Residence Life Portal for New Students

Worcester Campus

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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 (Boston) or Residencelife.wor@mcphs.edu (Worcester)

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

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1. Sign in
2. Enter password
3. Verify your identity
4. Enter code
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

This screen will allow you to share your preferences for living and your **housing location preference**. This will allow us to place you as best we can based on your preference, deposit date, and availability of housing.
5. Addresses/Contacts (Emergency Contacts)

Fill out your Emergency Contact Information
- Click the pencil to edit each

Fill out all fields
- Click “Save” to save each Contact
- When all contacts are complete Click “Continue” to move to next 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.
7. 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 Contact (Step 5).
8. Frequently Asked Questions

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.

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