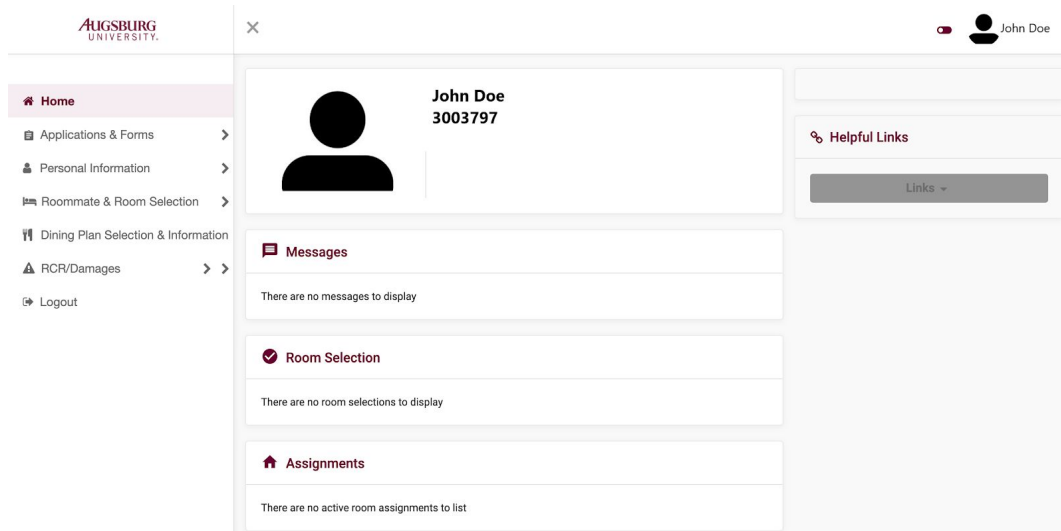**Part 1: Beginning Monday, July 6 at 9am, you will be able to access our online housing software and begin to select your roommates. This needs to be completed by Monday, July 13 at 12pm noon CST.**
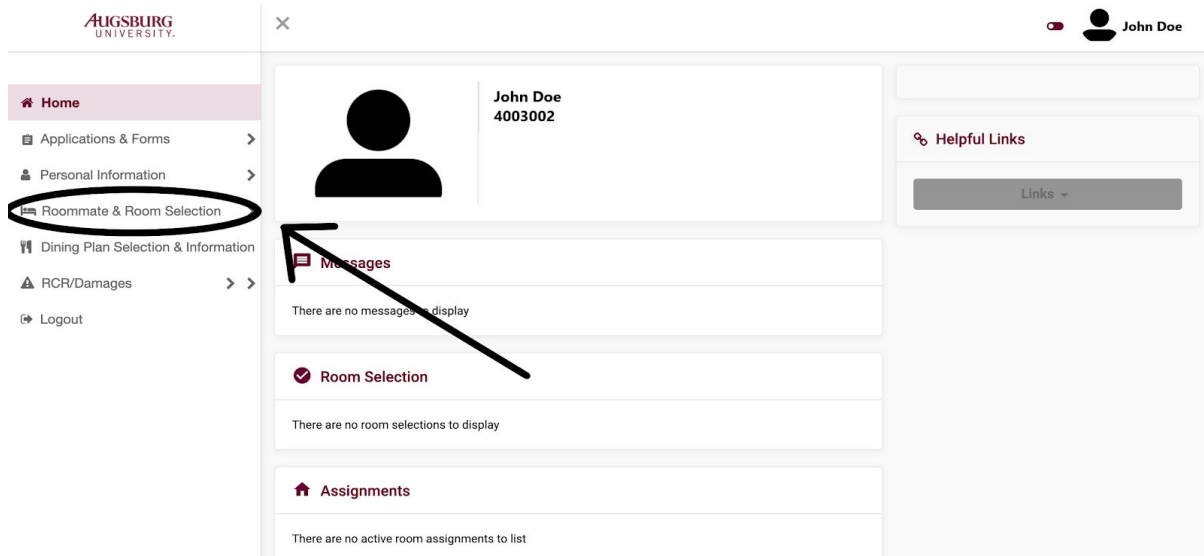
Part 2: On Wednesday, July 15 and Thursday, July 16, you will be able to select your room.

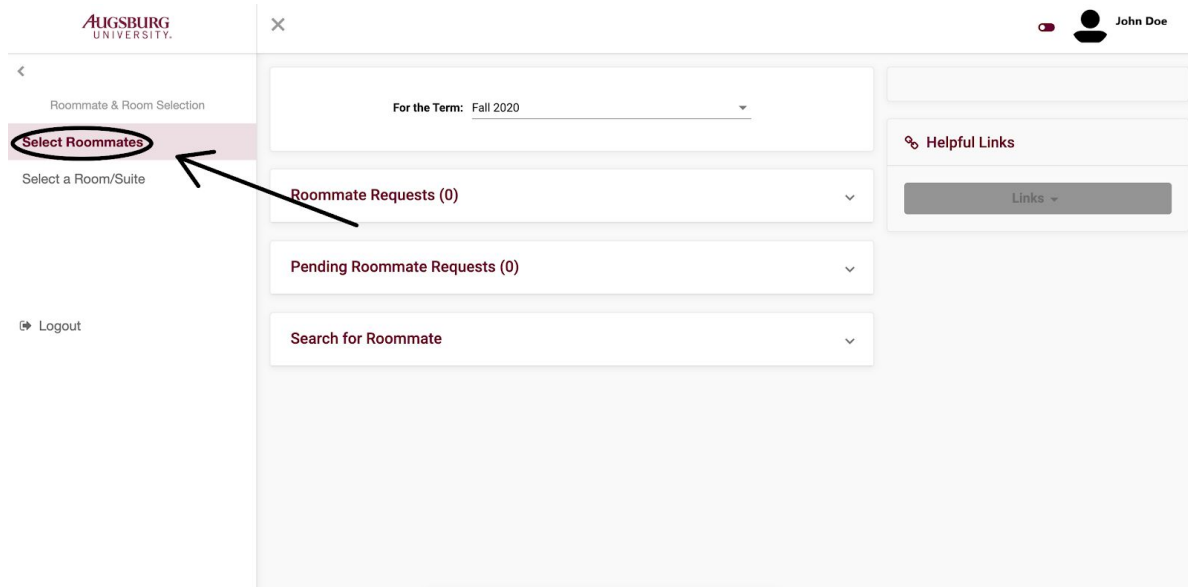**Roommate Selection Instructions:**

Step 1- Access our [online housing software](#) at and log in using your Augsburg username and password. The page should look similar to this when you log in:
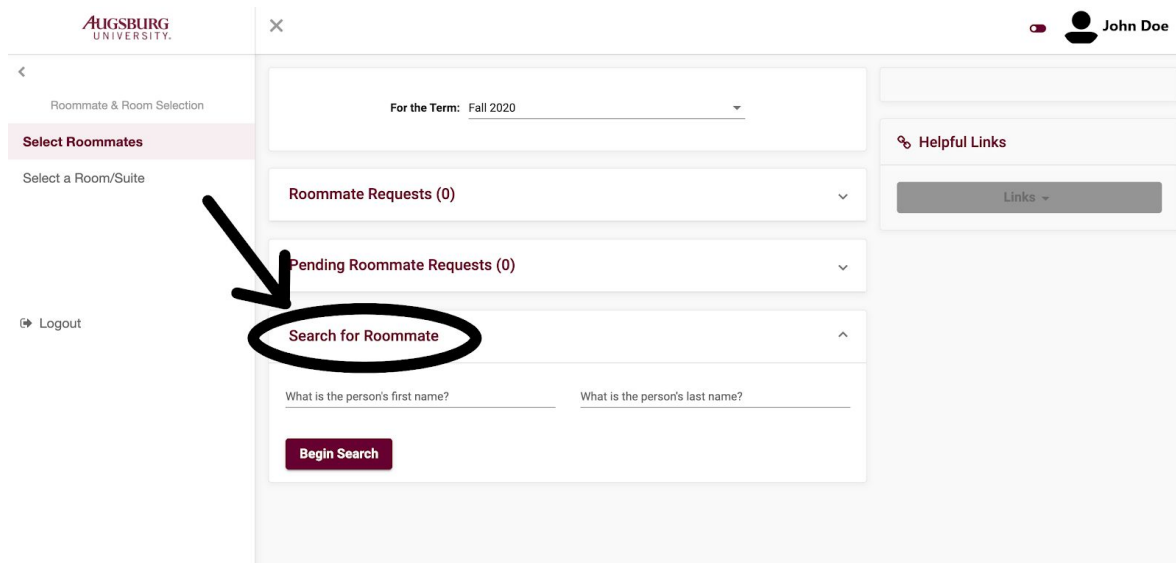

Step 2 - Click on **"Roommate and Room Selection"** located on the left side of your screen.
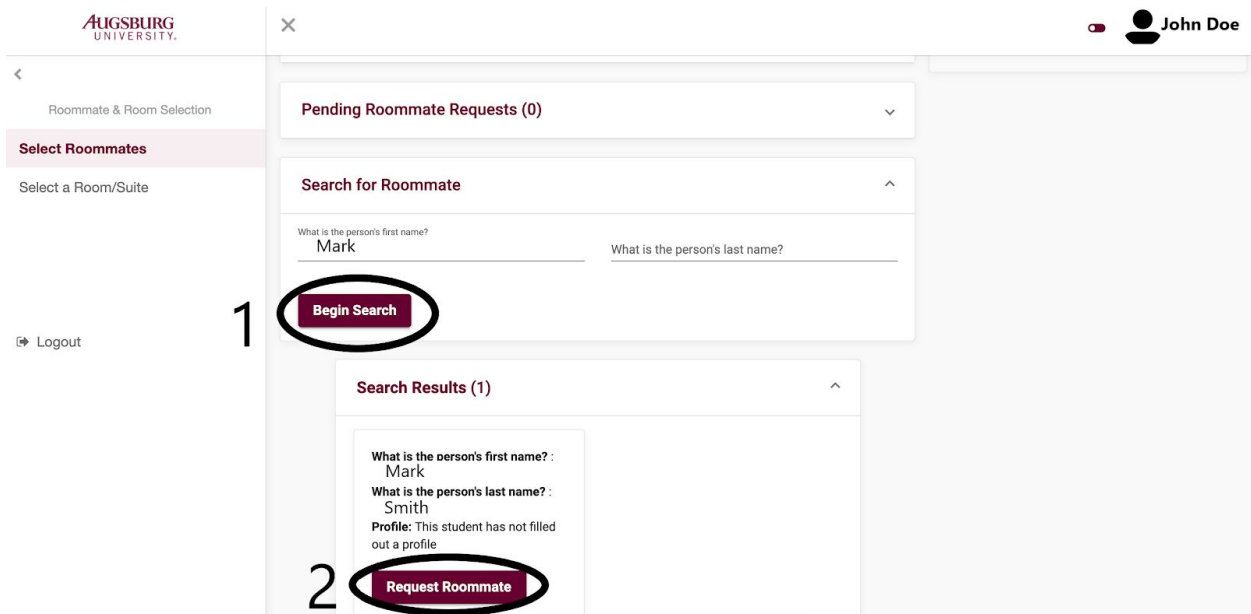
Step 3 - Click on **"Select Roommates"** on the left side of your screen:
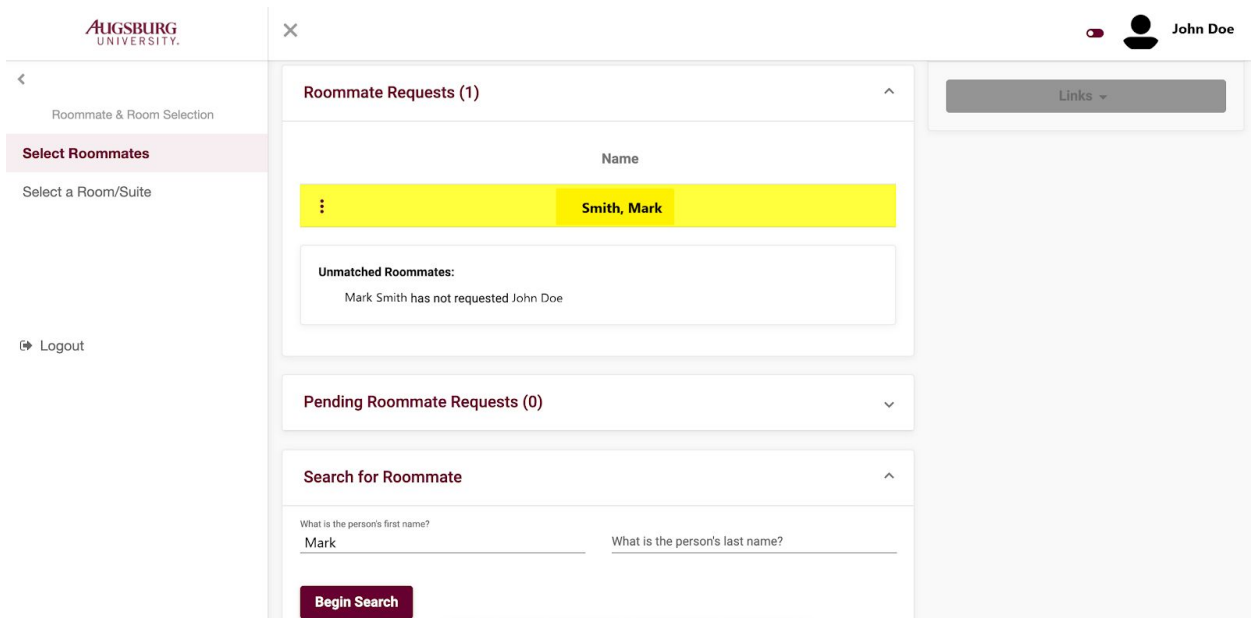

Step 4 - Click on **"Search For Roommate"** to put in your desired roommate's information:
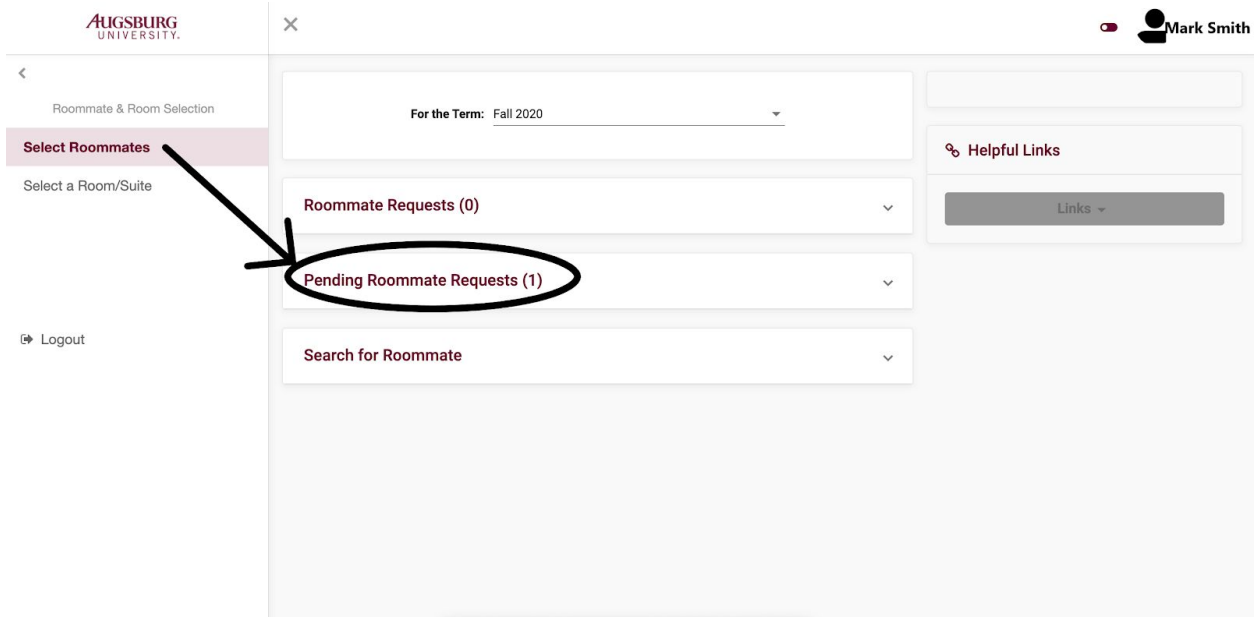
Step 5 - Once you have entered your roommate's information, you can click on **"Begin Search"**. When you see the desired roommate under the Search Results field, you can click on **"Request Roommate"**.
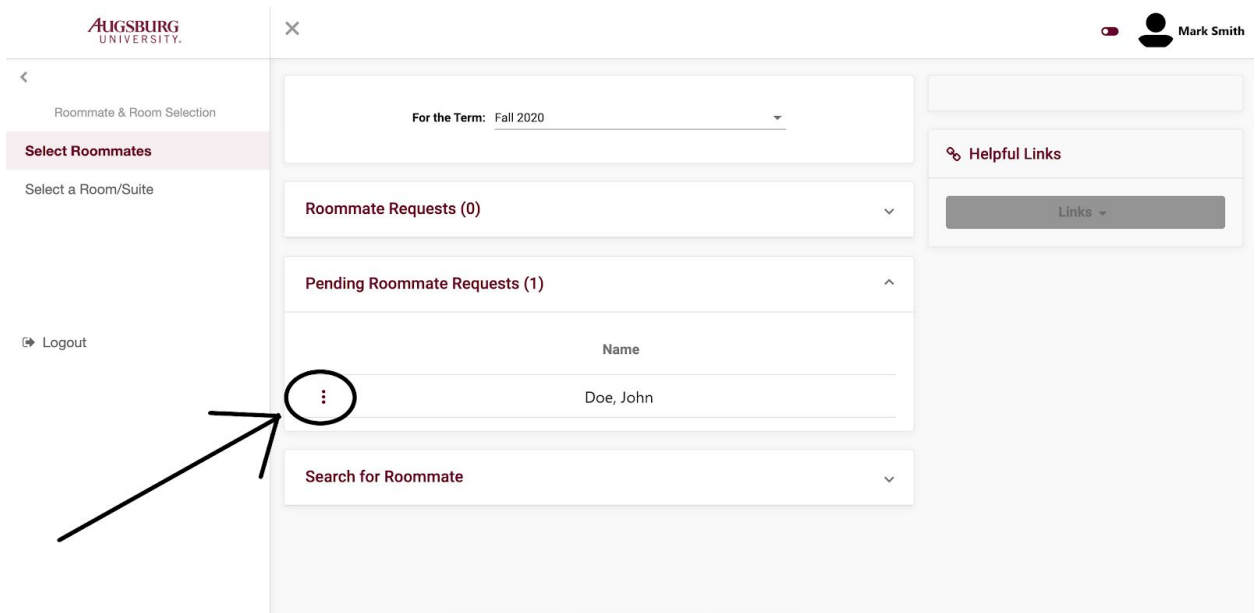

Step 6 - The following screen is a confirmation of the request. You will notice that the other person has not requested John Doe back. **Mark Smith needs to approve the request John Doe in order for the selection to be official.**
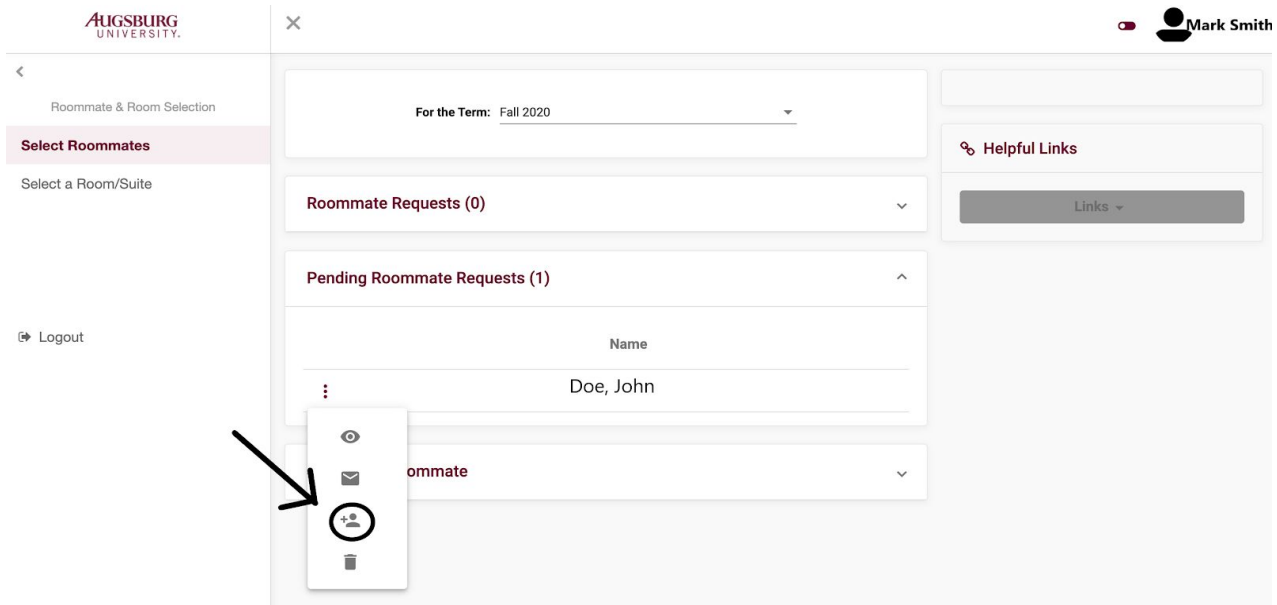
Step 7- Your desired roommate will log on and click on **"Pending Roommate Requests"**.
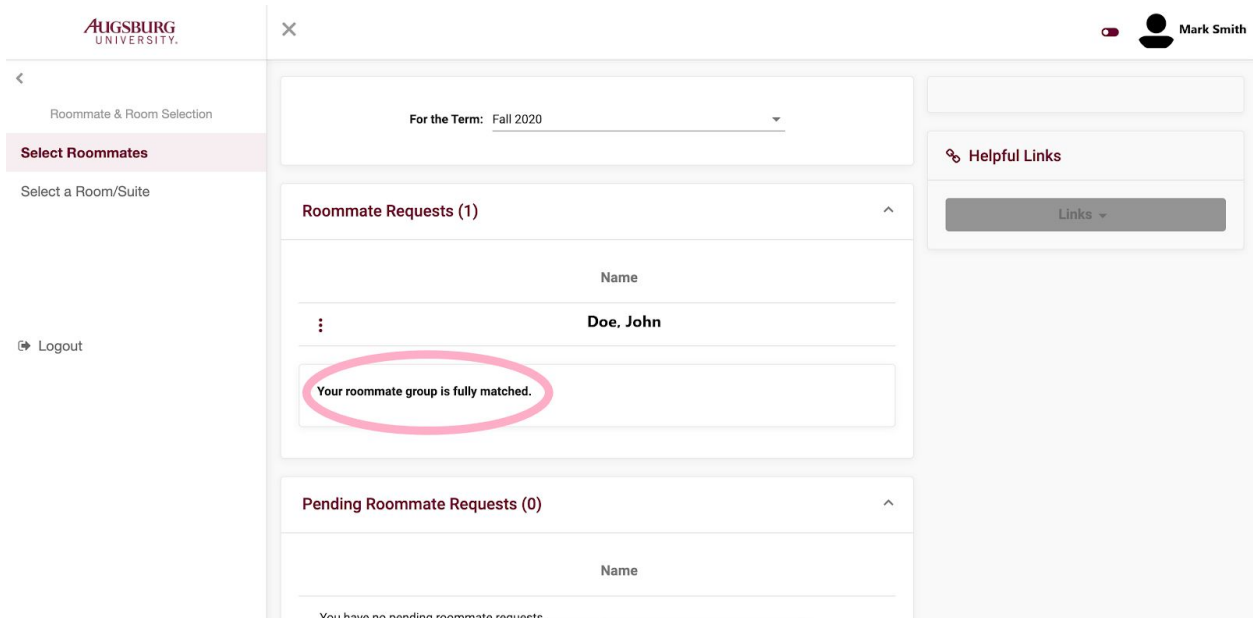

Step 8 - Click on the 3 dots that appear on the left side of your desired roommate's name:

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

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.

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!