Residence Life Portal for New Students
Table of Contents

Filling out your Contract & Questionnaire
1.  Signing In
2.  Residence Life Portal – Home Page
3.  Housing Contract
4.  Questionnaire
5.  Addresses/Contacts (Emergency & Parent/Guardian Contacts)
6.  Living Request (Hall Style Preference)
7.  Thank You Page- Questionnaire Complete

Revisiting your Questionnaire & More
8.  Edit Questionnaire Answers
9.  Searching for & Selecting Roommates
10. Frequently Asked Questions
1. Signing In

Open the following link in any browser: [Residence Life Portal](http://studenthousing.mcphs.edu/)

Sign in using your MCPHS username and you will be directed to a Microsoft sign in page. Enter your password when prompted and go through the Multi-factor Authentication process. Screens shown in order below.

If you run into issues with logging in, reach out to [Residencelife@mcphs.edu](mailto:Residencelife@mcphs.edu) (Boston) or [Residencelife.wor@mcphs.edu](mailto:Residencelife.wor@mcphs.edu) (Worcester)

If you need to copy and page- Full Portal Link: [http://studenthousing.mcphs.edu/](http://studenthousing.mcphs.edu/)
2. Residence Life Portal- Home Page

Once you have logged on, you will be directed to your home page. Everything you need will be accessible here.

To fill out your Questionnaire, visit the “Applications & Forms” link.

If you are not able to see your Questionnaire, reach out to Residencelife@mcphs.edu (Boston) or Residencelife.wor@mcphs.edu (Worcester)
3. Housing Contract

After clicking “Agreements & Forms” you will see the forms you are eligible to fill out on the left side.
- Click the “New Student Questionnaire- Fall 2022”
- Your first step is to READ and SIGN the Housing Contract
- Click “Continue” to move to the next step
4. Questionnaire

- Fill out all fields indicating your housing preferences
- Click “Continue” to move to the next step
5. Addresses/Contacts (Emergency & Parent/Guardian Contacts)

Fill out your Emergency Contact Information & Parent/Guardian Information - Click the pencil to edit each.

If you are under 18 at the time you are signing your contract the individual listed as the Parent/Guardian contact will receive an email to also sign the Housing Contract. Your Contract will not be complete without parental signature if you are under 18.

Fill out all fields - Click “Save” to save each Contact - When all contacts are complete Click “Continue” to move to next page.
6. Living Request (Hall Style Ranking)

This screen will allow you to rank your preference of our three housing types. Ranking the three types will allow us to place you as best we can based on your preference, deposit date, and availability of housing. Follow the below steps to complete this screen.

1. Click “Request Type”
2. Select “First Year Hall Style Choices”
3. Select your preference for Hall Type
4. Select “Add”

Repeat Steps 2 -4 to rank your choices 1, 2, 3. When you’ve completed your ranking, click continue.
7. Questionnaire Complete- Thank You Page

Upon completion of all steps you will finish at the Questionnaire Complete page. You will also receive an email with a copy of the Housing Contract that you signed.
Click “Home” to return to the home screen.
8. Edit Questionnaire Answers

To revisit your Questionnaire and edit answers follow steps to locate your Questionnaire in the “Applications & Forms” section.

- You will arrive at the screen below, click to reveal the drop down menu and select “Revisit/Update This Application” and hit Submit.

- This will bring you to revisit the Contract (Step 3) and then continue to the Questionnaire (Step 4), Emergency & Parent/Guardian Contact (Step 5), and Living Request (Step 6).
9. Searching for & Selecting Roommates

Once you have completed your Contract and Questionnaire (including Parent/Guardian signature if under 18) you can search for roommates.

*You will only be able to find roommates who have also fully completed the Contract and Questionnaire.
9. Searching for & Selecting Roommates

When you find the roommate that you’d like you will be able to send them a request. In order to be matched, that person must accept your request.

Your Pending & Completed roommate requests will appear at the top of this screen.
I’m unable to log in to the Residence Life Portal.  
You should first make sure that you have completed your technology accounts credentialing, and set up your two-step authentication. You would have received emails explaining your login credentials and links to take these steps back in the first week of May. If you are having issues with technology account credentialing, contact help.desk@mcphs.edu.

If you have already completed your credentialing and set up your two-step authentication, make sure you are using that email and password to enter into the RL Portal.

I have gotten to the Residence Life Portal and the page is not loading.  
If you seem to get stuck on a loading screen, you may need to simply refresh the page while its loading. Another solution is to switch to a different browser. Google Chrome has had the most difficulty loading the page. The page is large and may need a little nudge to load.

*I is important to use the link we’ve provided in this document and in your email:  http://studenthousing.mcphs.edu/

I am not able to pick roommates.  
The most likely reason that your Roommate Search function is not turned on is that you have not completed the Housing Contract/Questionnaire. Please remember, if you are under 18 that a Parent/Guardian must sign the contract in order to be considered complete.

I am not able to find the roommate that I have decided to live with.  
There are a couple of reasons why you may not be able to find the person you’re looking to live with:
• Make sure everyone has submitted housing deposits and is planning to live on campus  
• Your roommate(s) have not fully completed their Housing Contract and Questionnaire. You will only be able to search for a person who has also completed the Contract and Questionnaire  
• Make sure you are spelling the name correctly and using your roommates legal name and not a nickname  
• Roommates can be selected through the system if all members of the roommate pairing identify as the same Gender. Please reach out directly to the Office of Residence Life residencelife@mcphs.edu and we can assist you with your roommate matching.

I am Under 18, does a Parent/Guardian need to sign the Housing Contract?  
Yes! If you are under 18 at the time you are signing your contract the individual listed as the Parent/Guardian contact in the Portal will receive an email to also sign the Housing Contract. Your Contract will not be complete without parental signature if you are under 18.