SELF-ASSIGNMENT INSTRUCTION

1. Log-In to myGateway and select the “student housing” link.
2. Enter the appropriate student portal (New Incoming or Returning).
3. Select the Self-Assignment link.

2. In the Self-Assignment template you will first add your roommate(s) to the roommate group using their roommate PIN.
   Please note: only one person needs to assign the group.

3. To select a room; first search for a “room type” using the drop down box.
   A list of available rooms will populate in the “search results” window.
   Click on the grey arrow next to the room you want. (You can view the personal preferences of a student already assigned in a space by clicking the grey arrow next to the room and selecting the students name).

4. Click on the yellow lock icon next to the specific bed space you wish to reside in (A,B,C,D).
   You will then be directed to confirm and finish your assignment.