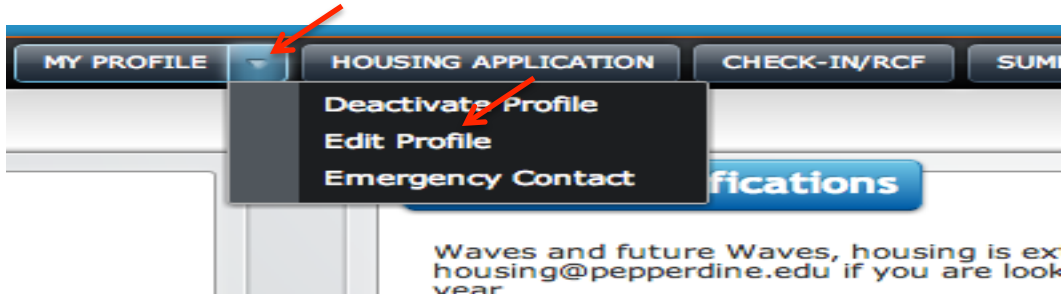


Step 1: Log into your roommate gateway profile at pepperdine.roommategateway.com. Hover your mouse over the **My Profile** tab on the section with the triangle pointing downward. Once you do, click on the **Edit Profile** tab.



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 is represented by a text input box.

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 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 three radio button options: '2014-15 academic period', '2015-16 academic period', and '2015/2016 Full Year Contract' (which is selected). A red arrow points to the '2015/2016 Full Year Contract' option. Below these sections is a field for 'How many semesters you have lived on campus?' with a value of '0'. At the bottom right of the form, 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.