

How-to Pull in a Roommate

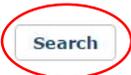
***If you want to pull in a roommate who has already renewed their room, that person will have to cancel the application in order to cancel the renewal. Please contact reslife@lindenwood.edu or call 636-949-4848 for additional help if needed.**

When you get to the “Pull in Roommate” tab, click on “Search” and it will bring up any open bed spaces in the room/house which you have renewed.



PULL IN ROOMMATE

(Step 11 of 13)



PULL IN ROOMMATE

(Step 11 of 17)

Search

Room	Room Type	Location	Section	Floor	
Calvert 116 - A	Double, private bath	Calvert Rogers Hall	Calvert Rogers - floor 01	Calvert 116	Room Details

Page 1 of 1

Save & Continue

Make sure the bed space you are pulling someone into is selected in orange. Click on “Save & Continue”

Any accepted roommates you have will now show up. If you have one accepted roommate, only they will show up.

ASSIGN / CONFIRM BED(S)

(Step 11 of 17)

Time remaining for bed selection: 04:14

Select the bed(s) you wish to assign to your roommate(s).

905 - None -

Reserve Beds

If you have multiple accepted roommates, they will all show up.

ASSIGN / CONFIRM BED(S)

(Step 11 of 17)

Time remaining for bed selection: 04:40

Select the bed(s) you wish to assign to your roommate(s).

905 - None -

057 - None -

Reserve Beds

How-to Pull in a Roommate

If you have multiple accepted roommates, this page will show both people, but you can only assign the number of bed spaces you have available. If you have two accepted roommates and only one bed space, you will need to choose which person you'd like to pull in.

ASSIGN / CONFIRM BED(S)

(Step 11 of 17)

- You have to assign at least one roommate

Time remaining for bed selection: 01:50

Select the bed(s) you wish to assign to your roommate(s).

■■■■905

Calvert 116 - A1



■■■■057

- None -



Reserve Beds

ASSIGN / CONFIRM BED(S)

(Step 11 of 17)

Time remaining for bed selection: 04:15

Select the bed(s) you wish to assign to your roommate(s).

■■■■905

- None -



■■■■057

Calvert 116 - A1



Reserve Beds

Once you click on "Reserve Beds", it will take you to the "Rooms" tab. To make sure you pulled your roommate in successfully, click on the "Confirmation" tab and you will see their screen name next to yours.

OCCUPANCY INFORMATION

Beds

Calvert 116 - A1

Calvert 116 - A1

Calvert 116 - A2

Calvert 116 - A2

Occupants

■■■■905 (8/26/2017 - 12/16/2017)

■■■■905 (1/6/2018 - 5/5/2018)

ams156 (8/26/2017 - 12/16/2017)

ams156 (1/6/2018 - 5/5/2018)