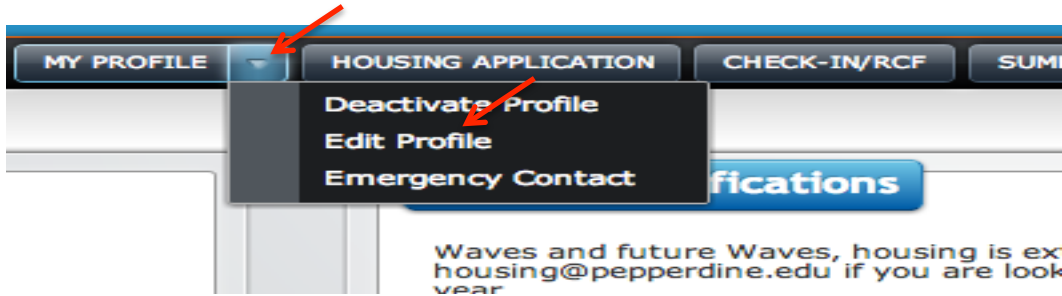


Step 1: Log into your roommate gateway profile at pepperdine.roommategateway.com. Hover your mouse over the **My Profile** tab on the section with the triangle pointing downward. Once you do, click on the **Edit Profile** tab.



Step 2: If you have not already make sure you 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 "Emergency Contact". It contains several sections: "1-4. Confidential Contacts" with a disclaimer, "1-5 Notification of Policy" with another disclaimer, and "Emergency Contact Information" which includes fields for "Contact First Name", "Contact Last Name", "Contact Relationship", "Street Address", "City", "State", "Zip Code", "Contact E-mail", "Contact Phone Number", and "Alternate Phone Number".

Step 3: After submitting your emergency form scroll to the bottom and select the Spring 2015 period. Make sure you click full year contract as well. Finally submit your form by clicking update.

A screenshot of the "Student Information" form. It contains two main sections: "I am a" and "Application period". The "I am a" section has three radio button options: "a new student", "returning student" (which is selected), and "a transfer student". The "Application period" section has a dropdown menu set to "2014-15 academic period" and three radio button options: "Full Year 2014-2015", "Winter Interim 2014", and "Spring 2015" (which is selected). Below these sections is a field for "How many semesters you have lived on campus?" with a value of "0". At the bottom right, there is a blue "Update" button with a red arrow pointing to it.

Step 4: If you have successfully updated your profile you will be prompted to sign the Spring 2015 housing contract.