**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:
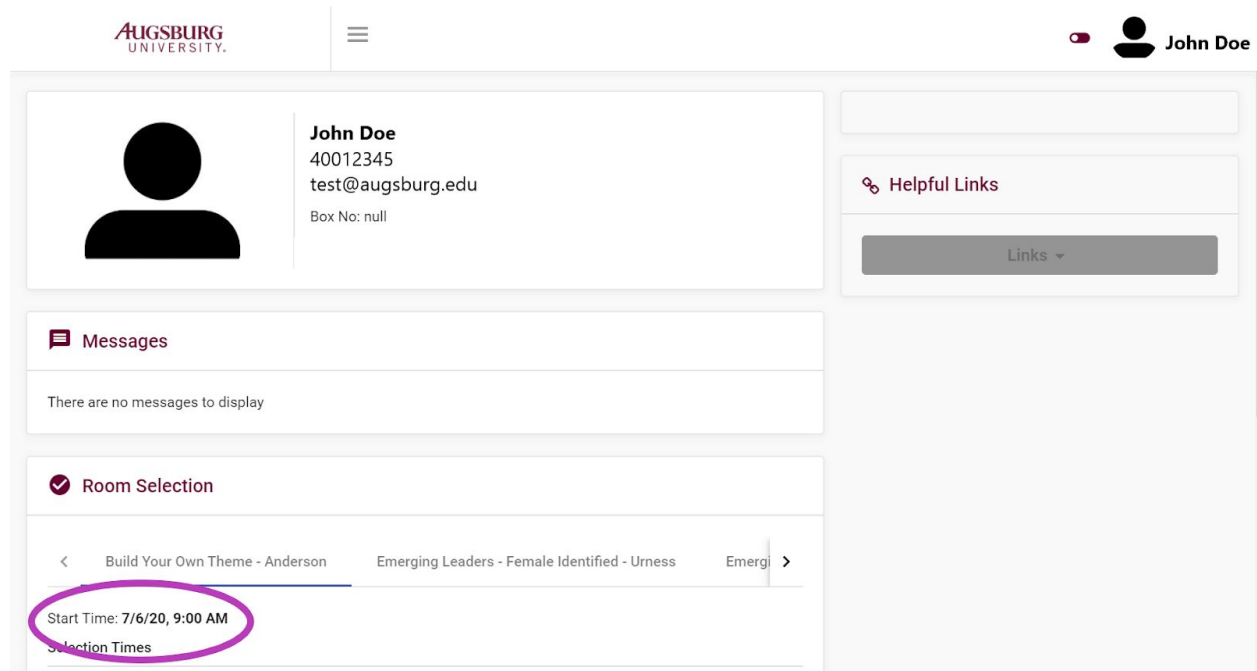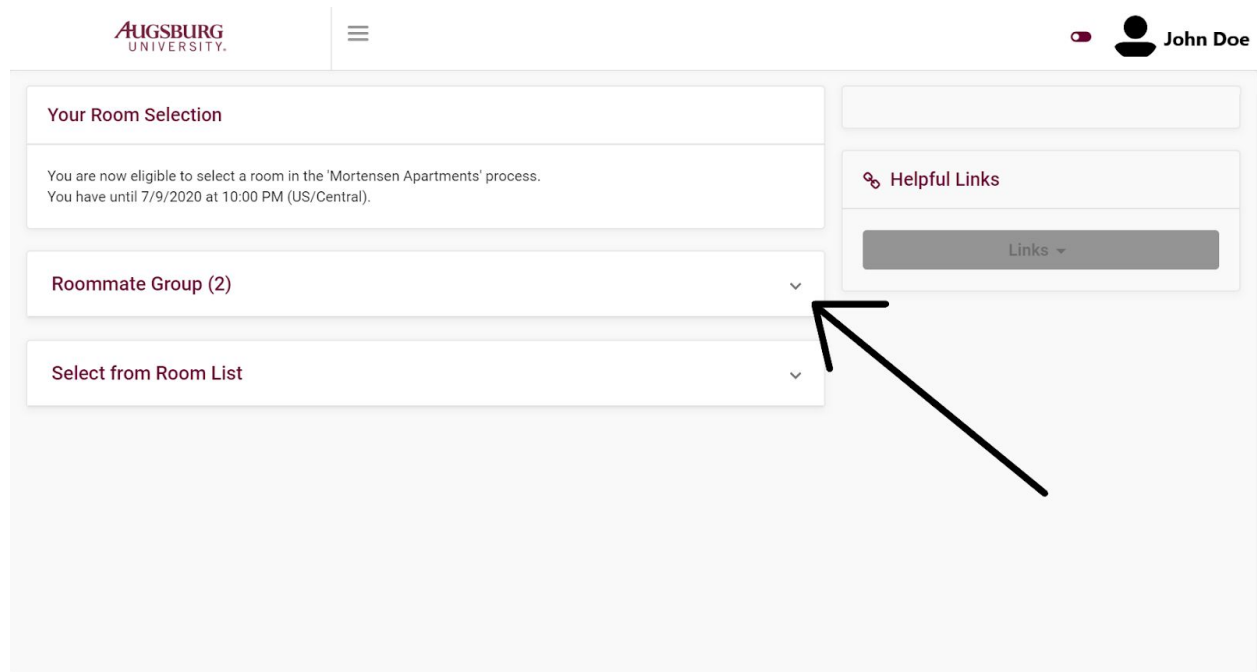
Step 2 - From your main page, scroll down to the section labeled **"Room Selection".** In this section, you will find that there are various community themes you can select a room from. Make sure to use the arrows on either side to view all options. Click on the name of the community you are interested in.
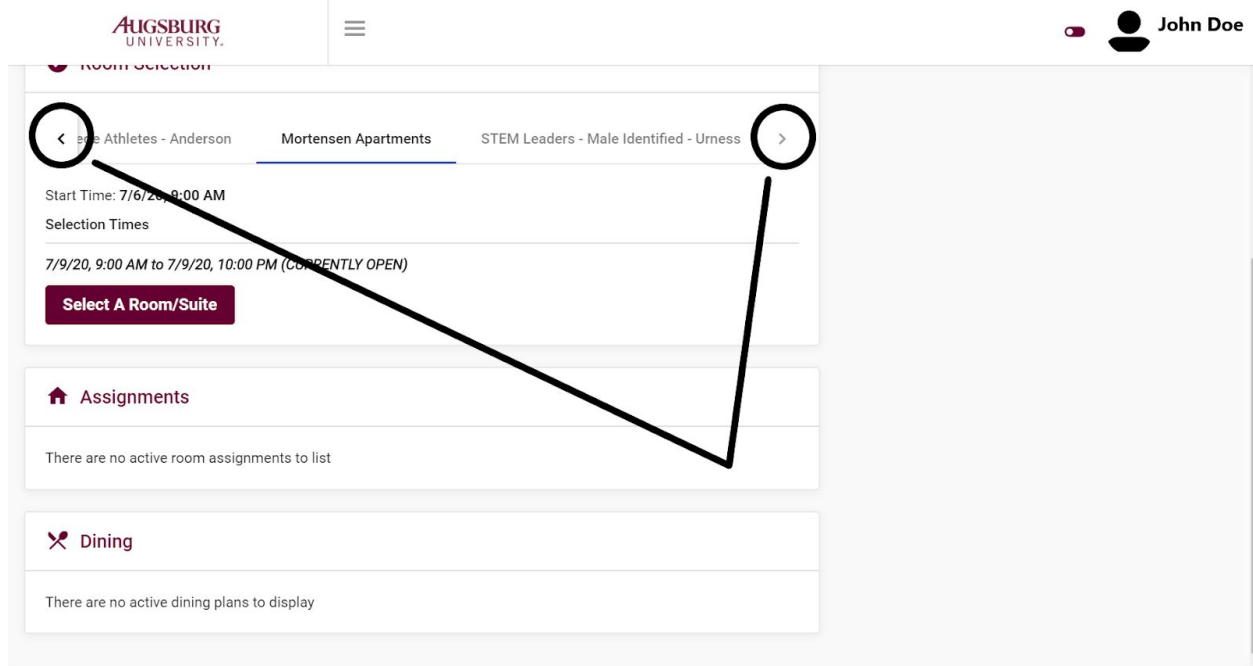
Step 3 - Click on **"Select A Room/Suite"** to see your options for that community.
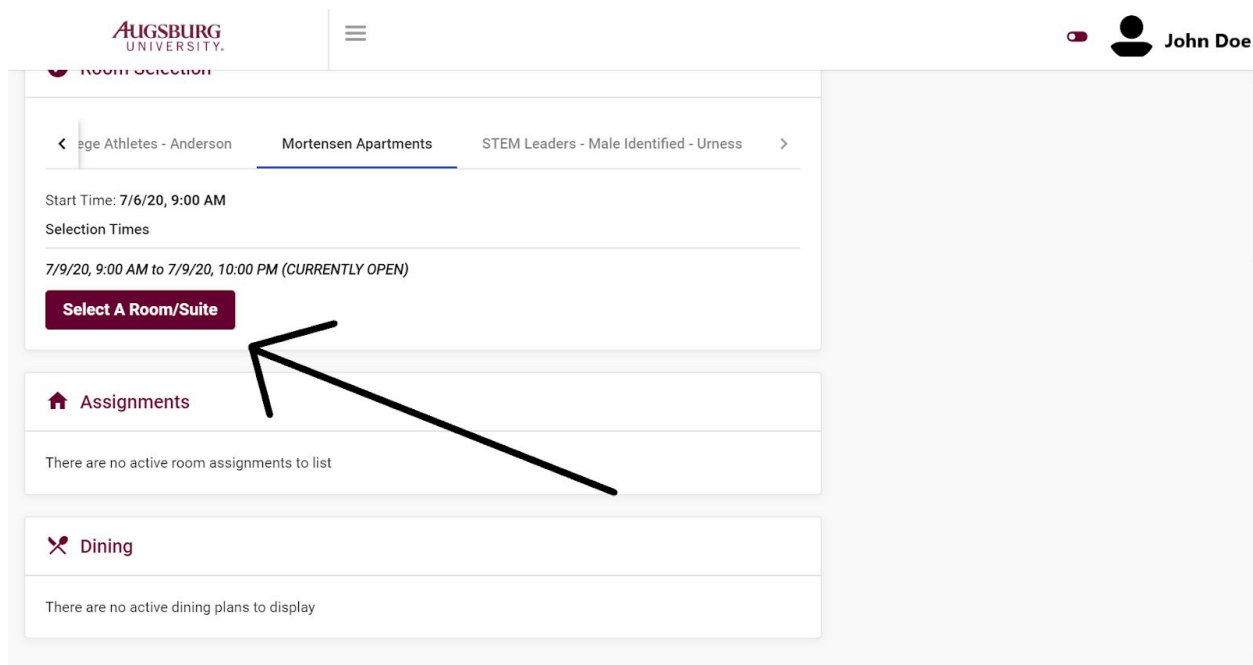
Step 4 - Before selecting a room from the roommate list, click on "Roommate Group" to ensure all of your roommates have been added to your group.
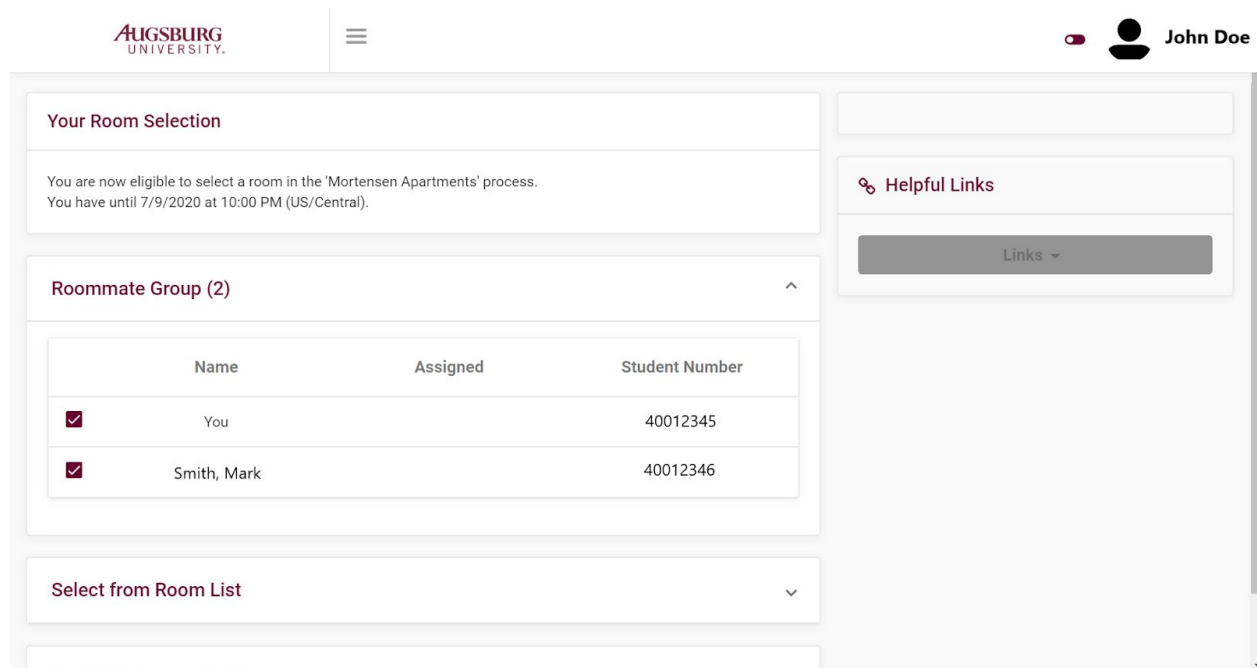
Step 5 - If your Roommate Group looks correct you can move on to the next step.
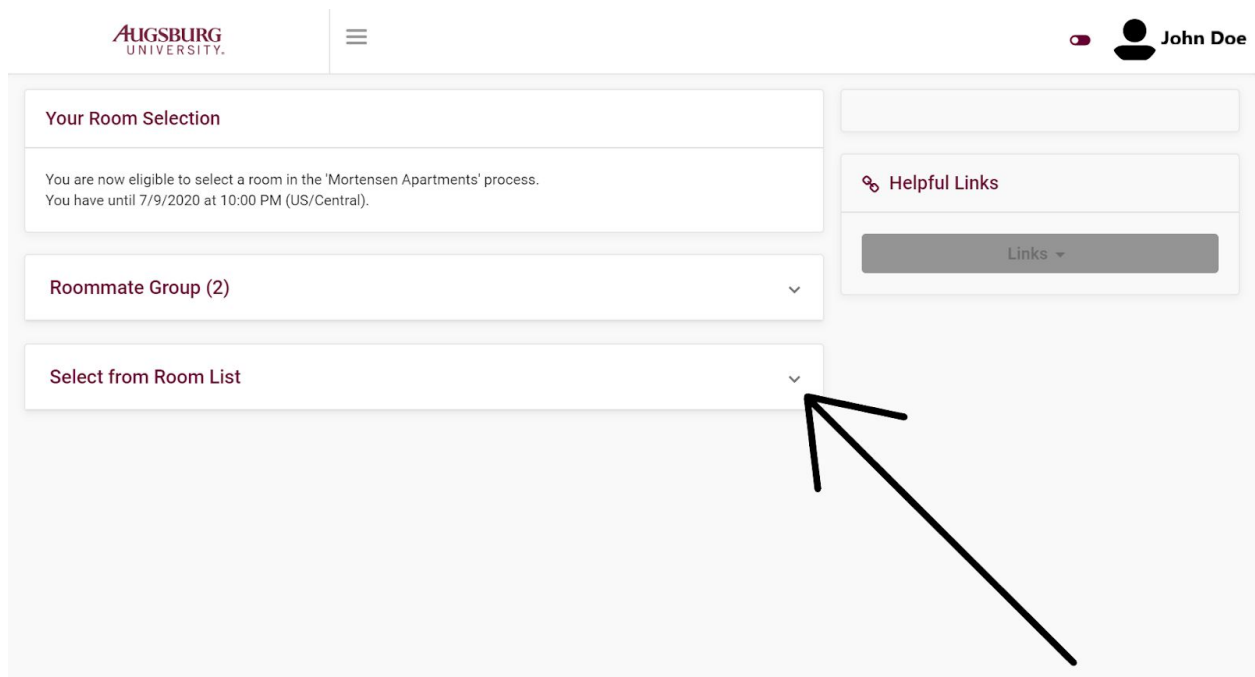
Step 6 - Click on **"Select from Room List"** to open the drop down.

Step 7 - Click on **"Search Available Rooms"**.

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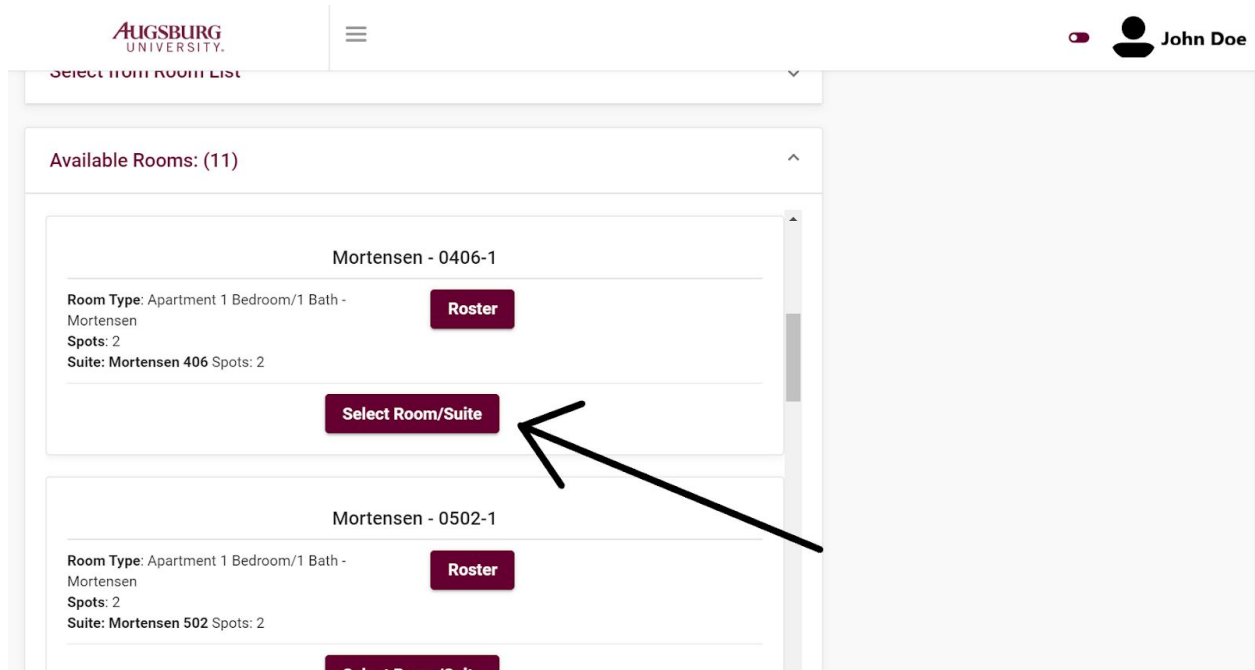
Step 9 - Scroll through the available rooms to find a room that fits your interest. When you have found the room you would like, click on **"Select Room/Suite"**. By clicking on the button labeled "Roster", you will be able to see who else will be living on the floor you have selected.
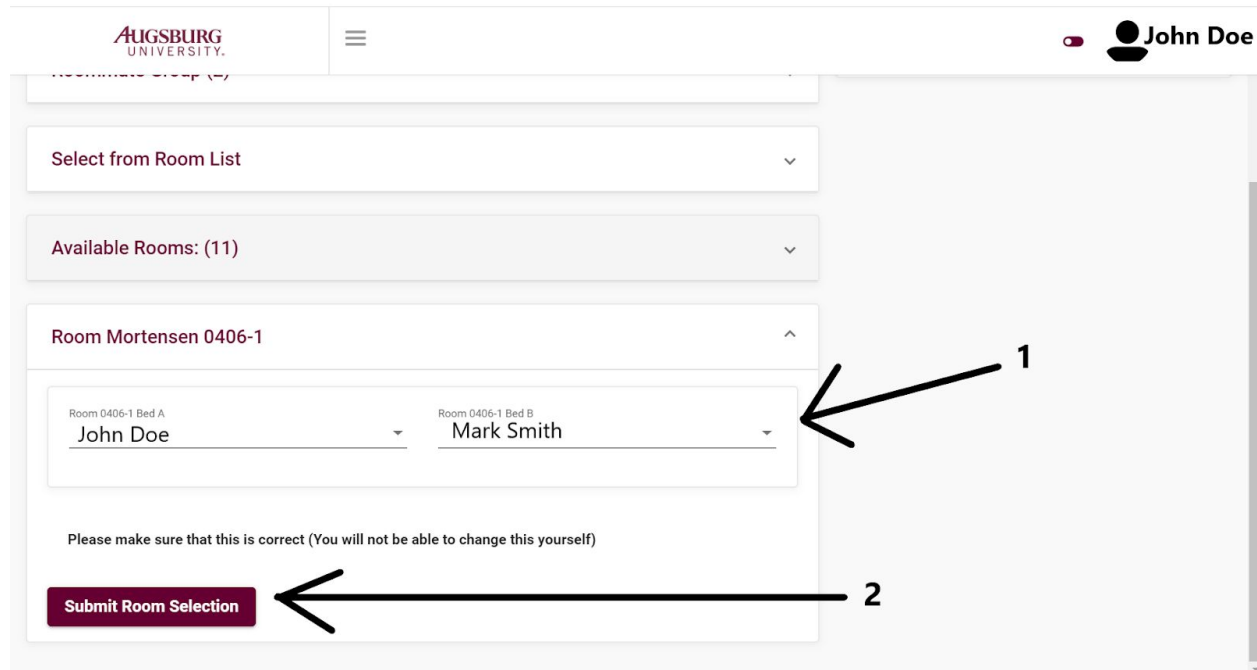
Step 10 - Check to make sure you have the right names under **"Room Mortensen 0406-1"** before clicking the **"Submit Room Selection"** button. **You will not be able to undo your selection after this step!**

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.
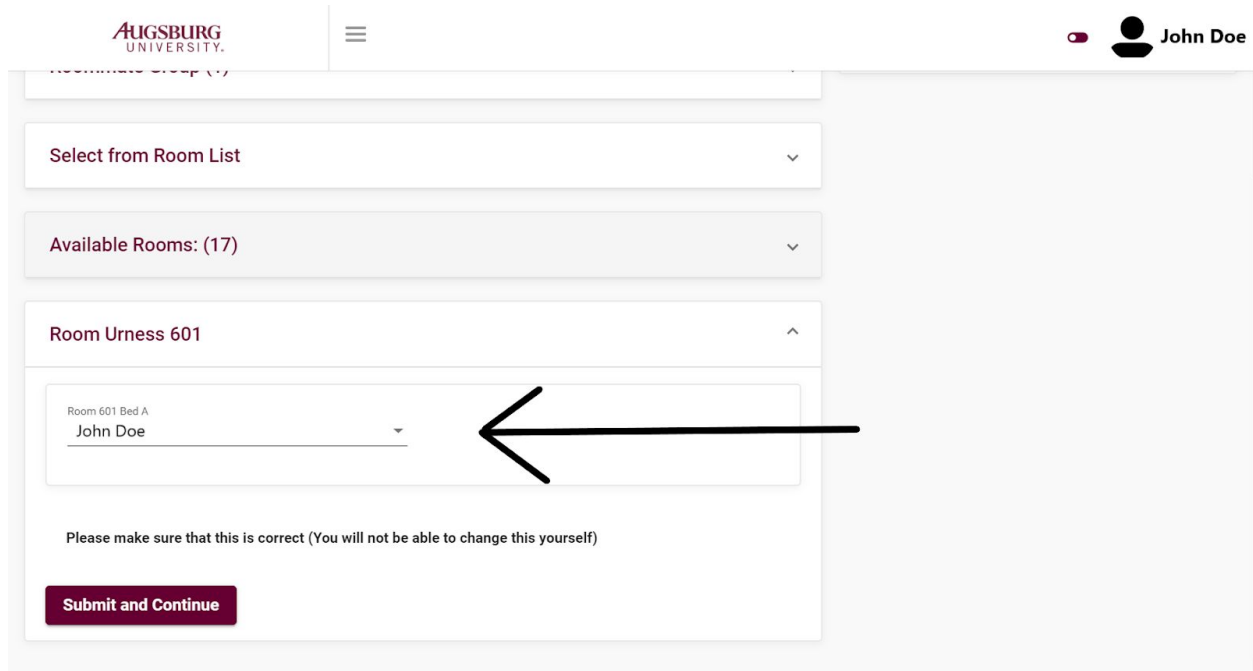
Step 15 - Check to make sure your name is the one under the selected space and then click **"Submit and Continue"** to finish selecting your space.
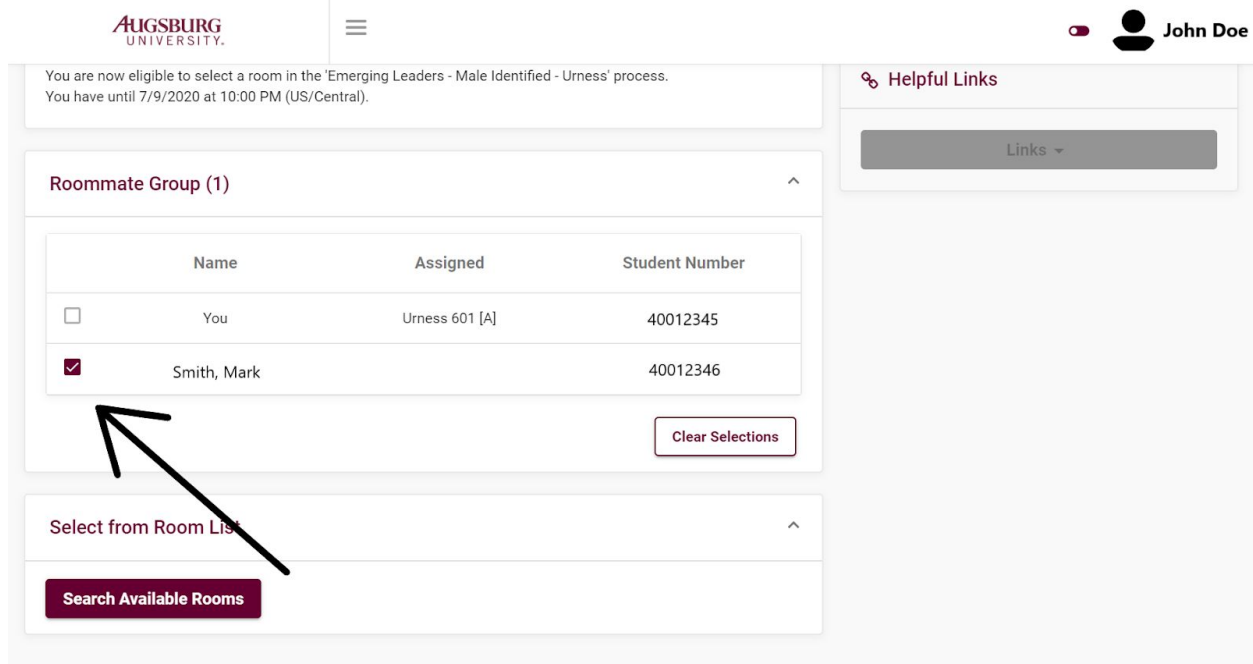
Step 16 - After you have selected housing for yourself, you will need to go back up to **"Roommate Group".** De-select your name and reselect your roommate's name. There should only be 1 name selected. Click on **"Search Available Rooms".**

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!