Roommate Request Instructions

1) Log into [https://xavier.datacenter.adirondacksolutions.com/xavier_chattendee_prod/login.cfm](https://xavier.datacenter.adirondacksolutions.com/xavier_chattendee_prod/login.cfm) using your email address and password that you have created

2) Enter the Conference Code **2020intern**

3) Click **Login**

![Login screenshot](https://example.com/login_screenshot.png)

4) Select a Registration, click on **Roommate Request Form**

![Registration screenshot](https://example.com/registration_screenshot.png)

5) Complete Personal Information. **All asterisked values are required!** Click **Continue**
6) You will get a Registration Summary screen. Please check the information and click **Submit Registration**. The system will also send a confirmation email to you.

7) Your part of the roommate request process is complete!

**IMPORTANT** All requests must be mutual. All parties who wish to live together must follow this process to submit requests to live with one another. If a request is one-sided, the request will not be honored. Please share this important information with your future roommate/apartment-mate now!