

# Steps for the online housing application

- 1** Students must have a university issued M# (ID #) before they can begin the online application process. Students will be issued an M# upon being admitted to the university.
- 2** The online housing application is accessible through myGate. Students will need to log into my gate to begin the process.
- 3** Once a student has successfully log into myGate, he or she will need to click on the navy blue tab at the top of the screen.
- 4** The online housing application link is located at the bottom of the page on the right-hand side.
- 5** Click on the blue online housing application link.
- 6** Click on the white application link at the top of the screen.
- 7** Students will be asked to make payment of the \$150 housing deposit.
- 8** Students will be asked to enter their M# throughout the process, so they are advised to keep it handy.
- 9** Students may go back into the application to make any necessary changes (i.e., to request a specific roommate or to change building preferences) after they have begun the process.
- 10** Students may request one specific roommate on the application; however, in order to find a roommate to request within the system, the student they are trying to request as a roommate must have also started the online application.