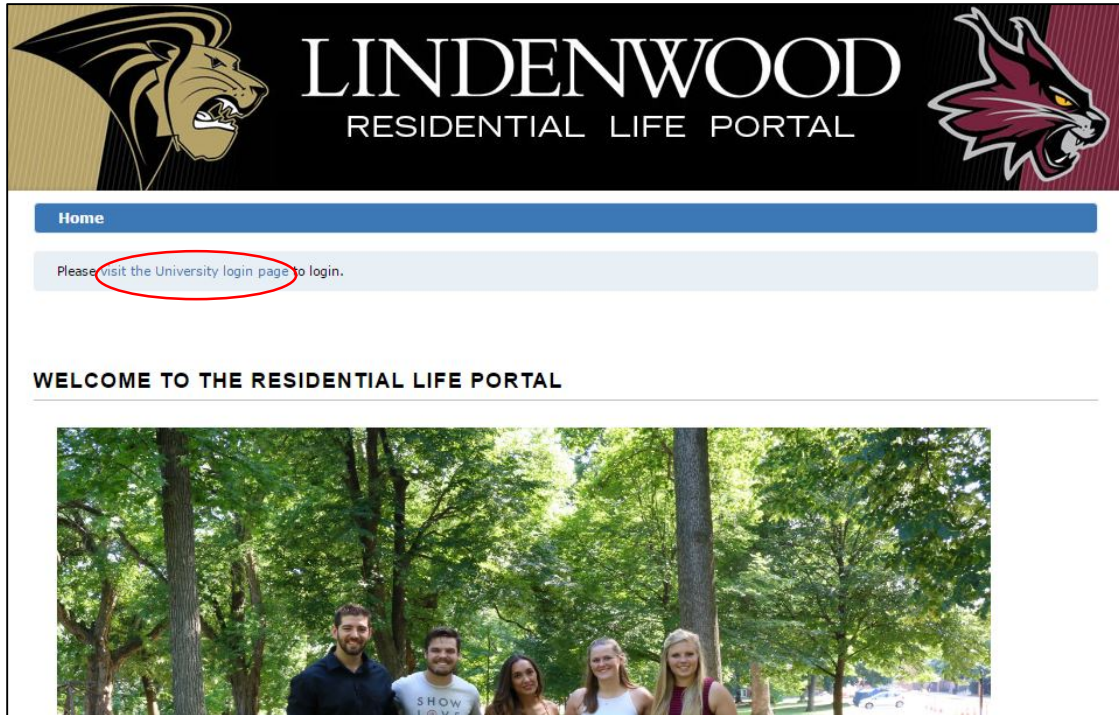


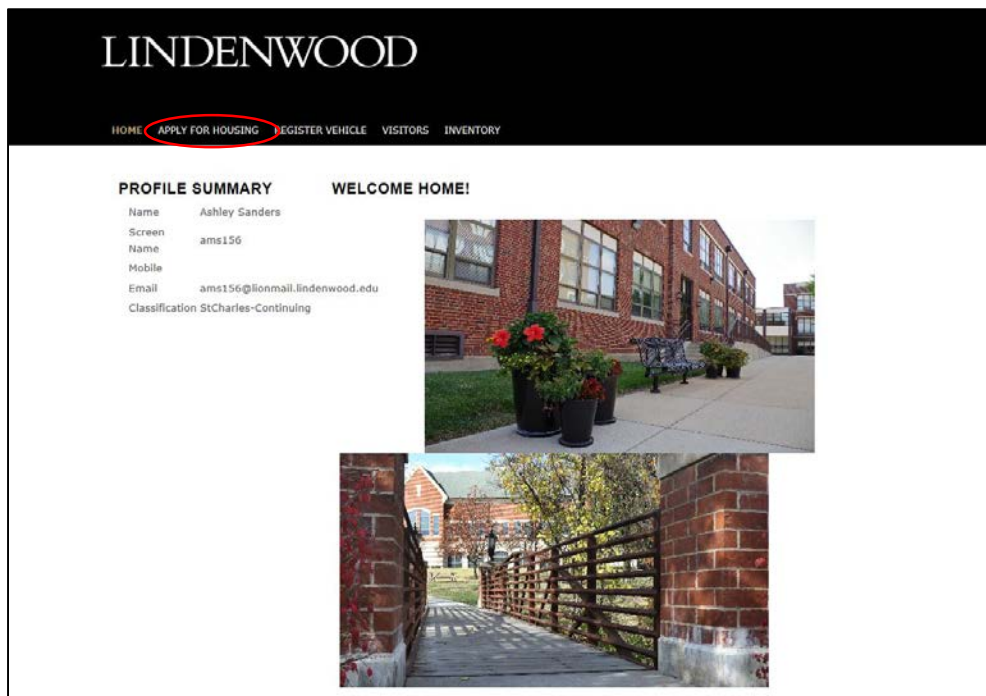
## How-to Fill Out Your Profile

From the Residential Life Portal, click on the hyperlinked “University login page” line

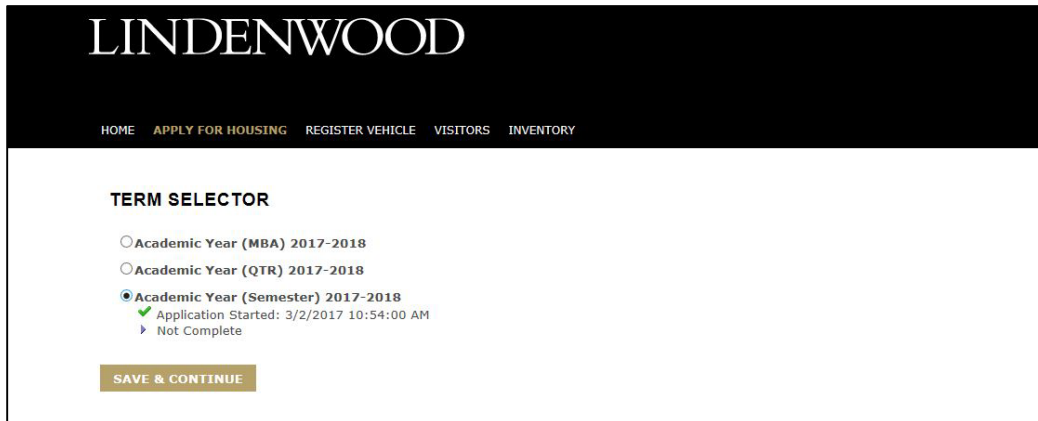


It will bring up a login window. You will log in using your full lionmail ([abc123@lionmail.lindenwood.edu](mailto:abc123@lionmail.lindenwood.edu)) and the corresponding password for your lionmail.

Once on the portal welcome page, choose “Apply for Housing”



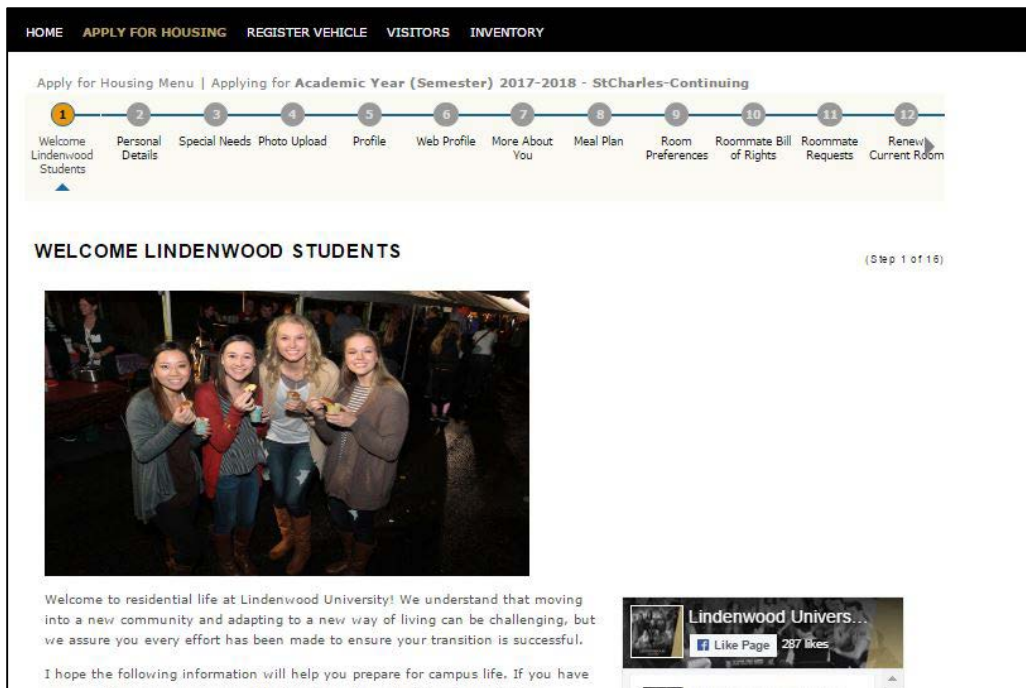
Select Academic Year. This is the same as when you select an academic term in the student portal. Graduate students will either be MBA or QTR depending on the degree, and Undergraduate students will be Semester.



The screenshot shows the top navigation bar with the Lindenwood logo and links for HOME, APPLY FOR HOUSING, REGISTER VEHICLE, VISITORS, and INVENTORY. Below this is the 'TERM SELECTOR' section. It contains three radio button options: 'Academic Year (MBA) 2017-2018', 'Academic Year (QTR) 2017-2018', and 'Academic Year (Semester) 2017-2018'. The 'Semester' option is selected. Below the selected option, there is a green checkmark icon and the text 'Application Started: 3/2/2017 10:54:00 AM' and 'Not Complete'. At the bottom of the form is a 'SAVE & CONTINUE' button.

Click on "Save & Continue"

From here, you will automatically be directed to the Welcome Page. This page gives basic information about Residential Life, as well as a few things that students should know about their rooms.



The screenshot shows the 'WELCOME LINDENWOOD STUDENTS' page. At the top, there is a navigation bar with the same links as the previous screenshot. Below the navigation bar is a progress indicator showing 12 steps: 1. Welcome Lindenwood Students (highlighted), 2. Personal Details, 3. Special Needs, 4. Photo Upload, 5. Profile, 6. Web Profile, 7. More About You, 8. Meal Plan, 9. Room Preferences, 10. Roommate Bill of Rights, 11. Roommate Requests, and 12. Renew Current Room. Below the progress indicator is the heading 'WELCOME LINDENWOOD STUDENTS' and '(Step 1 of 16)'. The main content area features a photograph of four female students smiling and holding drinks. Below the photo is a paragraph of text: 'Welcome to residential life at Lindenwood University! We understand that moving into a new community and adapting to a new way of living can be challenging, but we assure you every effort has been made to ensure your transition is successful. I hope the following information will help you prepare for campus life. If you have'. To the right of the text is a small image of a Facebook page for 'Lindenwood Univers...' with 'Like Page' and '287 likes'.

Once you have read the information on the Welcome Page, click on "Continue" and it will direct you to the next page.

Fill out Personal Details. The information in the top two sections is automatically pulled from our database, but each student will need to fill out the information for their Emergency Contact as well as Missing Person Contact. There is a box you can click on to have the Emergency Contact information transfer over to Missing Person Contact.

Apply for Housing Menu | Applying for Academic Year (Semester) 2017-2018

1 Welcome Lindenwood Students   2 Personal Details   3 Special Needs Photo Upload   4 Profile   5 Web Profile   6 More About You

### PERSONAL DETAILS

Please review and verify that all of your personal details below are correct. If not, click on the "Edit" link below.

First Name: Ashley

Last Name: Sanders

Middle Name: M

Gender: Female

Date of Birth: [Redacted]

Email Address: [Redacted]@lindenwood.edu

### HOME ADDRESS

Street Address: [Redacted]

### EMERGENCY CONTACT

Contact Name: [Redacted]

Relationship: Mother

Home Phone Number: [Redacted]

Cell Phone Number: [Redacted]

Email Address: [Redacted]@msn.com

### MISSING PERSON CONTACT

Same as Addresses (Emergency)

Contact Name: [Redacted]

Relationship: Mother

Home Phone Number: [Redacted]

Cell Phone Number: [Redacted]

Email Address: [Redacted]@com

[Save & Continue](#)

Once you have filled out all of the information, click on "Save & Continue"

You will now need to state whether you have any special needs that would affect your placement in university housing.

An example of this would be if you are handicapped or if you have a medically documented condition. If yes, we will require documentation from a medical professional. Please choose “Yes” or “No”. Click on “Save & Continue” and you will be directed to the next page.

**SPECIAL NEEDS** (Step 3 of 16)

Are there any special needs that should be taken into consideration in receiving a room assignment?

No

**SAVE & CONTINUE**

If you select “No”, you will move on to the Profile. If you select “Yes”, you will be directed to this page which will ask for the information on your special need. Please fill this page out according to your need.

**SPECIAL NEEDS (INFORMATION)** (Step 4 of 18)

Medical: A doctor or physician's note will be required for documentation purposes (File can be attached in the next page)

Disability:

Dietary:

Special Needs:

Students who need assistance or accommodations regarding certified disabilities should contact the Lindenwood University's Disabilities Services Office:

**Jeremy Keye / Student Support and Accessibility Coordinator**  
Memorial Arts Building 210  
636.949.4510 (o) JKeye@lindenwood.edu

**Save & Continue**

After completing this information, you will click on “Save & Continue”. The next page will ask you to upload documentation from a medical professional. You may upload up to three different documents.

The next step is to fill out your Profile. This must be done by all students regardless of if you are new or continuing.

If you are a new student and are not requesting a specific roommate, these questions will play a role in determining your future roommate. Roommates will be matched according to percentages of answer similarity. If you are a continuing student and already have a roommate, answering these questions will not affect your current roommate selection. After answering these questions, if you have a roommate you would like to live with, **you will still be able to request that roommate.**

The next step is your “Web Profile”. Your Web Profile is different than your Profile that you filled out on the previous screen. Your Web Profile gives you the ability to add your Facebook, Instagram, and Twitter username so that your roommate can search you online. Your screen name is your lionmail and is automatically imported, which means you will be unable to change it. Your screen name is how you will appear to other students when you message them or request a roommate.

The description box also plays a role in determining your future roommate.

In order to search for a roommate, **you must have the box checked**. Click on “Save & Continue”

We would love to know more about you. Please answer the following questions on the More About You page. Once the information is completed, click on “Save & Continue”

### MORE ABOUT YOU (Step 8 of 16)

What size t-shirt do you wear?  
XS

Would you be interested in being involved in the Residential Hall Association (RHA)?  
Yes

What has been your favorite event to attend on campus?  
mike posner

[Save & Continue](#)

You will now move on to “Room Preferences”. **Please note: you are listing your preferences in the event you are auto assigned by the system. This is not where you select and sign up for your room.** You may choose a single room in Sibley as your preference, but that does not mean that a single room in Sibley is available nor does it guarantee you that spot.

HOME APPLY FOR HOUSING REGISTER VEHICLE VISITORS INVENTORY

Apply for Housing Menu | Applying for Academic Year (Semester) 2017-2018 - StCharles-Continuing

Application Status | Cancel Application

Needs Photo Upload Profile Web Profile More About You Meal Plan Room Preferences Roommate Bill of Rights Roommate Requests Renew Current Room Pull in Roommate Rooms

### ROOM PREFERENCES (Step 9 of 16)

I Would like to be accommodated in a:


Room Location  
Calvert Rogers Hall

Preference 1  
Double (Calvert)

Room Location  
Sibley Hall

Preference 2  
Single (Sibley)

[SAVE & CONTINUE](#)



Once you have selected your preference, click on “Save & Continue”.