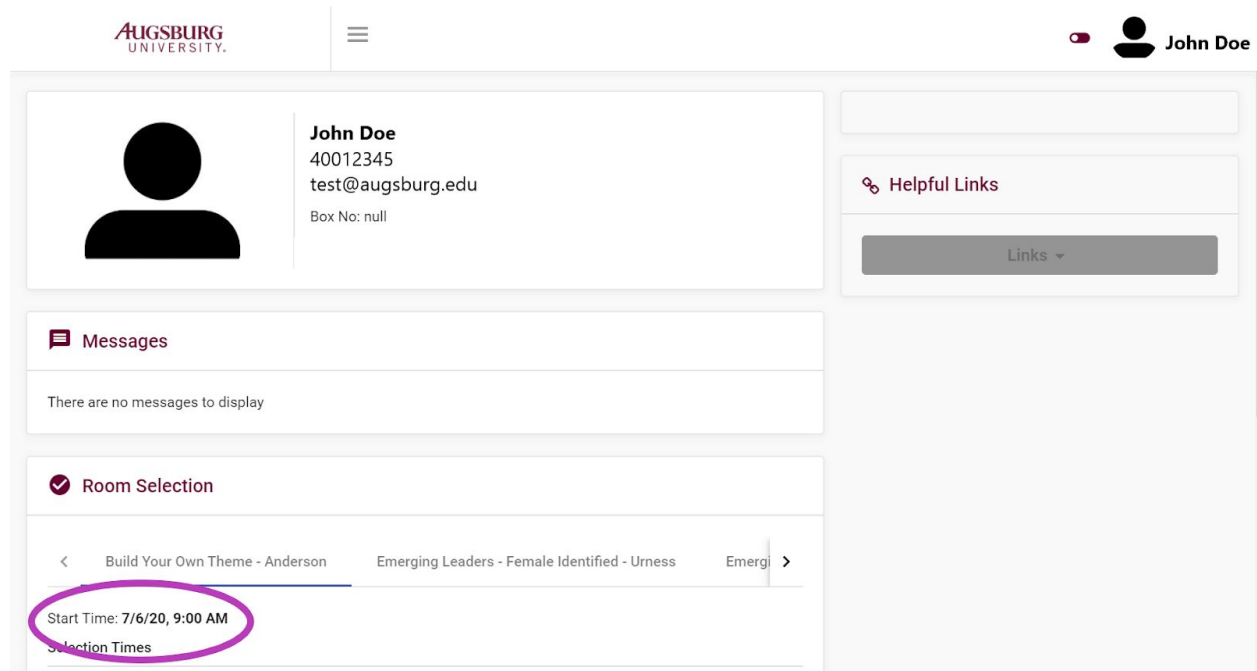


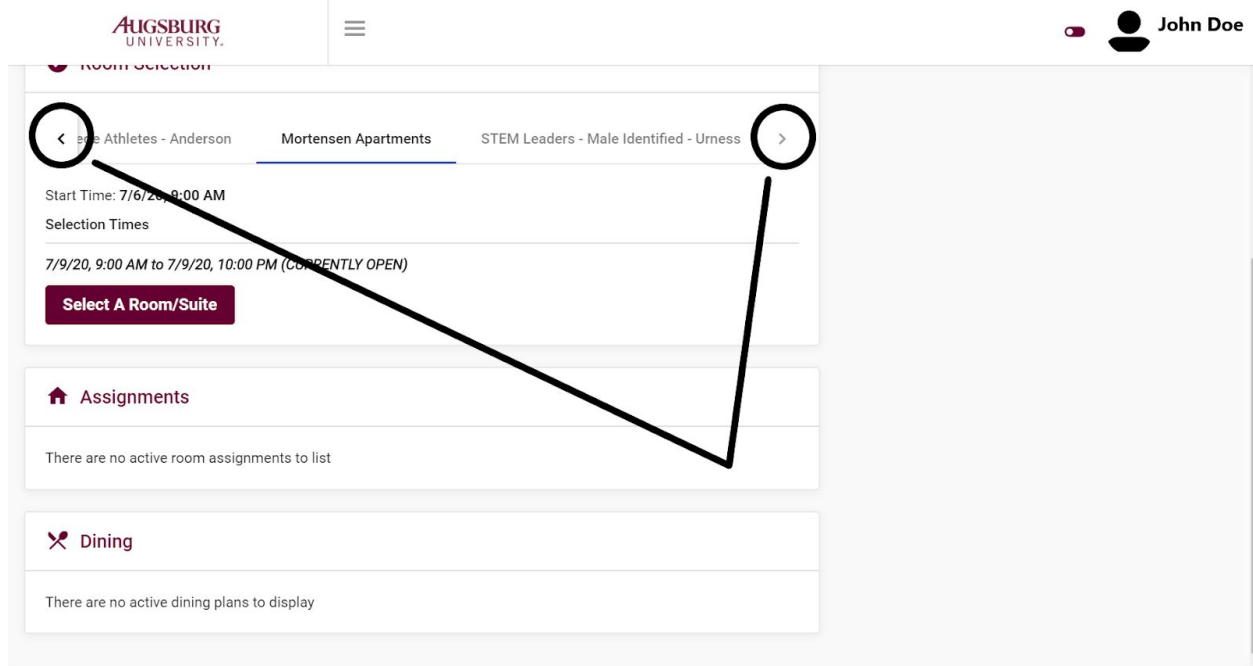
Instructions to select housing to live with your matched roommates:

*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.

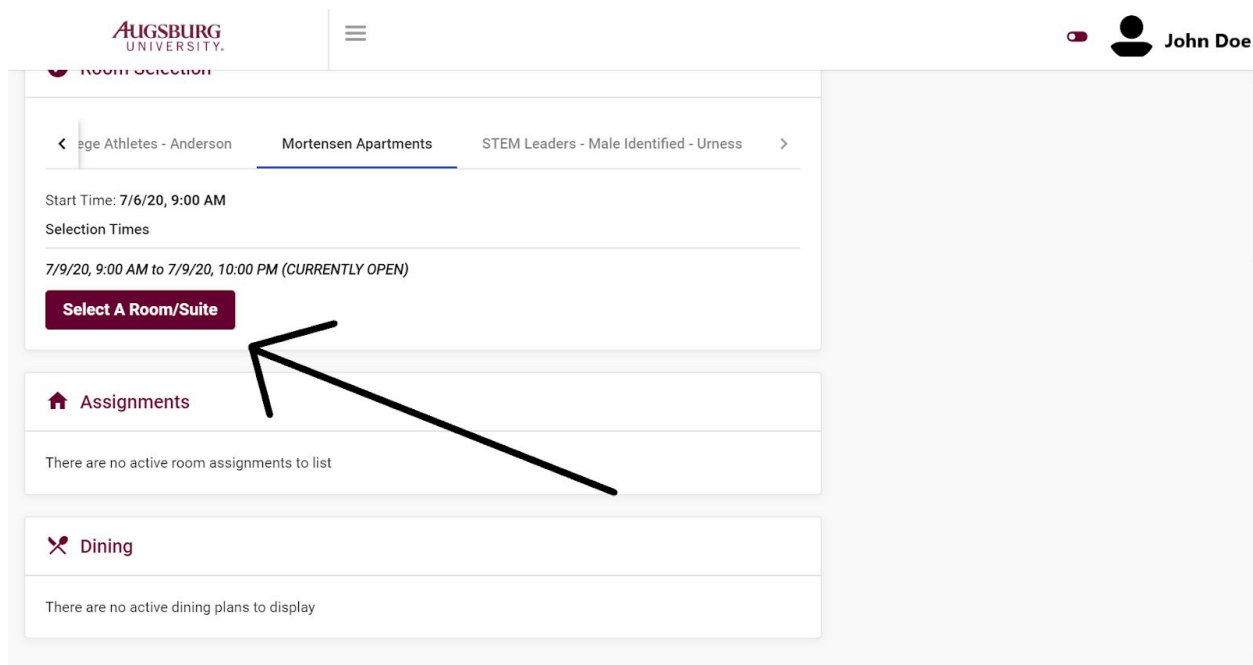
Step 1 - Access our [online housing software](#) at and login using your Augsburg username and password. You will note that there will be a listed date and time indicating your time slot to select housing (this information will **not** show up before July 14th). The page should look similar to this when you log in:



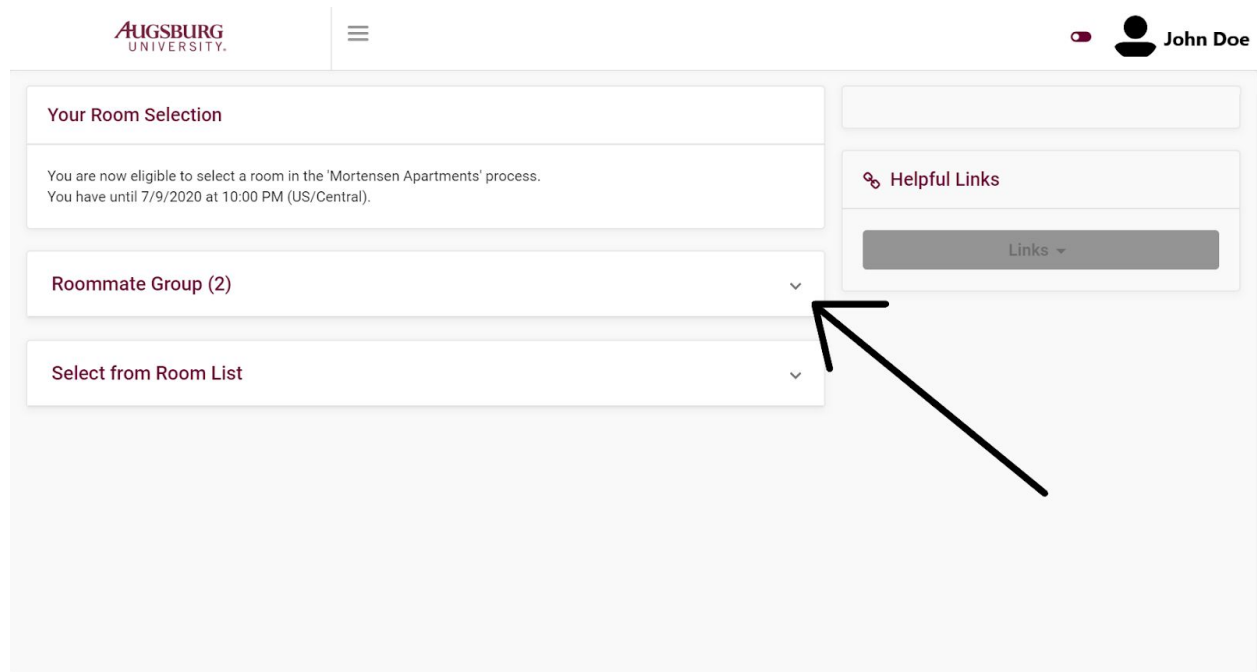
Step 2 - From your main page, scroll down to the section labeled **“Room Selection”**. In this section, you will find that there are various community themes you can select a room from. Make sure to use the arrows on either side to view all options. Click on the name of the community you are interested 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.



AUGSBURG UNIVERSITY

Your Room Selection

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).

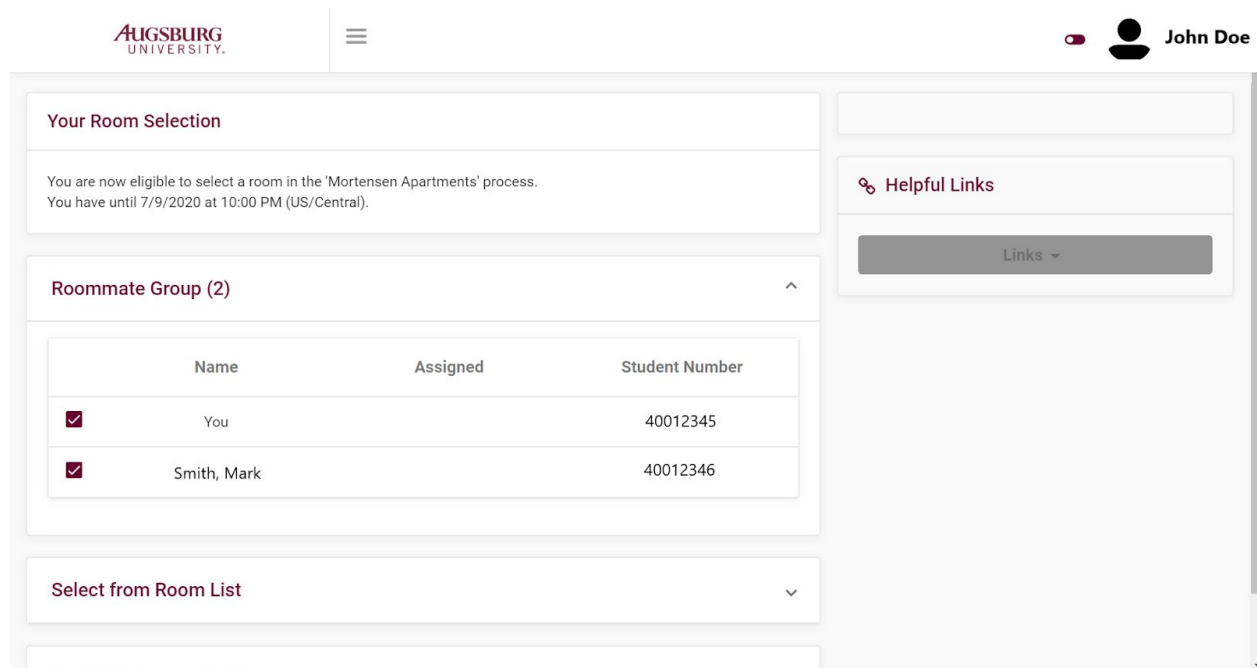
Roommate Group (2) ▼

Select from Room List ▼

Helpful Links

Links ▼

Step 5 - If your Roommate Group looks correct you can move on to the next step.



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Your Room Selection

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).

Roommate Group (2) ^

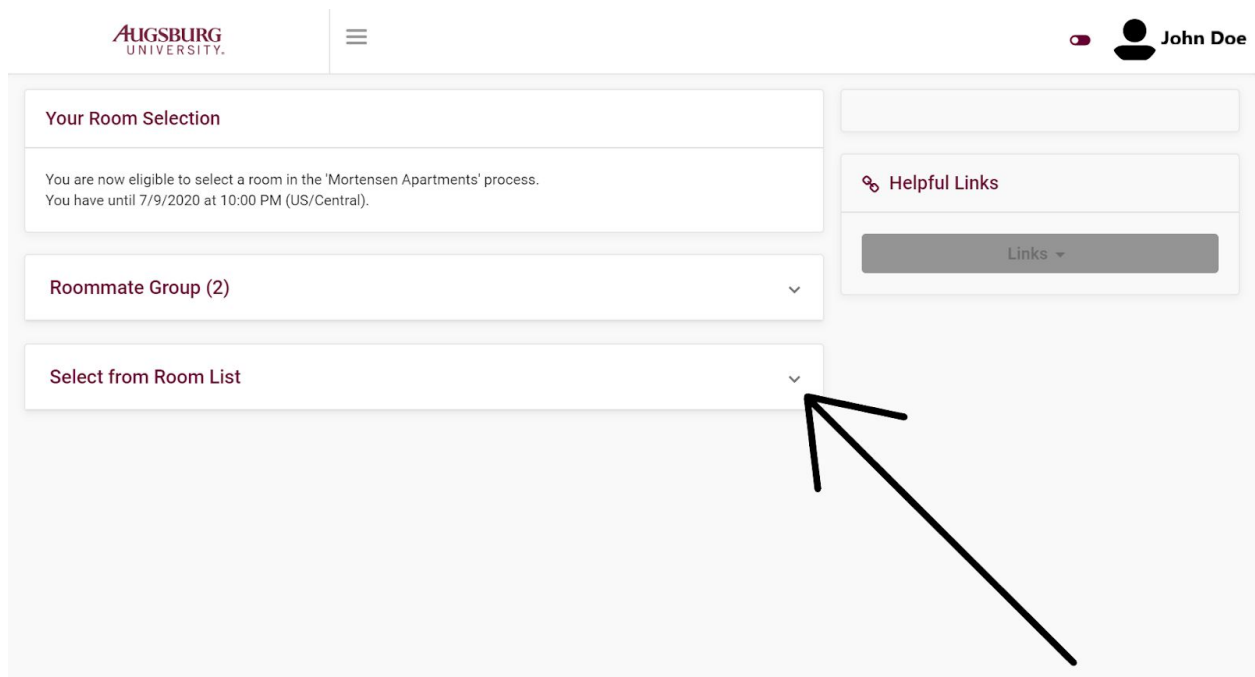
	Name	Assigned	Student Number
<input checked="" type="checkbox"/>	You		40012345
<input checked="" type="checkbox"/>	Smith, Mark		40012346

Select from Room List ▼

Helpful Links

Links ▼

Step 6 - Click on **“Select from Room List”** to open the drop down.



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John Doe

Your Room Selection

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).

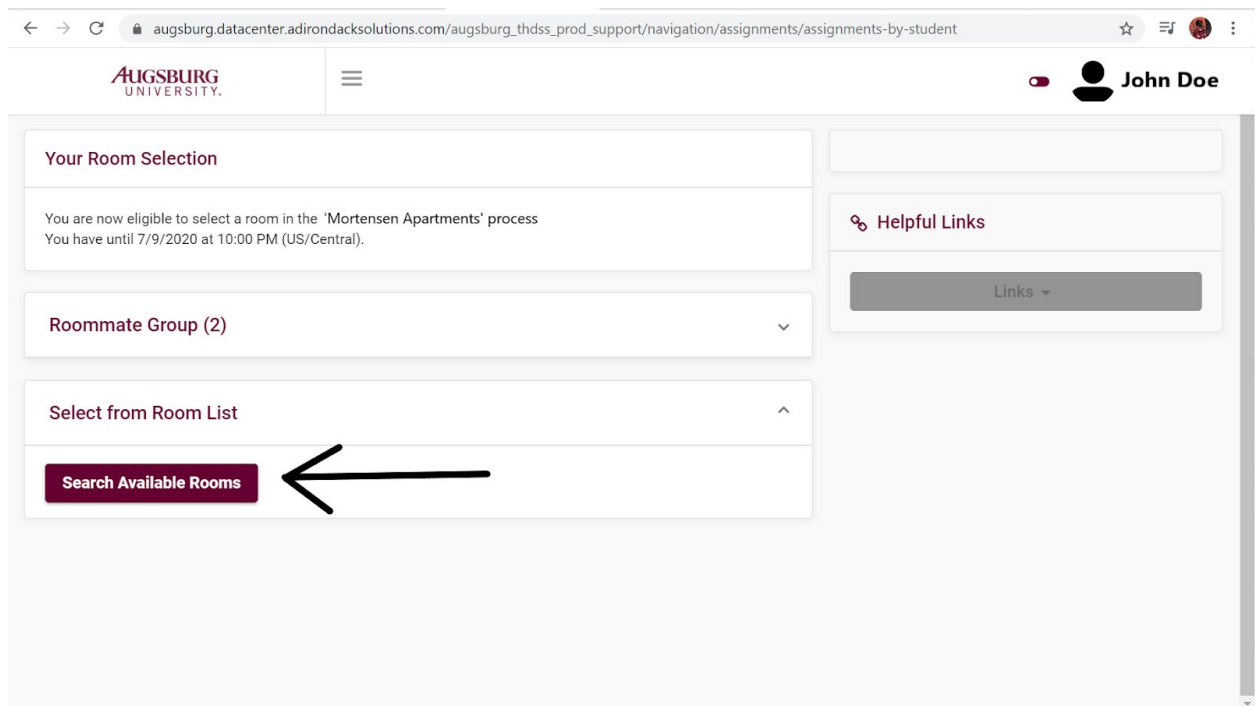
Roommate Group (2) ▼

Select from Room List ▼

Helpful Links

Links ▼

Step 7 - Click on **“Search Available Rooms”**.



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John Doe

Your Room Selection

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).

Roommate Group (2) ▼

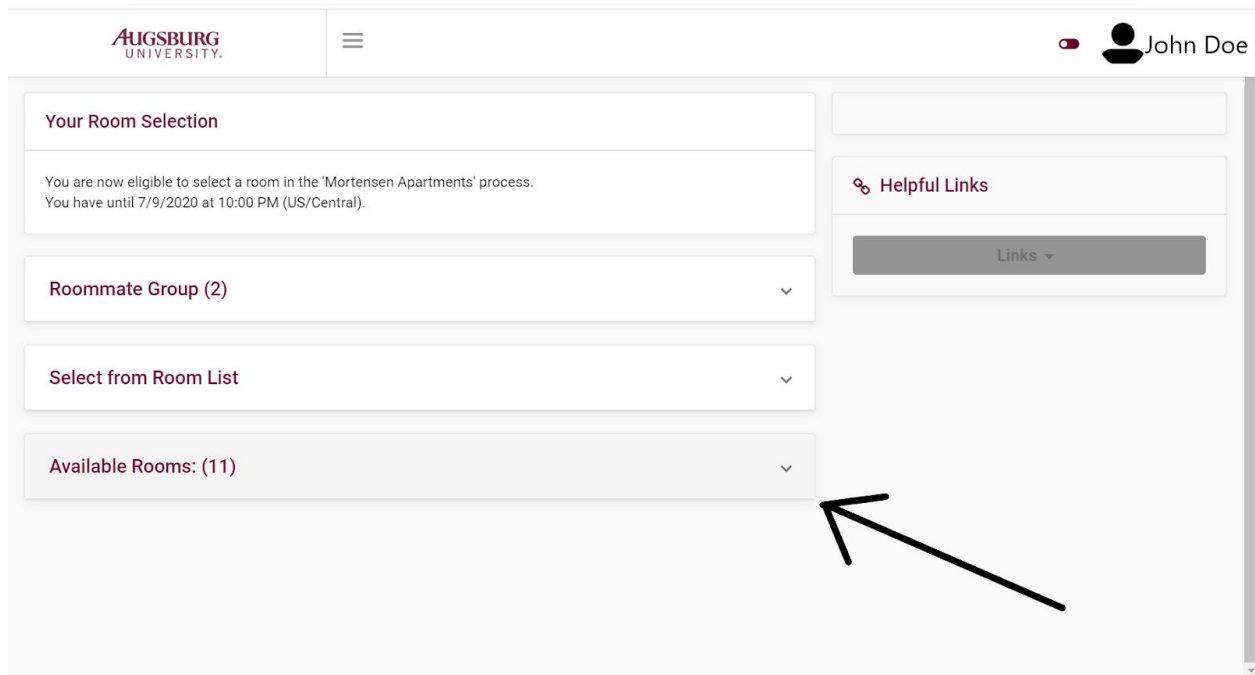
Select from Room List ^

Search Available Rooms

Helpful Links

Links ▼

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:



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John Doe

Your Room Selection

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).

Roommate Group (2)

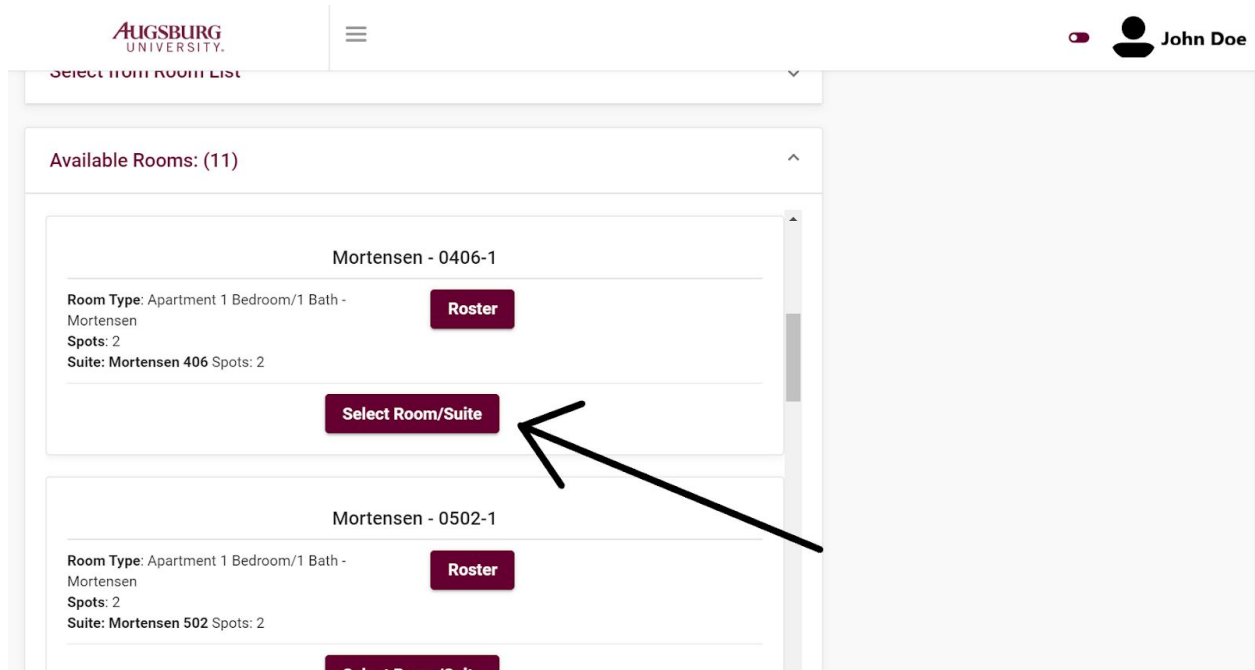
Select from Room List

Available Rooms: (11)

Helpful Links

Links

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.



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John Doe

Select from Room List

Available Rooms: (11)

Mortensen - 0406-1

Room Type: Apartment 1 Bedroom/1 Bath - Mortensen

Spots: 2

Suite: Mortensen 406 Spots: 2

Roster

Select Room/Suite

Mortensen - 0502-1

Room Type: Apartment 1 Bedroom/1 Bath - Mortensen

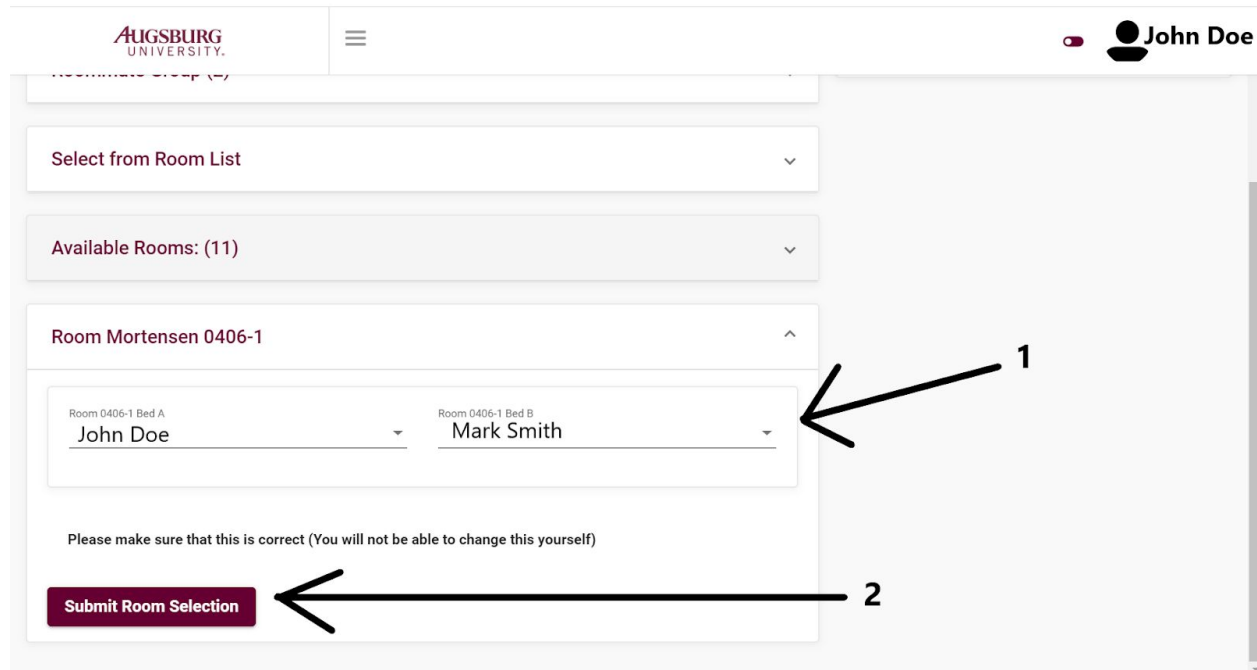
Spots: 2

Suite: Mortensen 502 Spots: 2

Roster

Select Room/Suite

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!**



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John Doe

Select from Room List

Available Rooms: (11)

Room Mortensen 0406-1

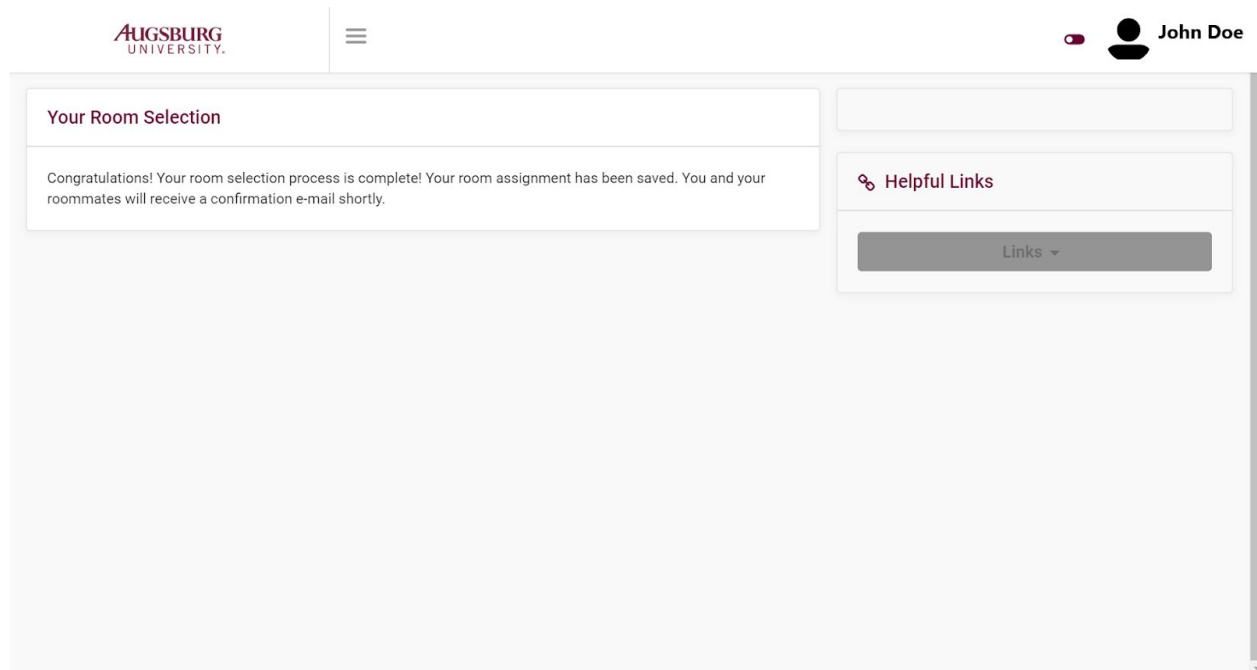
Room 0406-1 Bed A
John Doe

Room 0406-1 Bed B
Mark Smith

Please make sure that this is correct (You will not be able to change this yourself)

Submit Room Selection

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.



AUGSBURG UNIVERSITY.

John Doe

Your Room Selection

Congratulations! Your room selection process is complete! Your room assignment has been saved. You and your roommates will receive a confirmation e-mail shortly.

Helpful Links

Links

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.

The screenshot shows the Augsburg University housing selection interface. At the top left is the Augsburg University logo. At the top right is a user profile icon labeled "John Doe". The main content area is divided into two columns. The left column contains a "Your Room Selection" section with a message about eligibility and a deadline. Below this are three dropdown menus: "Roommate Group (2)", "Select from Room List", and "Available Rooms: (0)". The "Available Rooms" dropdown is expanded, showing a message: "No available rooms were found that could accommodate your group AND/OR no available rooms were found that match your search criteria." This message is circled in yellow. The right column contains a "Helpful Links" section with a "Links" button.

AUGSBURG UNIVERSITY.

John Doe

Your Room Selection

You are now eligible to select a room in the 'Emerging Leaders - Male Identified - Urness' process.
You have until 7/9/2020 at 10:00 PM (US/Central).

Roommate Group (2) ▼

Select from Room List ▼



Available Rooms: (0) ^



No available rooms were found that could accommodate your group AND/OR no available rooms were found that match your search criteria.

Helpful Links

Links ▼

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.



  **John Doe**

You are now eligible to select a room in the 'Emerging Leaders - Male Identified - Urness' process.
You have until 7/9/2020 at 10:00 PM (US/Central).

Roommate Group (1) ^

	Name	Assigned	Student Number
<input checked="" type="checkbox"/>	You		40012345
<input type="checkbox"/>	Smith, Mark		40012346



Select from Room List ^



Search Available Rooms

Helpful Links

Links ▾

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.



  **John Doe**

You are now eligible to select a room in the 'Emerging Leaders - Male Identified - Urness' process.
You have until 7/9/2020 at 10:00 PM (US/Central).

Roommate Group (1) ▾

Select from Room List ▾

Available Rooms: (17) ^

Urness - 601

Room Type: Bedroom Double - Urness
Spots: 1

Roster

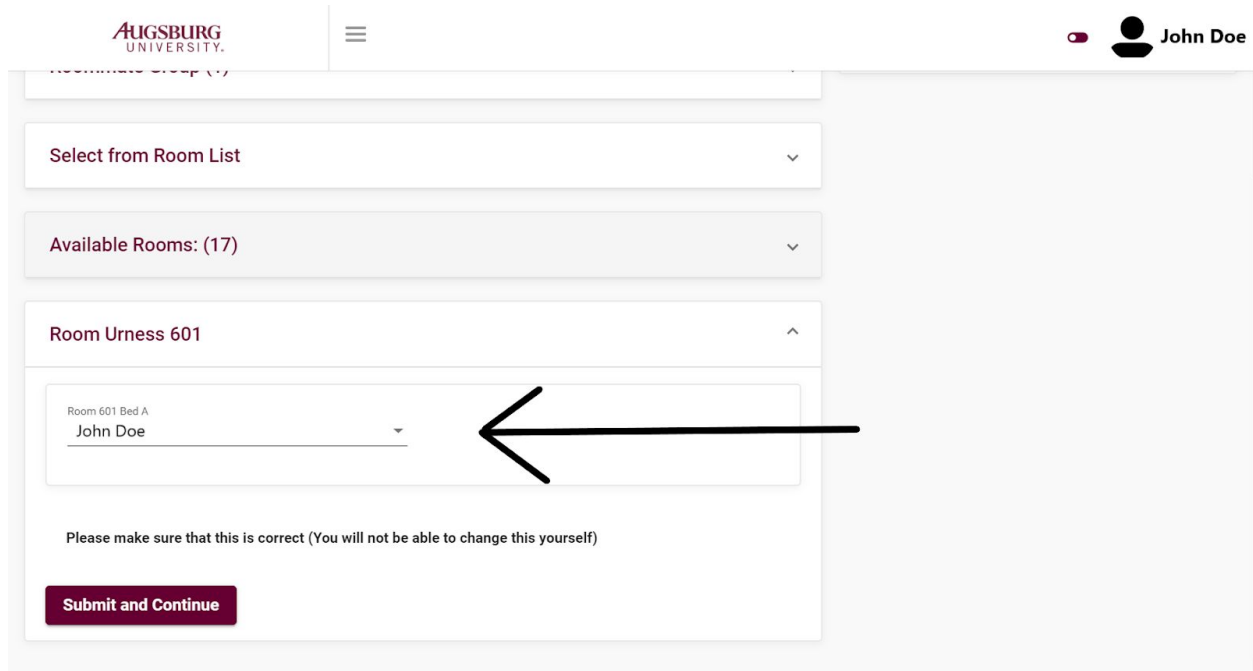
Select Room ←

Urness - 602

Helpful Links

Links ▾

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.



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John Doe

Select from Room List

Available Rooms: (17)

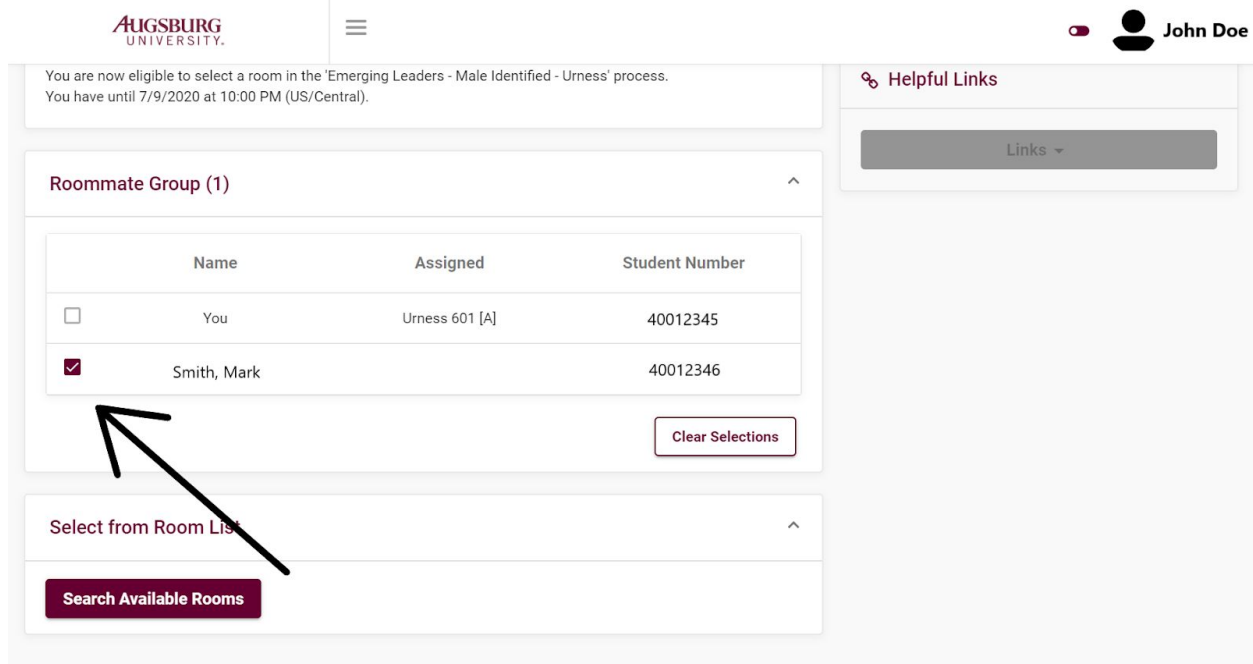
Room Urness 601

Room 601 Bed A
John Doe

Please make sure that this is correct (You will not be able to change this yourself)

Submit and Continue

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”**.



AUGSBURG UNIVERSITY.

John Doe

You are now eligible to select a room in the 'Emerging Leaders - Male Identified - Urness' process. You have until 7/9/2020 at 10:00 PM (US/Central).

Helpful Links

Links

Roommate Group (1)

	Name	Assigned	Student Number
<input type="checkbox"/>	You	Urness 601 [A]	40012345
<input checked="" type="checkbox"/>	Smith, Mark		40012346

Clear Selections

Select from Room List

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”**.

The screenshot shows the Augsburg University room selection interface. At the top left is the Augsburg University logo. To its right is a hamburger menu icon. At the top right is a user profile icon with the name "John Doe". Below the header, there is a "Select from Room List" dropdown menu. Below that is an "Available Rooms: (16)" dropdown menu. The main section is titled "Room Urness 602" with an expand/collapse arrow. Inside this section, there is a dropdown menu for "Room 602 Bed A" showing "Mark Smith". A black arrow points to this dropdown menu. Below the dropdown menu is a text prompt: "Please make sure that this is correct (You will not be able to change this yourself)". At the bottom of the section is a red button labeled "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.

The screenshot shows the Augsburg University room selection interface after completion. At the top left is the Augsburg University logo. To its right is a hamburger menu icon. At the top right is a user profile icon with the name "John Doe". Below the header, there is a section titled "Your Room Selection". Inside this section, there is a text message: "Congratulations! Your room selection process is complete! Your room assignment has been saved. You and your roommates will receive a confirmation e-mail shortly." To the right of this section is a "Helpful Links" section with a link icon and the text "Helpful Links". Below this is a grey button labeled "Links" with a dropdown arrow.

Congratulations, you are done with the room selection process!