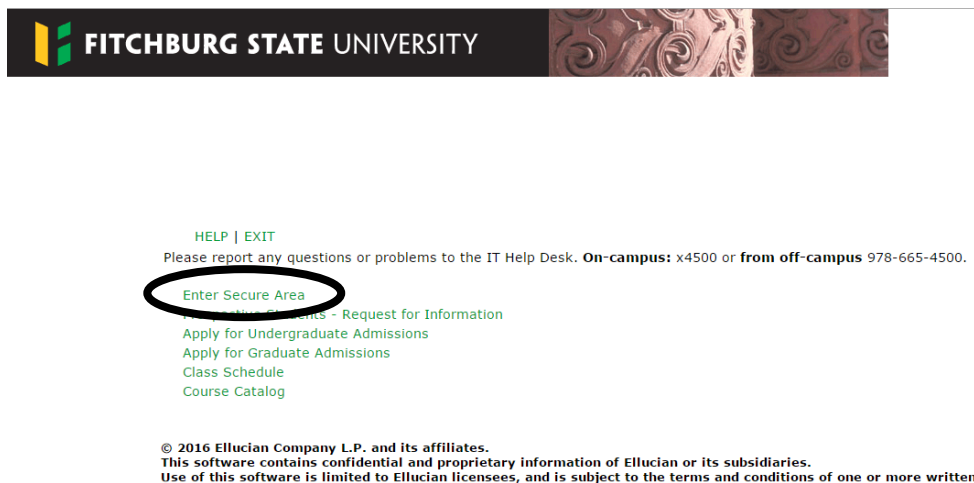


# The Roommate Request Process

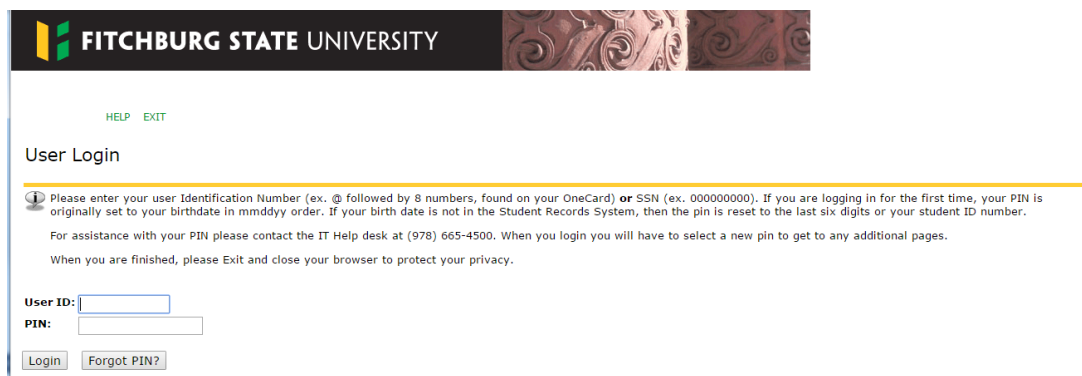
If you follow all posted housing deposit, application, and selection deadlines you may be eligible to request a roommate. Please follow the screenshots to learn more about the roommate request process.

- 1.) Open a web browser (Internet Explorer, Safari, etc.) and go to the following webpage:  
<https://web4.fitchburgstate.edu>.

- 2.) On the screen below click on **Enter Secure Area**.



- 3.) You will be re-directed to the User Login page. Follow the instructions, enter your User ID and PIN and then click the Login button.



4.) You will be taken to the following screen where you will click **Student**.

**FITCHBURG STATE UNIVERSITY**

**Student** Financial Aid Personal Information

Search  Go

---

Welcome, **Your Name Here** to the WWW Information System! Last web access on Jun 03, 2016 at 02:59 pm

**Student**  
Apply for Admission, Register, View your academic records and Financial Aid

Financial Aid  
Check your Financial Aid status.

Personal Information  
View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; View name change & social security number ch

[Return to Homepage](#)

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5.) On the Student page you will want to click **THD Self-Service**.

**FITCHBURG STATE UNIVERSITY**

**Student** Financial Aid Personal Information

Search  Go

RETURN

---

**Student**

Registration  
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.


Student Records  
View your records; Display your grades and transcripts; Review charges and payments.

**THD Self-Service**  
Apply for Housing; Request a Roommate; Select/Find Your Assignment

[View Charges and Make Payments](#)  
Click this link to view your charges, payments, and check your balance due.

Degree Evaluation  
Link to Degree Works

6.) You are now logged into THD4 Self Service. Click the Roommate Request Process drop down arrow and click **Roommates/Suitemates**.

 **Your Name Here**  
@YourStudentID Number  
YourName#@fitchburgstate.edu

Roommates/Suitemates  
Select a Room or Suite

**Messages**

• There are no important messages.

7.) Make sure the term is set for Fall 2016 and click **Submit**.

FITCHBURG STATE UNIVERSITY Home Applications Personal Information Roommate Request Process

**Roommates/Suitemates**

Select a Term:

8.) You can make roommate requests on this page.

If you've previously made a roommate request it will appear under the **Fall 2016 Roommate Requests**.

The **Simple Roommate Search** is best used if you already know/met someone that you want to request. "Simply" type in their information and the system will search for them.

Reasons why you might not be able to find your desired roommate?

-They didn't deposit or apply for housing yet. They must have deposited for housing and completed their online Occupancy Agreement to be eligible for this process.

-They are an upperclass student. Upperclass students are not eligible for this process.

-You may not be spelling their name correctly. Do not use nicknames (i.e. Joe for Joseph, Jen for Jennifer).

The **Advanced Roommate Search** is if you're looking for a roommate. You can enter criteria that is most important to you based on the attributes listed.

FITCHBURG STATE UNIVERSITY Home Applications Personal Information Roommate Request Process

**+ Fall 2016 Roommate Requests**

You do not have any roommate/suitemate requests for this term.

**Q Simple Roommate Search**

Note: You do not need to fill in all fields.

Last Name:

First Name:

Middle Initial:

Email Address:

Begin Search

**🔍 Advanced Roommate Search**

Advanced Roommate Search is available. If you already know the name or e-mail address of the student you would like to request, you should use the Simple Roommate Search above.

Advanced Roommate Search allows you to search for a roommate using specific traits or characteristics. For example, you may be able to search for a fellow student who goes to bed after 11 p.m. and keeps his/her room neat and tidy.

Traits that you can search by are listed below. The less specific you are, the more results your search will yield.

Basic Attributes

First Name:

Middle Initial:

### IMPORTANT ROOMMATE REQUEST DETAILS

- 1.) Roommate Requests MUST be mutual to be considered.
- 2.) A successful roommate request does NOT guarantee you will be roommates.