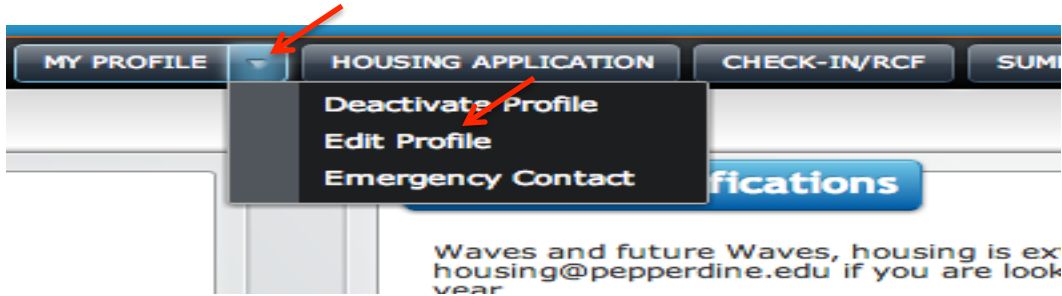


Step 1: Log into your roommate gateway profile at pepperdine.roommategateway.com. Hover your mouse over the **My Profile** tab on the section with the triangle pointing downward. Once you do, click on the **Edit Profile** tab.



Step 2: If you have not already make sure you fill out the **Missing Student Contact Registration Form**.

A screenshot of the 'Missing Student Contact Registration Form'. The form is titled 'Missing Student Contact Registration Form' and includes a link to the Pepperdine University Student Handbook. It contains several sections: '1-4. Confidential Contacts', '1-5 Notification of Policy', and 'Emergency Contact Information'. The 'Emergency Contact Information' section includes fields for: Contact First Name, Contact Last Name, Contact Relationship, Street Address, City, State, Zip Code, Contact E-mail, Contact Phone Number, and Alternate Phone Number. Each field has a red asterisk indicating it is required.

Step 3: After submitting your emergency form scroll to the bottom and click the 2015-16 period and select Bible Lectures 2015. Finally submit your form by clicking update.

A screenshot of the 'Student Information' form. It contains two main sections: 'I am a' and 'Application period'. The 'I am a' section has three radio button options: 'a new student', 'returning student' (which is selected), and 'a transfer student'. The 'Application period' section has two checkboxes: '2014-15 academic period' and '2015-16 academic period' (which is selected). Below the checkboxes are three radio button options: '2015/2016 Full Year Contract', 'Summer 2015', and 'Bible Lecture 2015' (which is selected). Red arrows point to the '2015-16 academic period' checkbox and the 'Bible Lecture 2015' radio button. Below these sections is a question: 'How many semesters you have lived on campus?' with a note 'Note: The summers don't count' and a text input field containing the number '0'.

Step 4: If you have successfully updated your profile you will be prompted to sign the Bible Lectures 2015 housing contract.