

Creating Group Invitations

To request to live with a specific roommate, you must create a roommate group on the Housing Portal.

The Group Leader creates the group and sends the group invitation to group member(s).

1. To get to the Housing Portal, log into [HomerConnect](#). After logging in, select the Housing Portal option.
2. To create a group, select the “Fall Selection” button and then select “Build/Manage Group.”
3. To add a group member, select the green “Create Group” button. The Group Leader information will automatically be added to the group.
4. Then select the green “Invite” button to add another group member.
 - a. After selecting the “invite” button, search for group members by their preferred first and last name or their Ithaca College email address.
 - b. After entering a name or email, select “Search,” and then “Select.”
5. It is important to select “Submit Group” in order to finalize the group invitation.
6. After selecting “submit group” the invited person will receive an email prompting them to accept the invitation. It is only after the invited group member has formally accepted their group invitation that the roommate group will be complete.