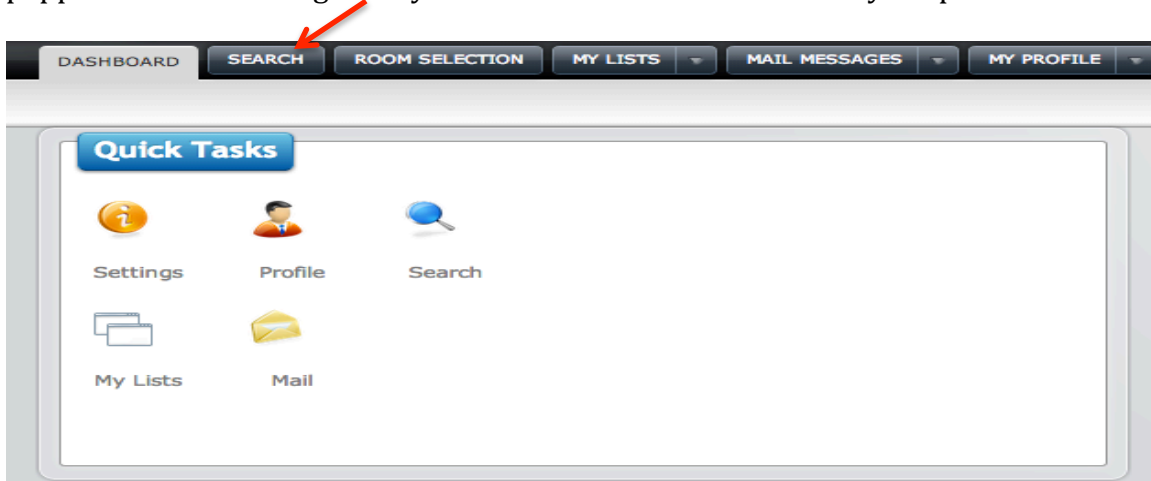


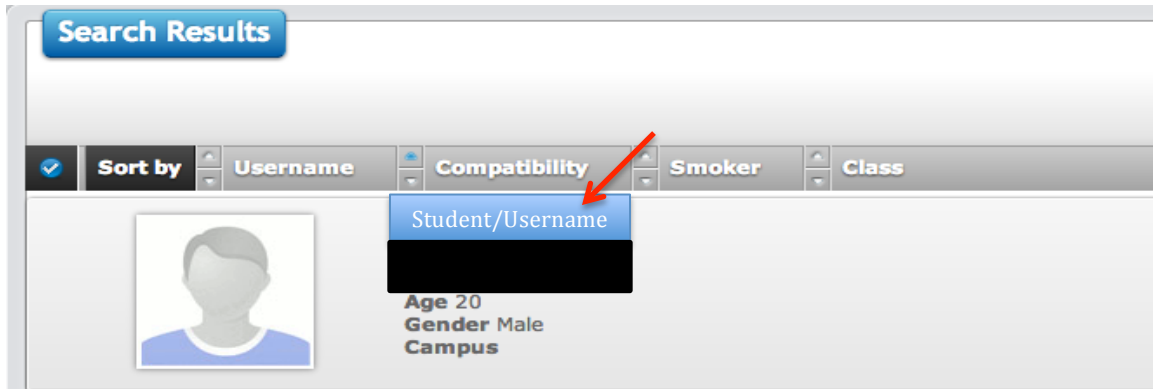
Step 1: Log into your roommate gateway profile at pepperdine.roommategateway.com and click the search tab on your profile.



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).

A screenshot of the search preferences form. The form is titled "Preferences" and contains several sections. The first section is "Basic Search" which has a "Show" label and two radio button options: "Students without roommates only" (which is selected) and "All students". A red arrow points to the "Students without roommates only" radio button. Below the radio buttons is a "Username" label and an empty text input field. The second section is "I am" which has four radio button options: "No Preference" (which is selected), "a new student", "returning student", and "a transfer student". Below the "I am" section are three expandable sections: "Extra Search", "Music I Like", and "Things I Enjoy Doing". At the bottom right of the form is a blue "Search" button.

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.



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.



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.

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.**

