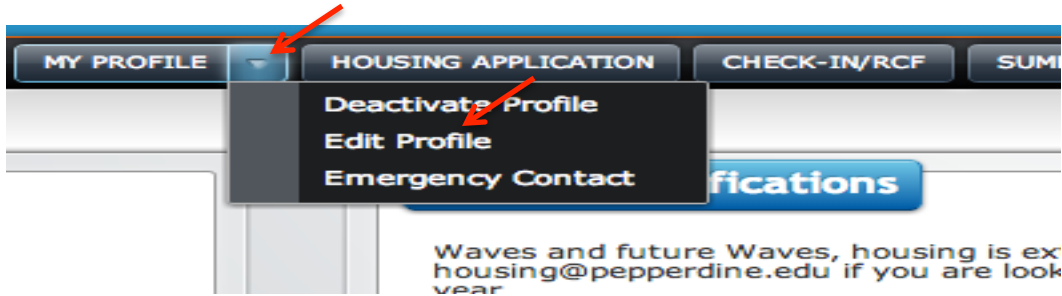


Step 1: Log into your roommate gateway profile at pepperdine.roommategateway.com. Hover your mouse over the **My Profile** tab on the section with the triangle pointing downward. Once you do, click on the **Edit Profile** tab.



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 sections for '1-4. Confidential Contacts', '1-5 Notification of Policy', and 'Emergency Contact Information'. The 'Emergency Contact Information' section contains several input fields: '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 select the 2015-16 Academic period. Make sure you click full year contract as well. Finally submit your form by clicking update.

A screenshot of the 'Student Information' form. It includes sections for 'I am a' (with radio buttons for 'a new student', 'returning student', and 'a transfer student'), 'Application period' (with checkboxes for '2014-15 academic period', '2015-16 academic period', and '2015/2016 Full Year Contract', and a radio button for 'Summer 2015'), and 'How many semesters you have lived on campus?' (with a text input field containing '0'). A red arrow points to the '2015/2016 Full Year Contract' radio button. At the bottom right, there is a blue 'Update' button with a red arrow pointing to it.

Step 4: If you have successfully updated your profile you will be prompted to sign the 2015/2016 housing contract. Once submitted you can search for roommates/apartment mates and select housing.