Step 1: Log into your roommate gateway profile at pepperdine.roommategateway.com and click the search tab on your profile.

Step 2: You’ll have the option to search for roommates under “Students without roommates only” or “All students”. Click your preference then type in your roommate’s/apartment mate’s username, and finally click search (They will not show up if they have not yet signed the 2015/2016 housing contact).
**Step 3:** Your roommate’s/apartment mate’s profile information will show up under Search Results and once it does click on their username in order to view their profile.

![Search Results](image)

**Step 4:** Click on the icon with the plus sign in order to send your potential roommate/apartment mate a request to be roommates/apartment mates.

![Add Request](image)

**Step 5:** Make sure they accept your request to be a roommate/apartment mate. You will know this has been successfully accomplished when their username shows up under the Status section on your Dashboard.
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.