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.

![Image of the roommate gateway interface with arrows pointing to the My Lists tab and the Pending to Approve tab.]

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

![Image of the roommate gateway interface with a green check mark icon highlighted.]

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