# ROOMPACT KICK OFF

# Welcome!

**Jong** he/him/his

**Director of Business Development**

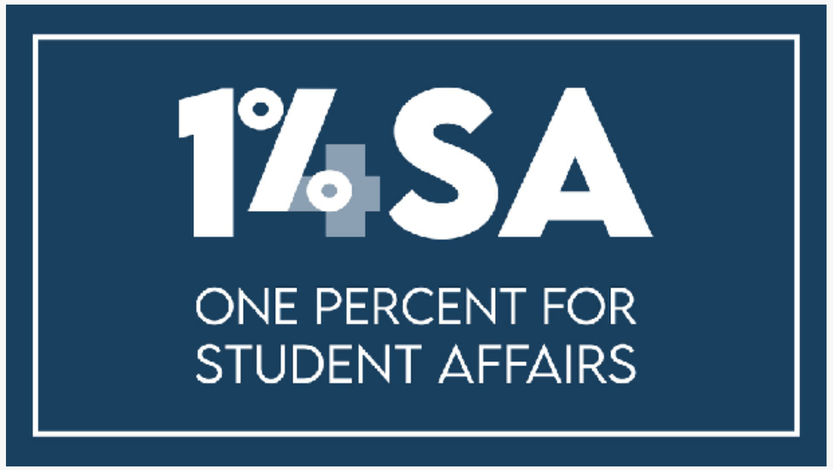
# Who’s in the room?

## HELLO
### MY NAME IS

- Name
- Pronouns
- Role at Your Institution
- How will Roompact work with you?
  OR What are you excited about?

🍿 pick who goes next 🍿

Welcome to the Family!


1%SA
ONE PERCENT FOR
STUDENT AFFAIRS

Certified
B
Corporation

we are
neutral

# Your Technical Advisors

**Blake**
he/him/his

**Matt**
he/him/his

**Pat**
he/him/his

# Your Roompact Advisor

## Paul

he/him/his

# Before We Begin…

**Confirm some details…**

- Terms: **???**
- SIS/HMS: **???**
- Student Conduct: **???**
- Suites/apartments: **???**
- Desk staff: **???**
- Educational/Engagement Model: **???**
- Intentional Conversations: **???**
- Living Learning Communities: **???**

# Before We Begin…

**Postal Address:**

**???**

# Before We Begin…

**Identifying points of contact:**

- **Departmental Head(s):**
- **Roompact Lead(s):**
- **Technical:**
- **Billing:**

# Before We Begin…

- Professional staff size:
- Professional staff training start:

- Student staff size:
- Student staff training start:

- Main date of resident move in:

# Agenda

- Project Outline & Timeline
- Technical Implementation
- Orientation
- Support
- Next Steps

Kick Off

SSO

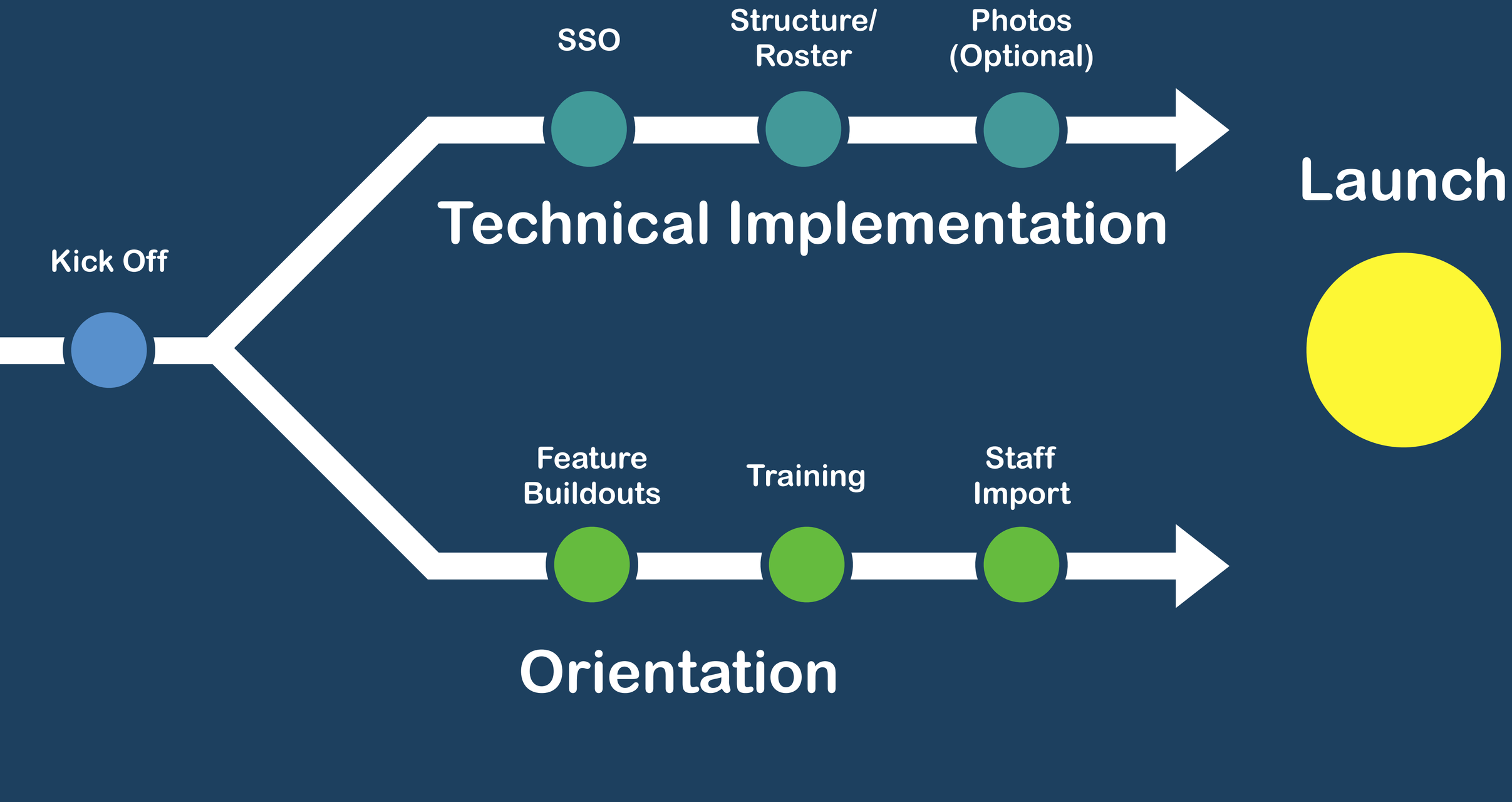
Roster/ Structure

Photos (Optional)

Feature Buildouts

Training

Staff Import


SSO
Structure/
Roster
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(Optional)
Launch
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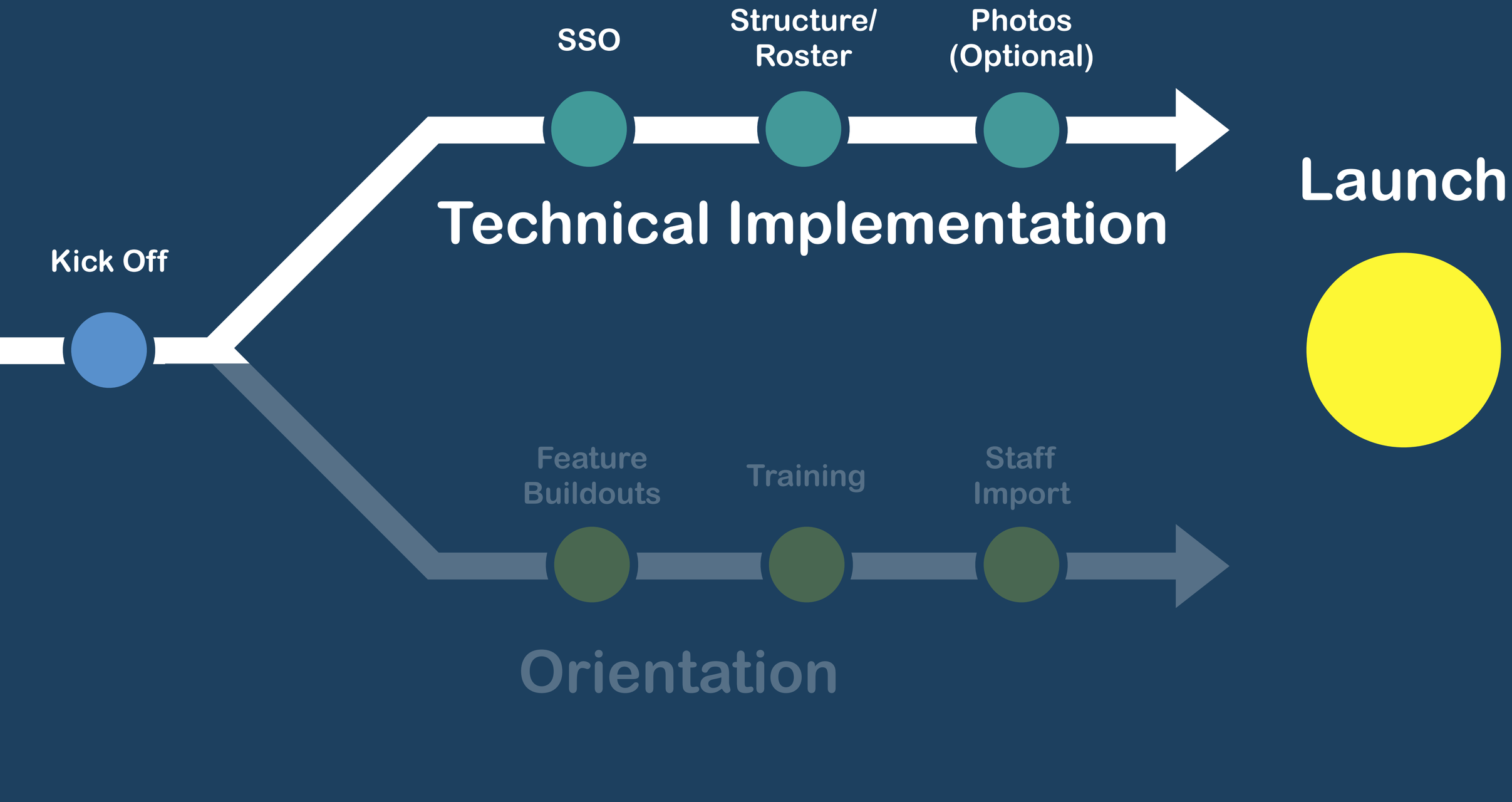
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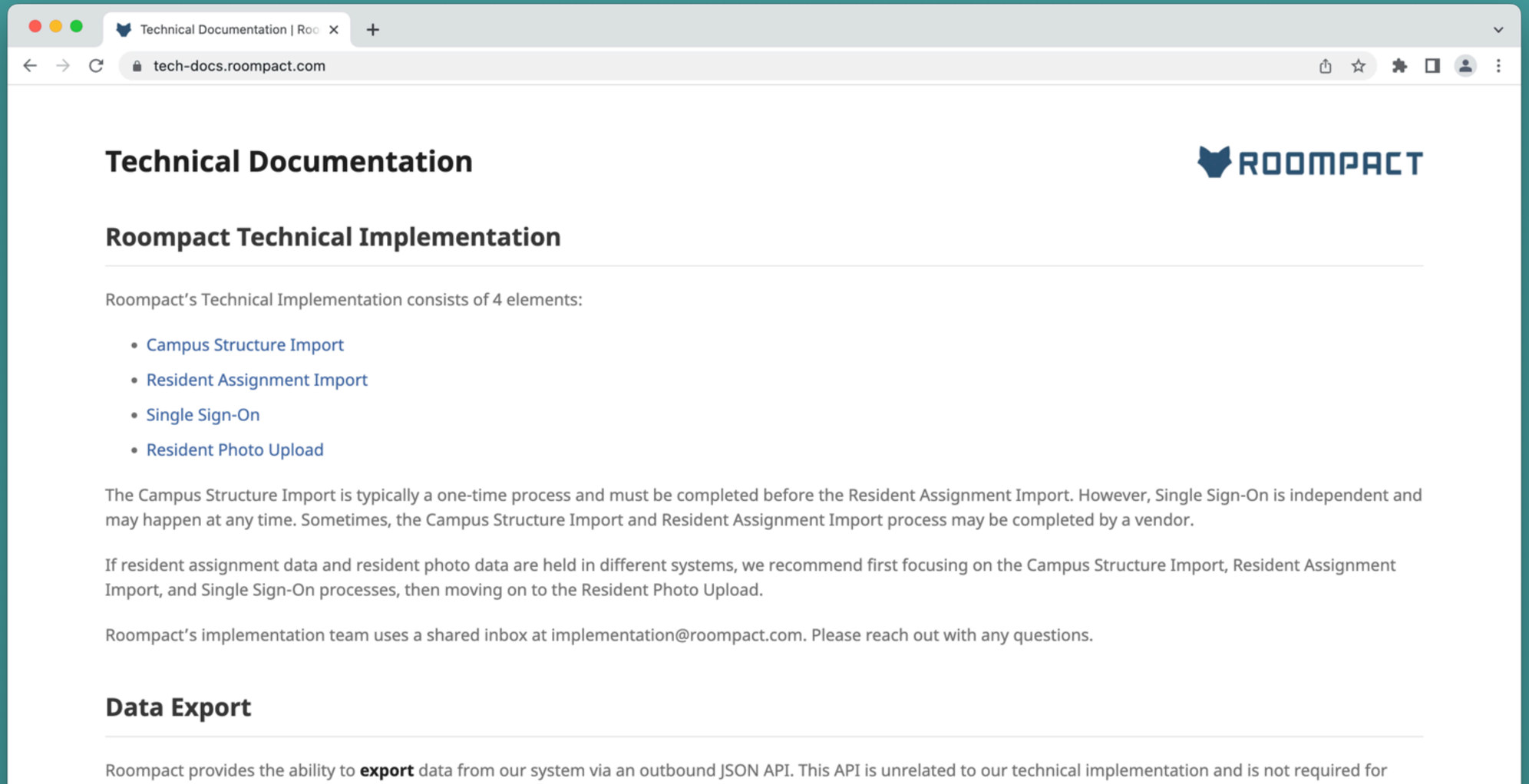
# implementation@roompact.com

# tech-docs.roompact.com



# SSO Connection

- SAML 2.0 (Shibboleth/ADFS/Azure)
- CAS

Kick Off | **SSO** | Structure/ Roster | Photos (Optional) | Feature Buildouts | Training | Staff Import

# Send us two things…

## Resident Roster

Your spreadsheet of resident information and room assignments.

## Staff Structure

The floors/rooms that your student staff are responsible for. The building(s) that pro staff are responsible for.

# Resident Roster

**Importing Options**

- Emailed CSV
- Hosted CSV
- JSON

Kick Off | SSO | **Structure/ Roster** | Photos (Optional) | Feature Buildouts | Training | Staff Import

Roster

# REQUIRED:

**Assignment**
- Building
- Floor
- Suite
- Room

**Resident**
- First Name (Preferred)
- Last Name
- Unique ID (SSO Identifier)
- Email

# OPTIONAL:

- Student ID Number
- Mobile Phone
- Birthdate
- Photo
- And More…

# Staff Structure

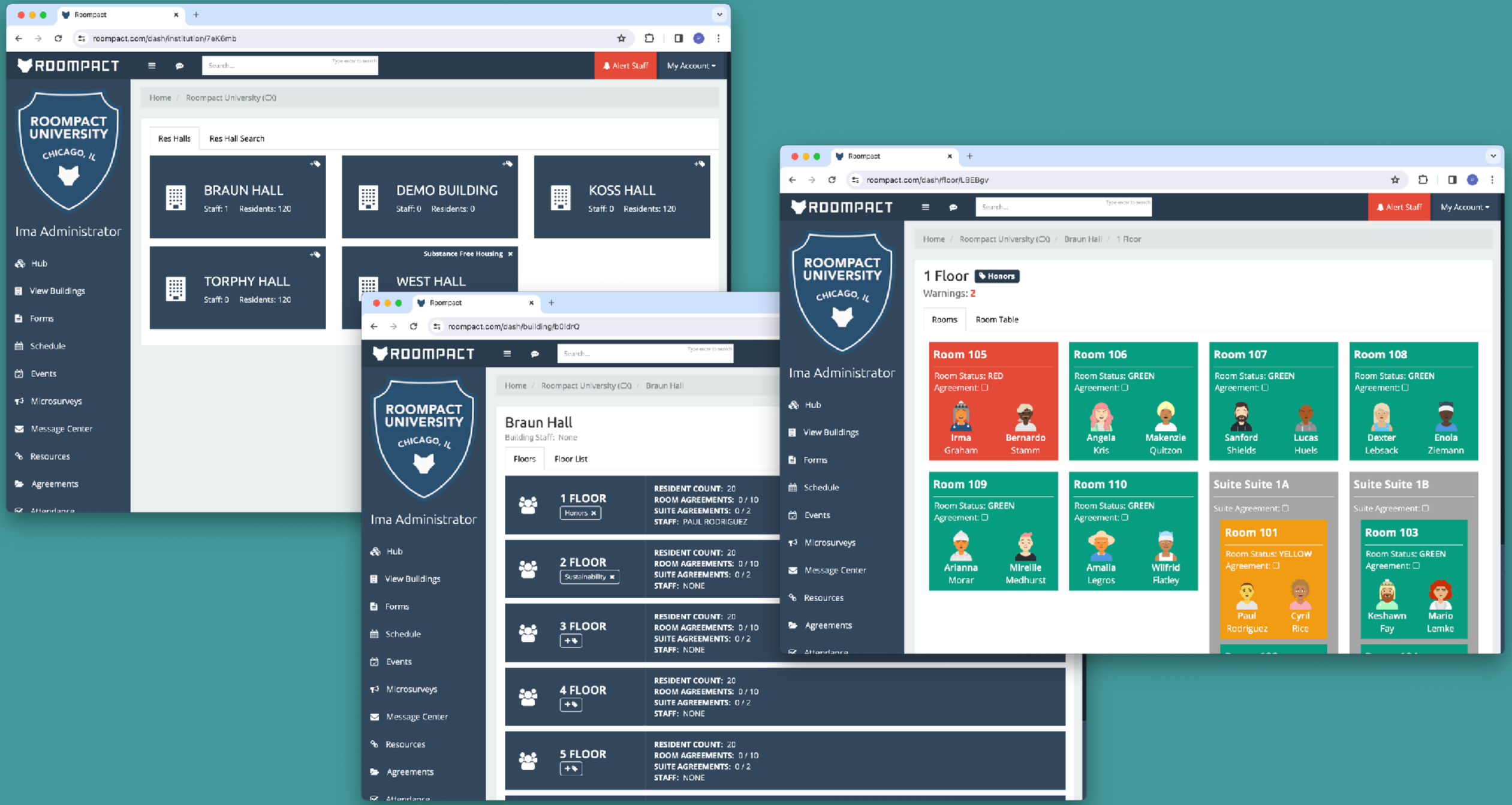
Student Staff Example:

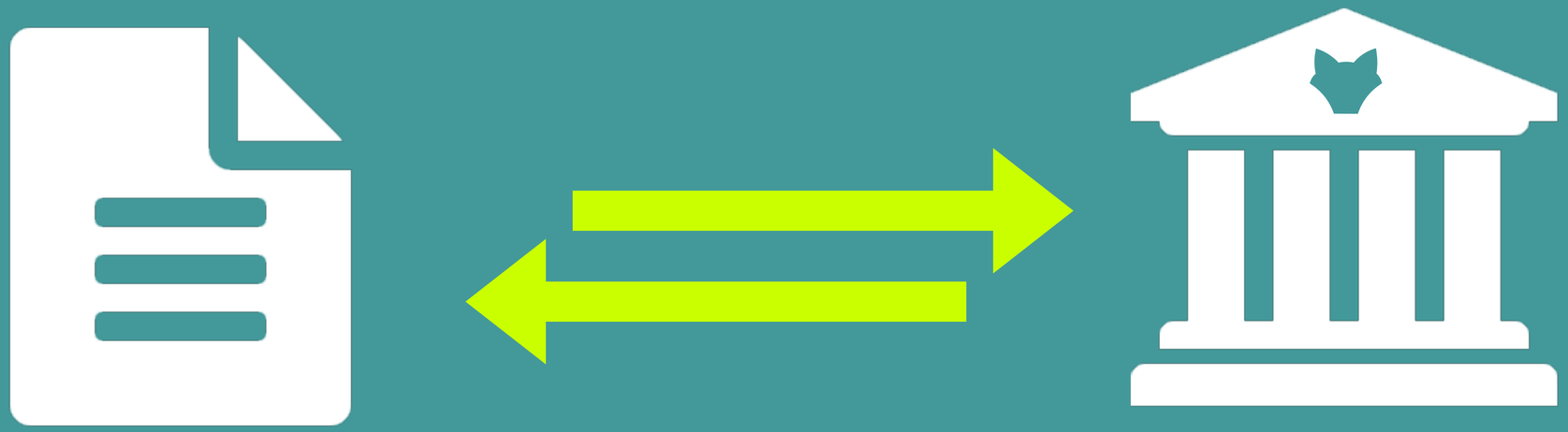
- Name1, X Hall, Rooms 101-121
- Name2, X Hall, Rooms 122-150

Pro Staff Example:

- Name1, X Hall,
- Name2, Y Hall, Z Hall

Kick Off | SSO | **Structure/ Roster** | Photos (Optional) | Feature Buildouts | Training | Staff Import


Roompact
roompact.com/dash/institution/7aK6mb
ROOMPACT
Alert Staff
My Account
ROOMPACT UNIVERSITY CHICAGO, IL
Ima Administrator
Hub
View Buildings
Forms
Schedule
Events
Microsurveys
Message Center
Resources
Agreements
Home / Roompact University (CX)
Res Halls
Res Hall Search
BRAUN HALL
Staff: 1 Residents: 120
DEMO BUILDING
Staff: 0 Residents: 0
KOSS HALL
Staff: 0 Residents: 120
TORPHY HALL
Staff: 0 Residents: 120
Substance Free Housing
WEST HALL
roompact.com/dash/building/b0ldrQ
Home / Roompact University (CX) / Braun Hall
Braun Hall
Building Staff: None
Floors
Floor List
1 FLOOR
Honors
RESIDENT COUNT: 20
ROOM AGREEMENTS: 0 / 10
SUITE AGREEMENTS: 0 / 2
STAFF: PAUL RODRIGUEZ
2 FLOOR
Sustainability
RESIDENT COUNT: 20
ROOM AGREEMENTS: 0 / 10
SUITE AGREEMENTS: 0 / 2
STAFF: NONE
3 FLOOR
RESIDENT COUNT: 20
ROOM AGREEMENTS: 0 / 10
SUITE AGREEMENTS: 0 / 2
STAFF: NONE
4 FLOOR
RESIDENT COUNT: 20
ROOM AGREEMENTS: 0 / 10
SUITE AGREEMENTS: 0 / 2
STAFF: NONE
5 FLOOR
RESIDENT COUNT: 20
ROOM AGREEMENTS: 0 / 10
SUITE AGREEMENTS: 0 / 2
STAFF: NONE
roompact.com/dash/floor/LBEBgv
Home / Roompact University (CX) / Braun Hall / 1 Floor
1 Floor
Honors
Warnings: 2
Rooms
Room Table
Room 105
Room Status: RED
Agreement:
Irma Graham
Bernardo Stamm
Room 106
Room Status: GREEN
Agreement:
Angela Kris
Makenzie Quitzon
Room 107
Room Status: GREEN
Agreement:
Sanford Shields
Lucas Huels
Room 108
Room Status: GREEN
Agreement:
Dexter Lebsack
Enola Ziemann
Room 109
Room Status: GREEN
Agreement:
Arianna Morar
Mireille Medhurst
Room 110
Room Status: GREEN
Agreement:
Amalia Legros
Wilfrid Flatley
Suite Suite 1A
Suite Agreement:
Room 101
Room Status: YELLOW
Agreement:
Paul Rodriguez
Cyril Rice
Suite Suite 1B
Suite Agreement:
Room 103
Room Status: GREEN
Agreement:
Keshawn Fay
Mario Lemke

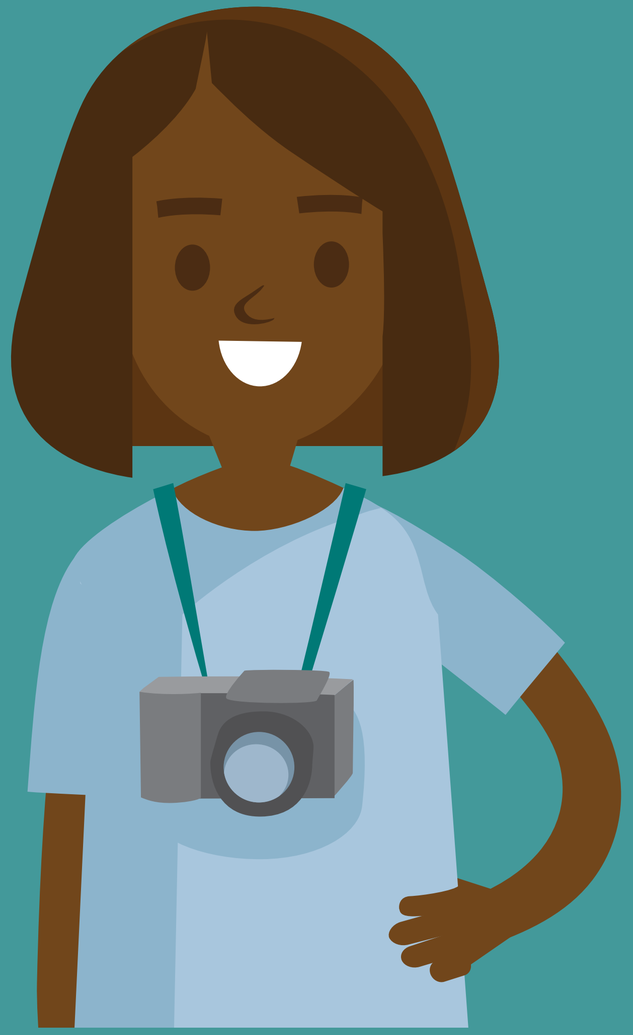


Roompact will update nightly with the new information — adding or removing residents as appropriate.

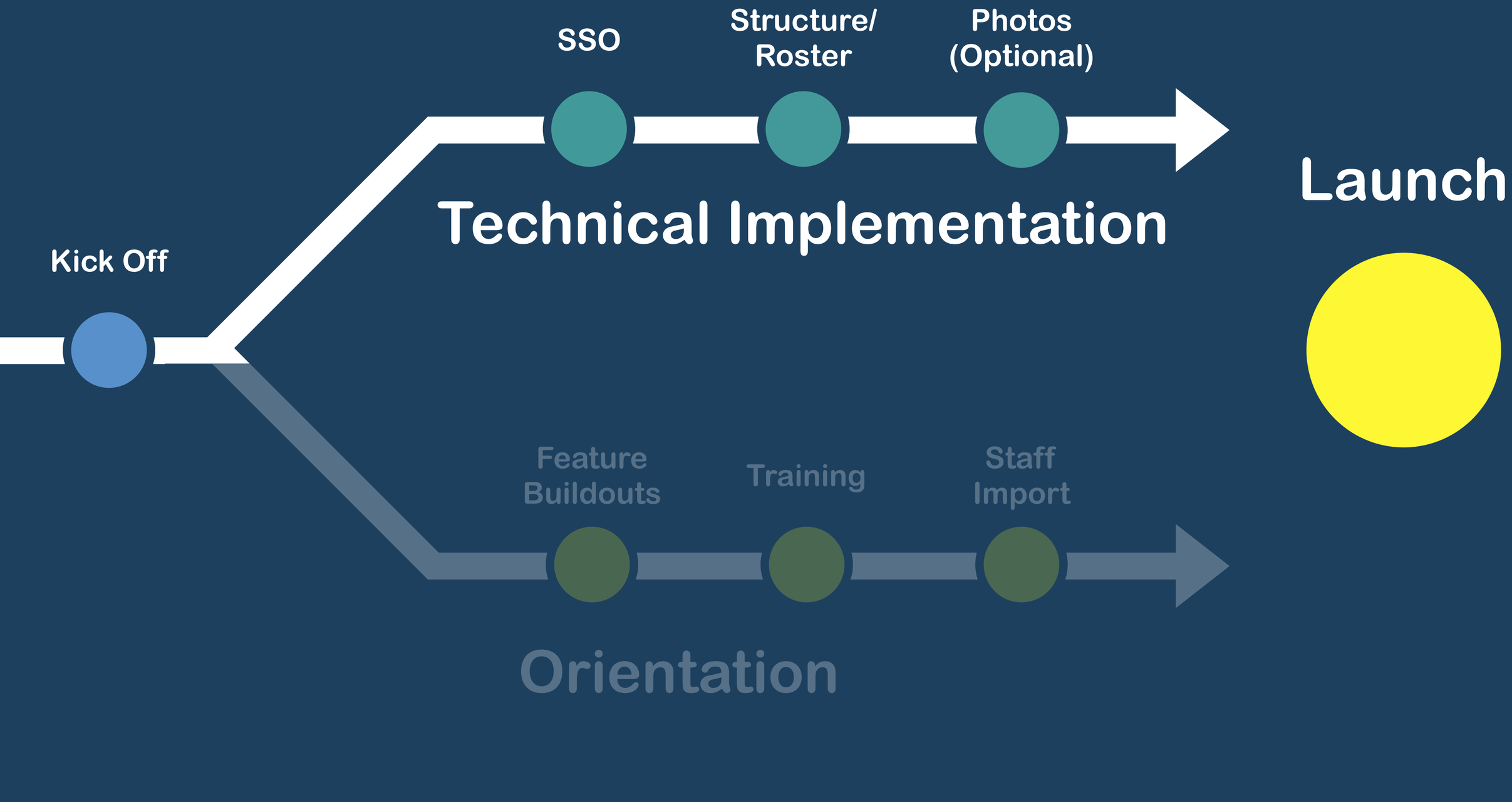
# Photo Import*

optional

- Automated Feed
- Periodic Bulk Upload



Kick Off | SSO | Structure/ Roster | **Photos (Optional)** | Feature Buildouts | Training | Staff Import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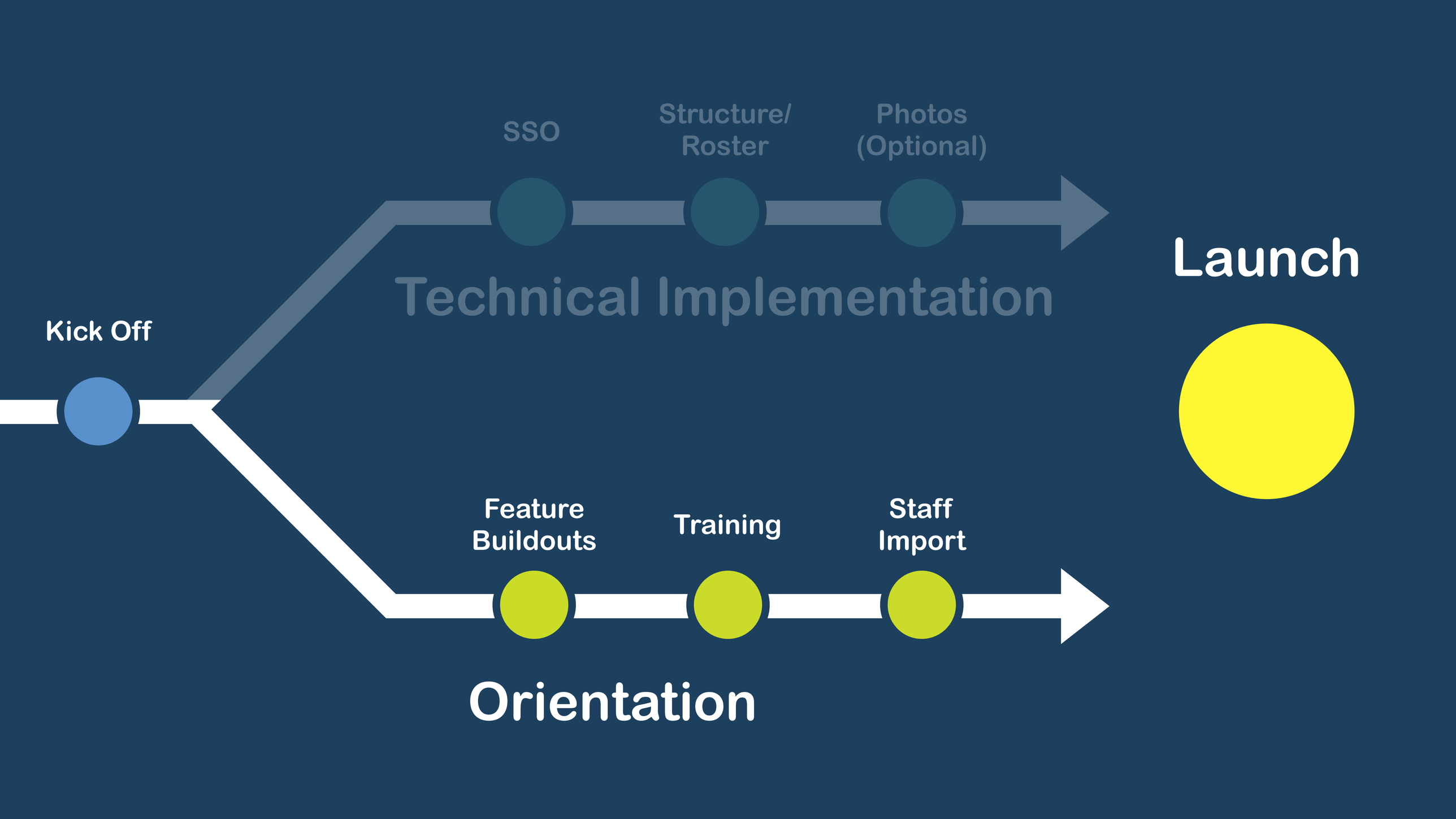
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# Feature Buildouts

Set goals.
Work with our experts.
Set up your environment.

Who should be present?
How will you organize yourself?

Kick Off | SSO | Structure/ Roster | Photos (Optional) | **Feature Buildouts** | Training | Staff Import

# Forms

1st Meeting

- Duty Report
- Weekly Report
- Intentional Conversation
- Residential Curriculum Facilitation Guide
- Event Attendance List
- Staff Budget Request Form
- Roommate Conflict Tracking
- RHA and Hall Council Elections
- Emergency Contact Card
- Beginning of the Semester Bed Check Form
- Semester/Quarter Move Out Form
- Health and Safety Inspections Report
- Desk Log
- Desk Equipment Check-Out/Check-In Form
- Guest Registration
- Staff Performance Evaluation
- Student Staff Member Intent to Return
- Room Condition Report

# Other Features

2nd Meeting

- Resources
- Agreements
- Events
- Schedule
- Housing Contact

# Other Features

3rd Meeting

- Quick Start Guide

# Training

**For Professional Staff**

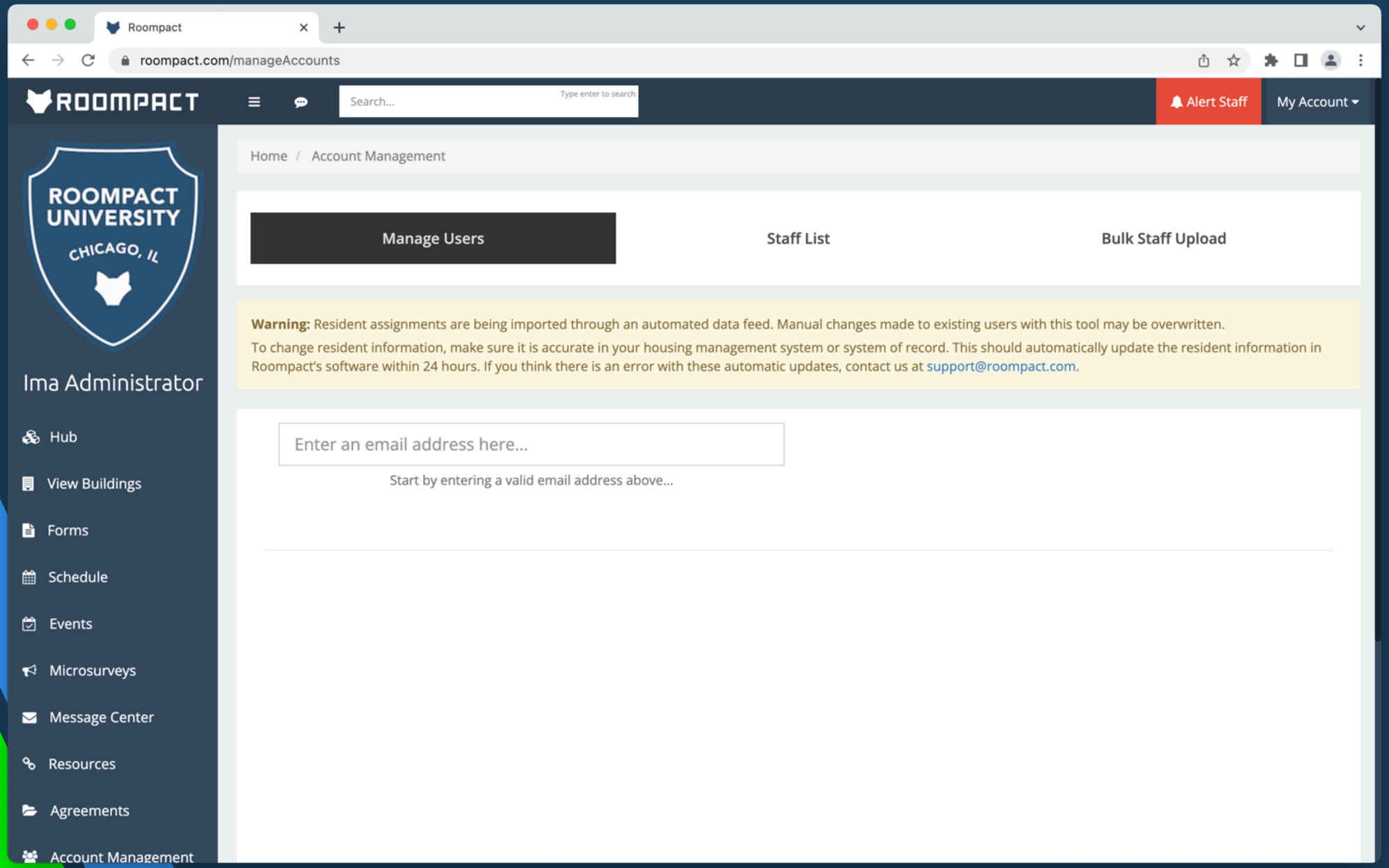
- 2.5 Hour Training (All Staff)
- Staff on laptops or in a lab
- Internet Access
- Projector/Screen

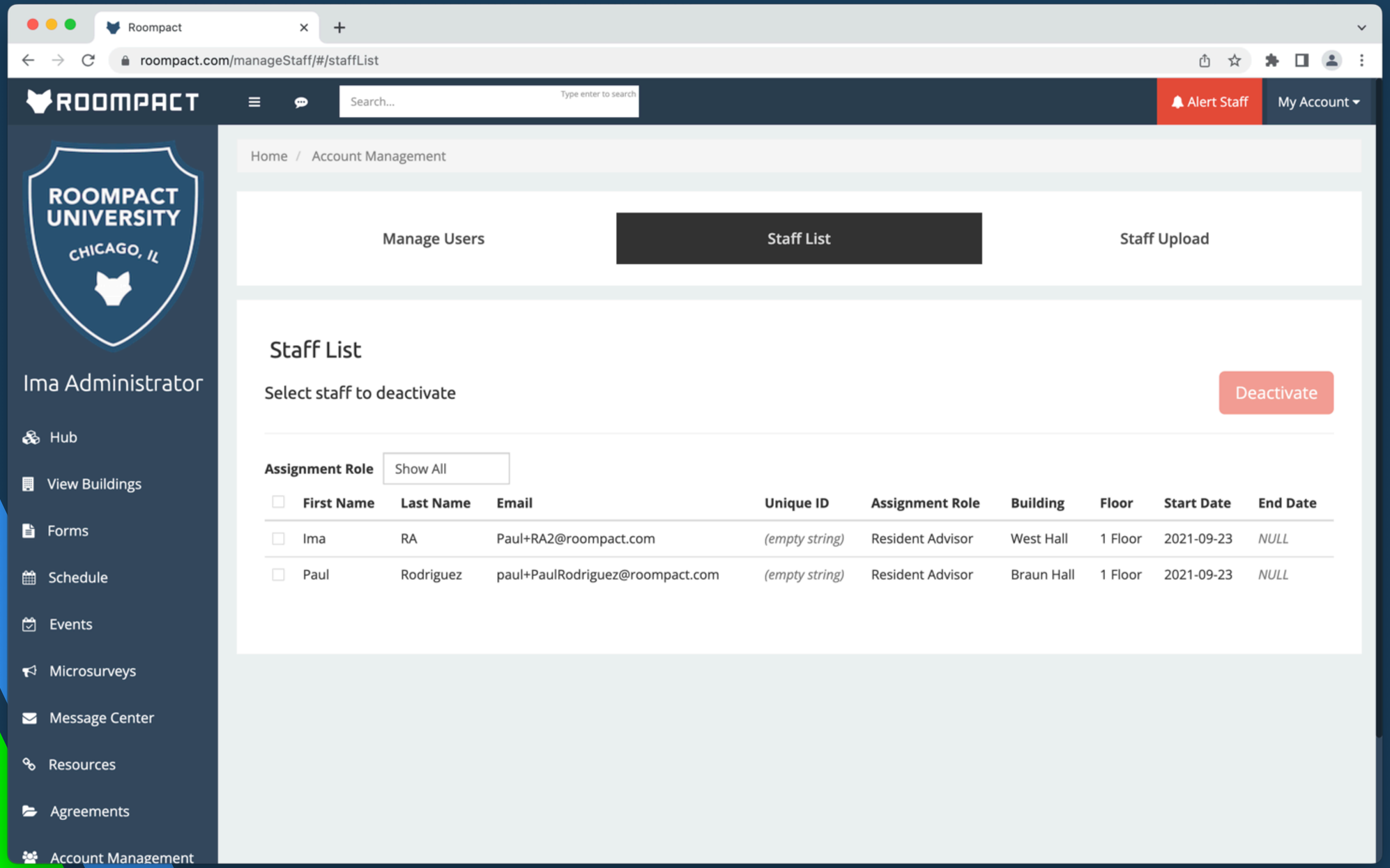
Kick Off | SSO | Structure/ Roster | Photos (Optional) | Feature Buildouts | **Training** | Staff Import

# Staff Import

Create accounts for professional and student staff in bulk.

Kick Off | SSO | Structure/ Roster | Photos (Optional) | Feature Buildouts | Training | **Staff Import**


Roompact
roompact.com/manageAccounts
ROOMPACT
Search...
Type enter to search
Alert Staff
My Account
ROOMPACT UNIVERSITY
CHICAGO, IL
Ima Administrator
Hub
View Buildings
Forms
Schedule
Events
Microsurveys
Message Center
Resources
Agreements
Account Management
Home / Account Management
Manage Users
Staff List
Bulk Staff Upload
Warning: Resident assignments are being imported through an automated data feed. Manual changes made to existing users with this tool may be overwritten.
To change resident information, make sure it is accurate in your housing management system or system of record. This should automatically update the resident information in Roompact's software within 24 hours. If you think there is an error with these automatic updates, contact us at support@roompact.com.
Enter an email address here...
Start by entering a valid email address above...


Roompact
roompact.com/manageStaff/#/staffList
ROOMPACT
Search...
Type enter to search
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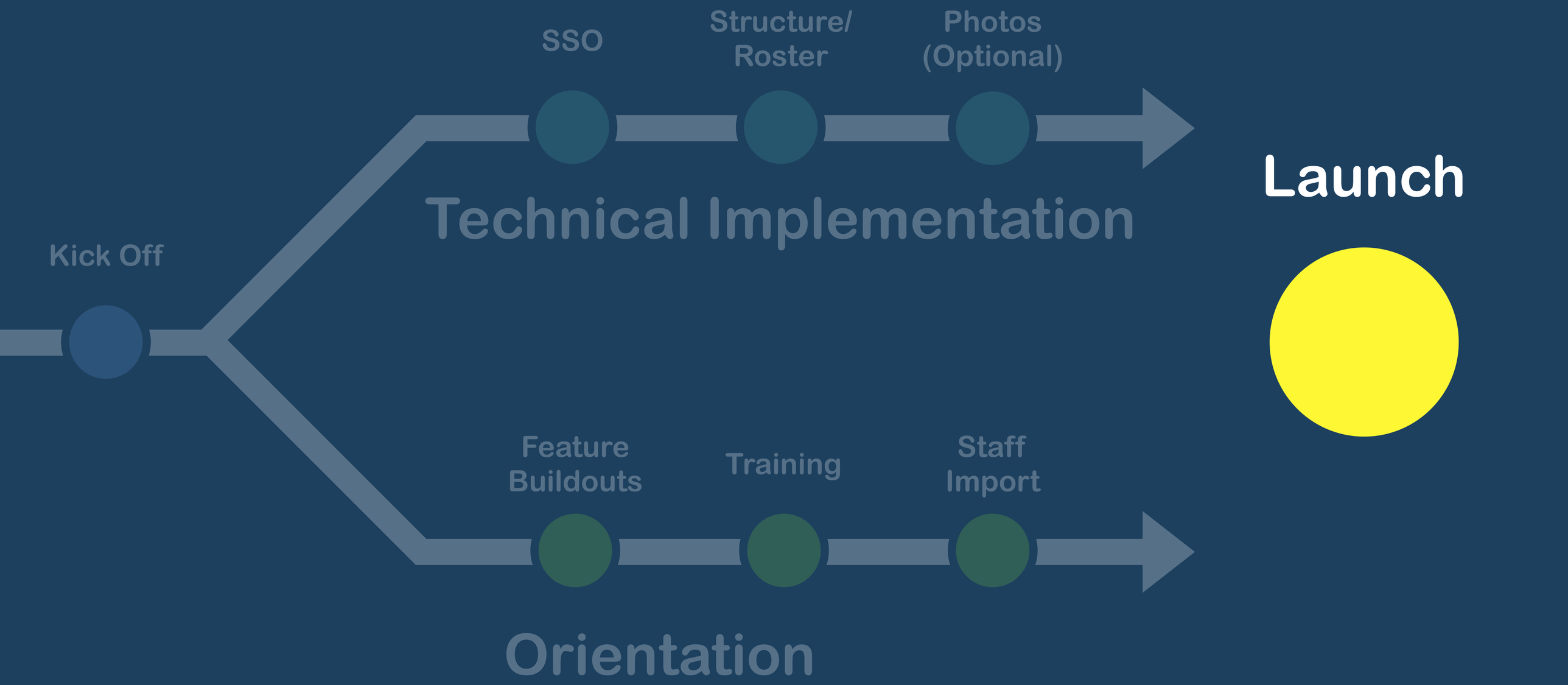
Message Center
Resources
Agreements
Account Management
Home / Account Management
Manage Users
Staff List
Staff Upload
Staff List
Select staff to deactivate
Deactivate
Assignment Role
Show All
First Name
Last Name
Email
Unique ID
Assignment Role
Building
Floor
Start Date
End Date
Ima
RA
Paul+RA2@roompact.com
(empty string)
Resident Advisor
West Hall
1 Floor
2021-09-23
NULL
Paul
Rodriguez
paul+PaulRodriguez@roompact.com
(empty string)
Resident Advisor
Braun Hall
1 Floor
2021-09-23
NULL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# Launch!

Complete your set-up.

Train your RAs.

Send welcome emails to residents.

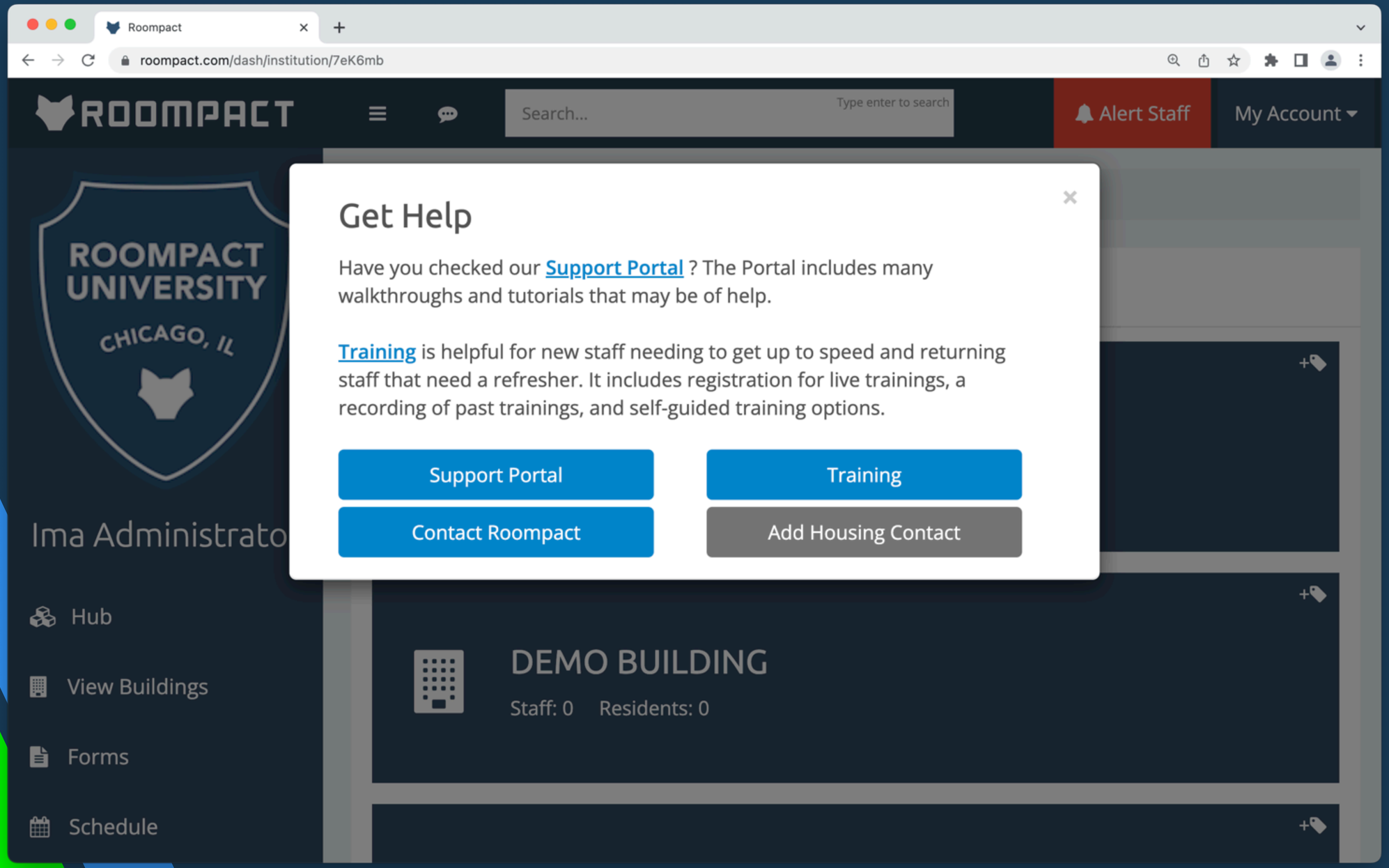
And you are **LIVE**!

Kick Off | SSO | Structure/ Roster | Photos (Optional) | Feature Buildouts | Training | Staff Import

# Questions?

# Ongoing Support…

**support@roompact.com**


Roompact
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ROOMPACT
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Type enter to search
Alert Staff
My Account
ROOMPACT UNIVERSITY
CHICAGO, IL
Ima Administrato
Hub
View Buildings
Forms
Schedule
DEMO BUILDING
Staff: 0
Residents: 0
Get Help
Have you checked our Support Portal ? The Portal includes many walkthroughs and tutorials that may be of help.
Training is helpful for new staff needing to get up to speed and returning staff that need a refresher. It includes registration for live trainings, a recording of past trainings, and self-guided training options.
Support Portal
Training
Contact Roompact
Add Housing Contact

# Next Steps

- ✓ **Follow-Up**
  - Notes from call
  - Documentation
  - Timeline
  - Accounts
- ✓ **Integration preferences**
- ✓ **Schedule Build Outs**
- ✓ **Schedule Training**
- ✓ **Begin exploring, planning, and building**