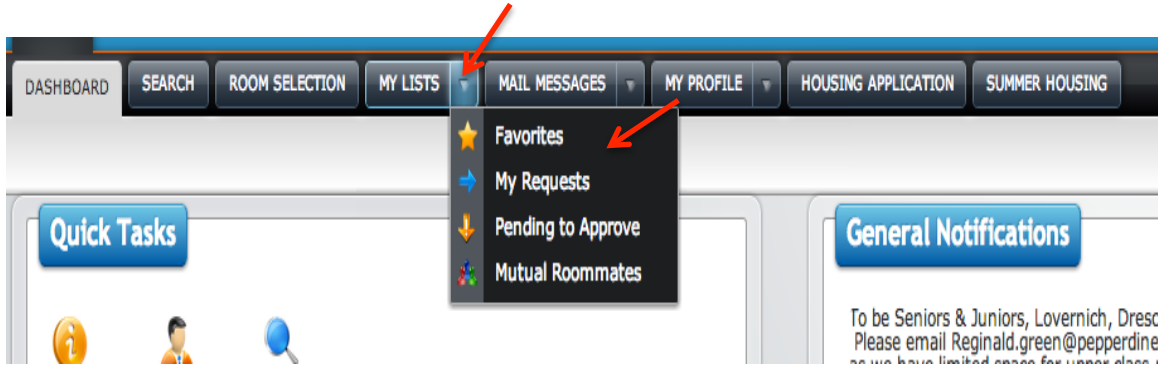
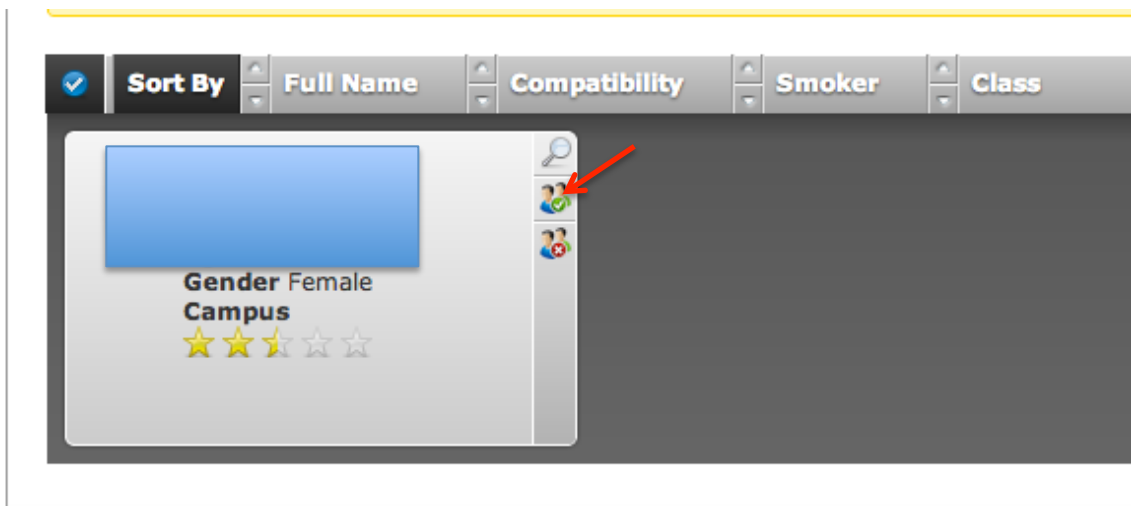


Step 1: Log into your roommate gateway profile at pepperdine.roommategateway.com. Hover your mouse over the **My Lists** tab on the section with the triangle pointing downward. Once you do, click on the **Pending to Approve** tab.





Step 2: In order to approve the roommate request click on the icon with the green check mark.



Step 3: If it was done successfully you will see your roommate's username underneath the **STATUS** section on your **DASHBOARD** page.

**Status**

-  **Your Contract For Full year contract Has Been Submitted**
-  **You have not chosen any roommates yet. Click [Search](#) To View Potential Roommates In Full year contract.**

