Part 1: Beginning Monday, July 6 at 9am, you will be able to access our online housing software and begin to select your roommates. This needs to be completed by Monday, July 13 at 12pm noon CST.

Part 2: On Wednesday, July 15 and Thursday, July 16, you will be able to select your room.

Roommate Selection Instructions:

Step 1- Access our <u>online housing software</u> at and log in using your Augsburg username and password. The page should look similar to this when you log in:

AUGSBURG	×	🛥 💄 John Doe
Home Applications & Forms Personal Information Sommate & Room Selection	John Doe 3003797	°ь Helpful Links Links ∽
Image: Weight of the selection of the se	Messages There are no messages to display	
	Room Selection There are no room selections to display	
	Assignments There are no active room assignments to list	

Step 2 - Click on "Roommate and Room Selection" located on the left side of your screen.

AUGSBURG	×	John Doe
# Home Image: Applications & Forms Image: Application & Personal Information	John Doe 4003002	Գ Helpful Links Links →
 Image: Boommate & Room Selection Ining Plan Selection & Information ▲ RCR/Damages >> ↓ Image: Boommatic Action and Action	Mussages There are no messages udisplay	
	Room Selection There are no room selections to display	
	Assignments There are no active room assignments to list	

AUGSBURG UNIVERSITY.	×	John Doe
< Roommate & Room Selection Select Roommates	For the Term: Fall 2020 -	କ Helpful Links
Select a Room/Suite	Roommate Requests (0)	Links 👻
	Pending Roommate Requests (0)	
🗭 Logout	Search for Roommate ~	

Step 3 - Click on "Select Roommates" on the left side of your screen:

Step 4 - Click on "Search For Roommate" to put in your desired roommate's information:

AUGSBURG	×		🛥 💄 John Doe
KRoommate & Room Selection	For the Term: Fall 2020 -		
Select Roommates			℅ Helpful Links
Select a Room/Suite	Roommate Requests (0)	~	Links ~
	Pending Roommate Requests (0)	~	
ti Logout	Search for Roommate	^	
	What is the person's first name? What is the person's last name?	_	
	Begin Search		

Step 5 - Once you have entered your roommate's information, you can click on **"Begin Search"**. When you see the desired roommate under the Search Results field, you can click on **"Request Roommate"**.

AUGSBURG	×	🛥 💄 John Doe
Roommate & Room Selection Select Roommates	Pending Roommate Requests (0) v	
Select a Room/Suite	Search for Roommate	
	What is the person's first name? Mark What is the person's last name?	
C● Logout	Search Results (1)	
	What is the person's first name? : Mark What is the person's last name? : Smith Profile: This student has not filled out a profile Request Roommate	

Step 6 - The following screen is a confirmation of the request. You will notice that the other person has not requested John Doe back. **Mark Smith needs to approve the request John Doe in order for the selection to be official.**

AUGSBURG UNIVERSITY.	×		🛥 💄 John Doe
Roommate & Room Selection	Roommate Requests (1)	^	Links 🗸
Select Roommates	Name		
Select a Room/Suite	: Smith, Mark		
€ Logout	Unmatched Roommates: Mark Smith has not requested John Doe		
	Pending Roommate Requests (0) Search for Roommate	~	
	What is the person's first name? Mark What is the person's last name?		
	Begin Search		

AUGSBURG UNIVERSITY.	×	Ark Smith
Roommate & Room Selection Select Roommates	For the Term: Fall 2020 👻	କ Helpful Links
Select a Room/Suite	Roommate Requests (0) ~	Links +
-	Pending Roommate Requests (1)	
🕒 Logout	Search for Roommate ~	

Step 7- Your desired roommate will log on and click on "Pending Roommate Requests".

Step 8 - Click on the 3 dots that appear on the left side of your desired roommate's name:

AUGSBURG	×	Mark Smith
Roommate & Room Selection	For the Term: Fail 2020 -	
Select Roommates		∾ Helpful Links
Select a Room/Suite	Roommate Requests (0) v	Links +
	Pending Roommate Requests (1)	
🗭 Logout	Name	
	Doe, John	
	Search for Roommate v	

Step 9 - Approve your **"Pending Roommate Requests"** by clicking the icon in the picture below.

AUGSBURG	×	🛥 🚨 Mark Smith
< Roommate & Room Selection Select Roommates	For the Term: Fall 2020 👻	ତ Helpful Links
Select a Room/Suite	Roommate Requests (0)	✓ Links ↓
	Pending Roommate Requests (1)	^
🗭 Logout	Name E Doe, John	
	· · · · · · · · · · · · · · · · · · ·	

Step 10 - The following screen is a confirmation of the approval. Once the **"Pending Roommate Requests"** have been approved, your roommate group will be fully matched. Mark Smith and John Doe have officially been paired as roommates in the system.

AUGSBURG UNIVERSITY.	×	Mark Smith
Roommate & Room Selection Select Roommates	For the Term: Fall 2020	ତ Helpful Links
Select a Room/Suite	Roommate Requests (1)	Links +
(♥ Logout	Name Image: Doe, John Your roommate group is fully matched.	
	Pending Roommate Requests (0) ^	
	Name	
	You have no pending roommate requests.	

Important to Note:

- 1. Part 1 of selecting roommate(s) will need to be completed by Monday, July 13 at 12pm noon CST.
- 2. All roommates will need to request and approve one another to ensure that the group is together when selecting a room.
- 3. If your first preference is to select a room in Urness (living in a double room alone), please continue to complete the roommate selection process as a second option.

Congratulations, you are done with the roommate selection process!