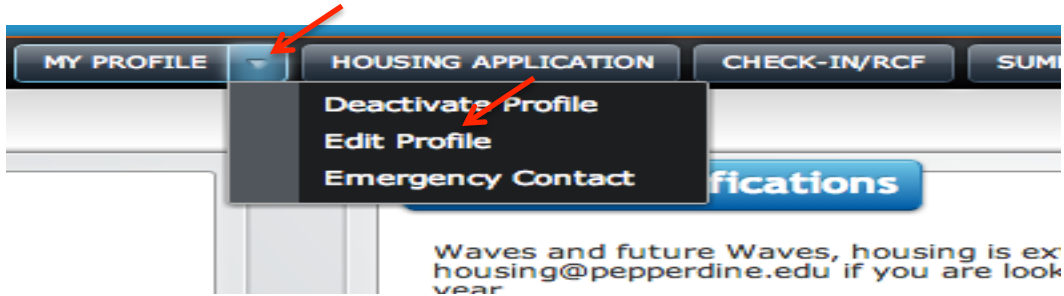


Step 1: Log into your roommate gateway profile at pepperdine.roommategateway.com. Hover your mouse over the **My Profile** tab on the section with the triangle pointing downward. Once you do, click on the **Edit Profile** tab.



Step 2: If you have not already done so, 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 sub-header '1-4. Confidential Contacts'. Below this, there is a section for '1-5 Notification of Policy'. The form contains several input fields: '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 preceded by a red asterisk indicating it is required.

Step 3: After submitting your emergency form scroll to the bottom and select the Spring 2016 academic period. Finally submit your form by clicking update.

A screenshot of the 'Student information' form. The form is titled 'Student information' and contains several sections. The first section is 'I am a' with three radio button options: 'a new student', 'returning student' (which is selected), and 'a transfer student'. The second section is 'Application period' with a calendar icon and three radio button options: '2015-16 academic period', '2015/2016 Full Year Contract', and 'Spring 2016' (which is selected). A red arrow points to the 'Spring 2016' option. The third section is 'How many semesters you have lived on campus?' with a note 'Note: The summers don't count' and a text input field containing the number '4'. At the bottom of the form, there is an 'Action' section with a blue 'Update' button. A red arrow points to the 'Update' button. At the bottom left, there are links for 'Terms Of Service', 'Privacy Policy', and 'Customer Service'.

Step 4: If you have successfully updated your profile you will be prompted to sign the Spring 2016 housing contract.

