Instructions to select housing to live with your matched roommates:
*Note: Only one person in your roommate group needs to follow this process and select a room. They can complete the room selection process for everyone in the roommate group.

Step 1 - Access our [online housing software](#) at and login using your Augsburg username and password. You will note that there will be a listed date and time indicating your time slot to select housing (this information will not show up before July 14th). The page should look similar to this when you log in:
Step 2 - From your main page, scroll down to the section labeled “Room Selection”. In this section, you will find that there are various community themes you can select a room from. Make sure to use the arrows on either side to view all options. Click on the name of the community you are interested in.

Step 3 - Click on “Select A Room/Suite” to see your options for that community.
Step 4 - Before selecting a room from the roommate list, click on “Roommate Group” to ensure all of your roommates have been added to your group.

Step 5 - If your Roommate Group looks correct you can move on to the next step.
Step 6 - Click on “Select from Room List” to open the drop down.

Step 7 - Click on “Search Available Rooms”.

You are now eligible to select a room in the 'Mortensen Apartments' process. You have until 7/9/2020 at 10:00 PM (US/Central).
Step 8 - Click on “Available Rooms” to display the open room options. Access our online housing software at and log in using your Augsburg username and password. The page should look similar to this when you log in:

Step 9 - Scroll through the available rooms to find a room that fits your interest. When you have found the room you would like, click on “Select Room/Suite”. By clicking on the button labeled “Roster”, you will be able to see who else will be living on the floor you have selected.
Step 10 - Check to make sure you have the right names under “Room Mortensen 0406-1” before clicking the “Submit Room Selection” button. You will not be able to undo your selection after this step!

Step 11 - After you have confirmed the placements of you and your roommates. You have completed the room selection process and will receive a confirmation email shortly after.
Instructions to select housing to split your roommate group and live near each other:

Step 12 - Repeat the above steps 1-7 until you get to the page to “Available Rooms”. You will note that the system will not show you any open rooms because there are only single room options in Urness.
Step 13 - You will need to go back up to “**Roommate Group**”. De-select your roommate(s) name, so that there is only 1 name selected. Click on “**Search Available Rooms**”. Don’t worry you will still be able to select for all of your roommates.

Step 14 - Look at the available spaces and find two open rooms that are next to or near each other. Click on “**Select Room**” to assign yourself to the first space.
Step 15 - Check to make sure your name is the one under the selected space and then click “Submit and Continue” to finish selecting your space.

Step 16 - After you have selected housing for yourself, you will need to go back up to “Roommate Group”. De-select your name and reselect your roommate’s name. There should only be 1 name selected. Click on “Search Available Rooms”.

Step 17 - Look at the available spaces and find the second room for your roommate, click on “Select Room” to assign them to the space. Under “Room Urness 602” check to make sure your roommate’s name shows up before clicking on “Submit Room Selection”.

Step 18 - After you have confirmed the placements of you and your roommates. You have completed the room selection process and will receive a confirmation email shortly after.

Congratulations, you are done with the room selection process!