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!