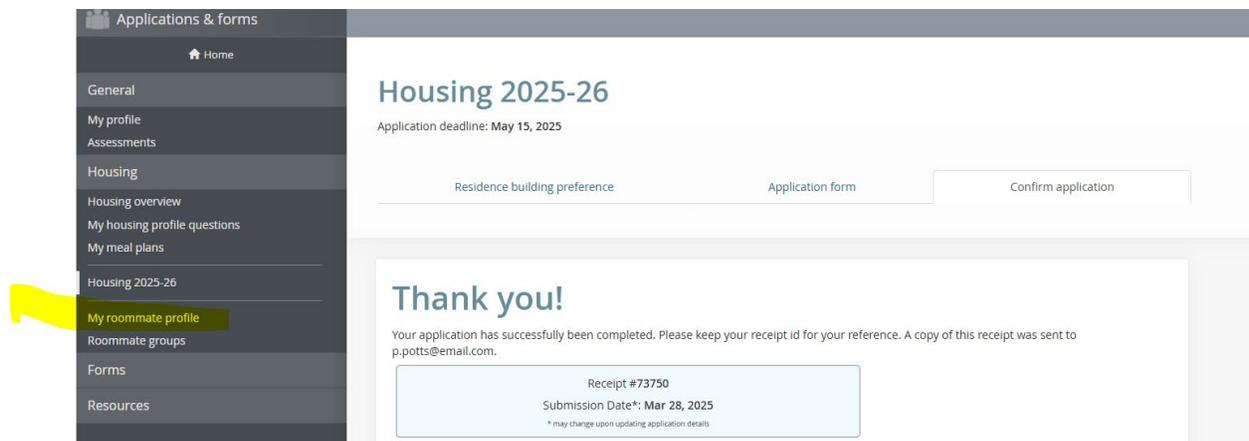
You can use the Roomeez tool to connect with other Concordia students applying to live in Residence in a shared room. It is not mandatory to find your own roommate, we can match you if you would prefer, but using Roomeez is a great way to find the best fit for you.

Here's how to use Roomeez.

Once you have completed your application, you can go back into your e-Rez profile.

Top tip – It's a good idea to bookmark your e-Rez login to your browser as you will need to access to it during your stay with us in Residence.

On the menu on the left hand side, you should now see 'My Roommate profile'



Now you need to complete your profile.

Start by clicking the box at the top that says 'Turn on my profile'. If at any time you no longer wish to use Roomeez and you don't want others to see your profile information, you can uncheck this box at any time.

The Roommate profile, is the information that you are willing to share with other applicants also looking to connect with a potential roommate. Other applicants will only see this information, they will not see any other part of your application or e-Rez profile.

Make sure to include interesting information about yourself, your interests and area of study. Tell others what you are looking for in terms of a roommate.

The next section is to decide what parts of your e-Rez profile you'd like to share by checking the circles. This is the profile you created when you first made your application.

All applicants – means you give access to anyone using Roomeez, adding your name here is probably a good idea but you don't have to share a last name if you do not wish to.

My contacts – This will only show to people you have agreed to have as a contact. You agree to have contact when another applicants requests it.

Private – Chose this on the information you wish to keep private.

Viewable housing application fields

Let us know what information you'd like to share from your housing application.

Field	All applicants	My contacts	Private
Last Name - (Do not use special characters)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
First Name- (Do not use special characters)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Middle name	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Birthday	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Program	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Gender Identity	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Country	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
What kind of student are you?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Then you need to decide how you would like to communicate once you have agreed to contacts.

How would you like your contacts to communicate with you?

This system does not provide a way for you to communicate with your contacts. We'll leave that to social media and email. To help facilitate communication, let us know your preferred methods. These will only be viewable by your approved contacts.

 Phone or text	<input type="text"/>
 Email	<input type="text"/>
 Facebook	<input type="text"/>
 X	<input type="text"/>
 Tumblr	<input type="text"/>
 Pinterest	<input type="text"/>
 Instagram	<input type="text"/>

Now you are all set to begin your roommate search. You'll notice that you have some new options on the left hand side bar menu.

The first option is 'Roommate search'. Click on this and select what topics you would like to use for your search

Here's a chance to look for other applicants you might be interested in rooming with.

[Country](#)

[Do you play an instrument?](#)

[Gender Identity](#)

[Neatness](#)

[Sleeping Habits](#)

[Snoring](#)

[Sports](#)

[Study Music](#)

[Study Time](#)

[Time Organization](#)

[Volume of Music](#)

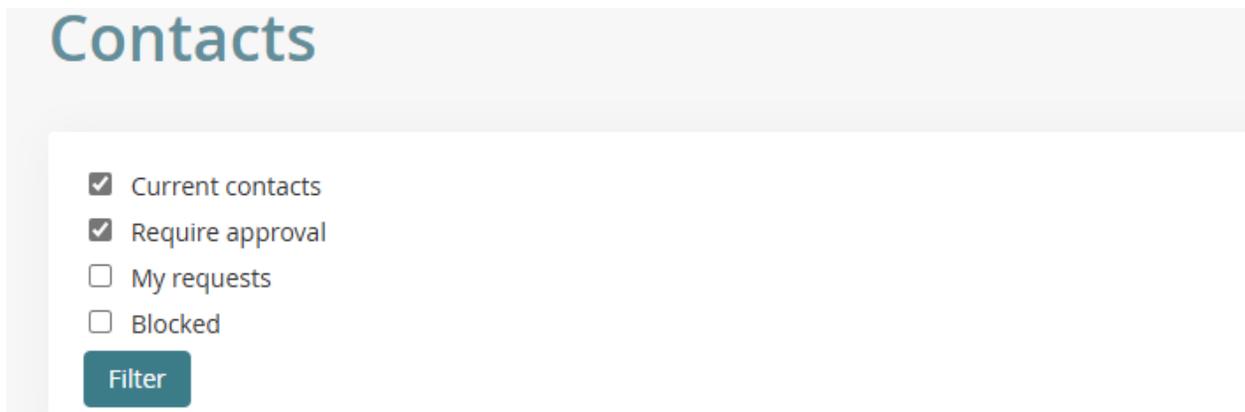
[What kind of student are you?](#)

When you do a search and you find a profile of another applicant that seems like someone you would like to connect with, you can send them a contact request.



If you receive a contact request, you will receive an e-mail from e-Rez informing you and you will need to log in to e-rez and approve them. Then you can start communicating via your agreed method.

All of your contact and pending contact requests are viewable on the contacts option on the left hand side bar menu.



You can also chose to block people if you feel the need to do so.

If you have agreed with one of the contact that you would like to be roommates, then you can chose the 'add to roommate group' directly on their profile in your contacts list.



Francisco Newman (Francis)

Really into video games and gardening!

[Edit roommate groups](#) [Remove from contacts](#) [Block](#)



Gideon Jerome (Gideon)

Ready to meet new people! Hit me up!

[Add to roommate group](#) [Remove from contacts](#) [Block](#)

This will bring you to the 'create new roommate group' and you'll simply fill in the information. You can decide on a group name. You will also need their exact e-mail as it is on their e-Rez profile. Then you will click save.

Roommate groups



If you choose to join a roommate group, we'll attempt to place you with the other members of your group based on the group's preferences before we consider your individual preferences.

Housing 2025-26

[Create new roommate group](#)

My choice	Group name	Applicants
	No group	

New roommate group



[View all groups](#)

Group name *

Session

Housing 2025-26

Members (maximum allowed: 2)

✓ Potts, Pepper (owner)

To add roommates to the group:

- you must know their email address exactly as listed in their eRezLife application
- you can only add people who have completed applications for this session

... or go [Search](#)

Email

2.

[Save](#)

[Cancel](#)

Our admin team will take it from here and make the room assignment for you as a shared room group.

If for any reason, the 'create new roommate group' section does not work (this is because a room assignment has already been made), you can simply use the form 'Fall 2025 roommate request'. This can be found in the 'Forms section of the left hand side menu. Both people in the roommate group will need to complete the form. The deadline to complete the Roommate groups is **June 30**

[Fall 2025 Roommate request](#)