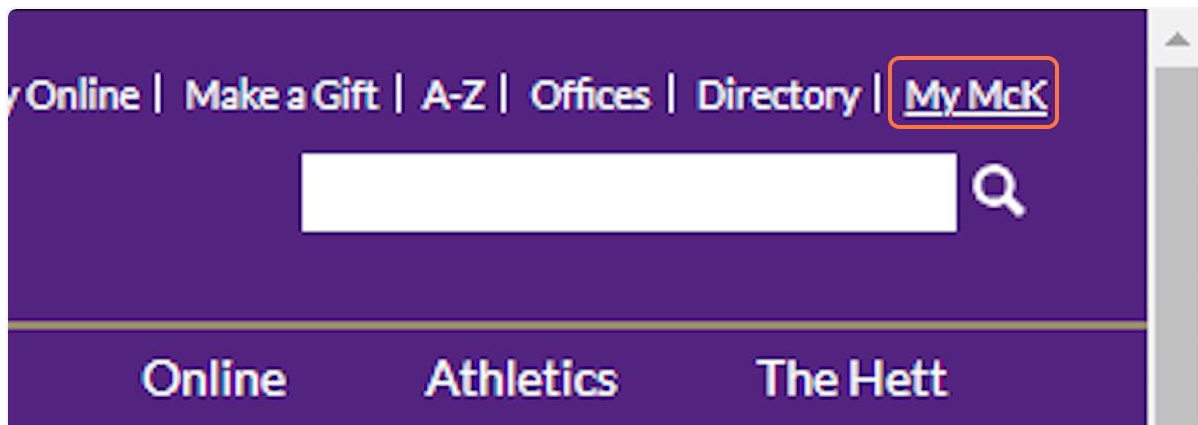


# Completing the Personal Information Section

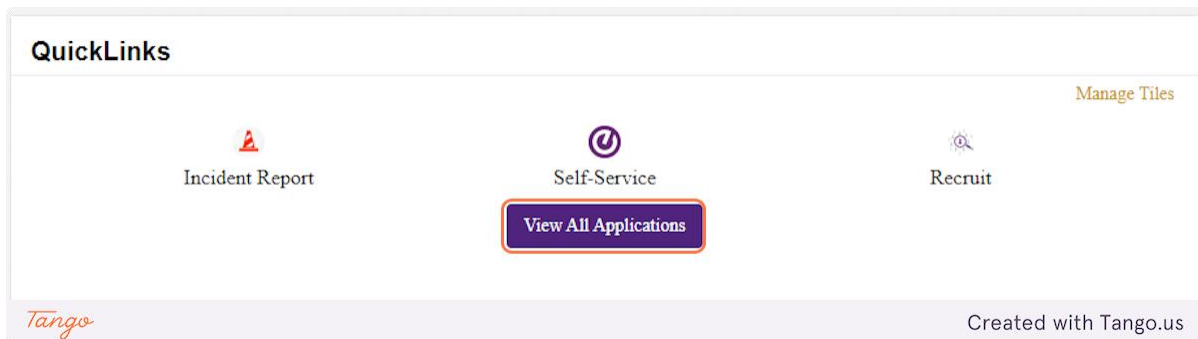
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## [Start on the McKendree University Website](#)

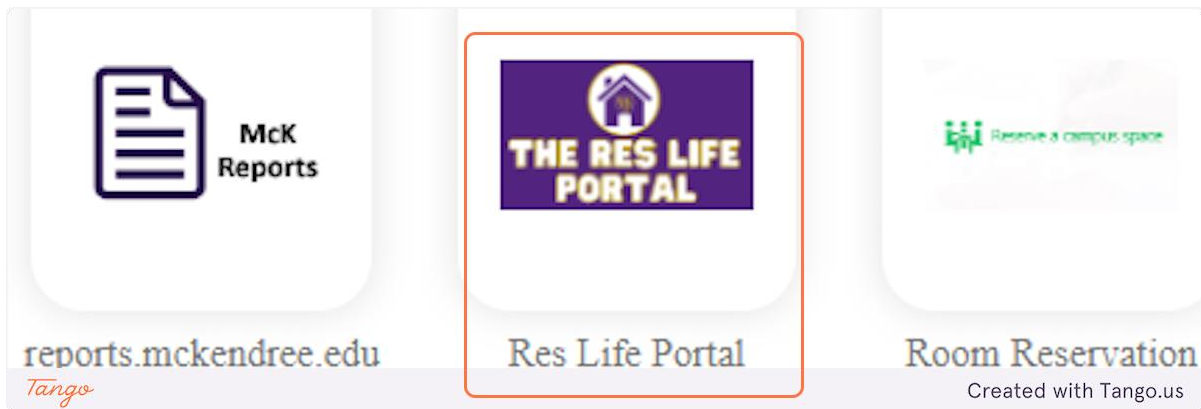
### 1. Click on My McK



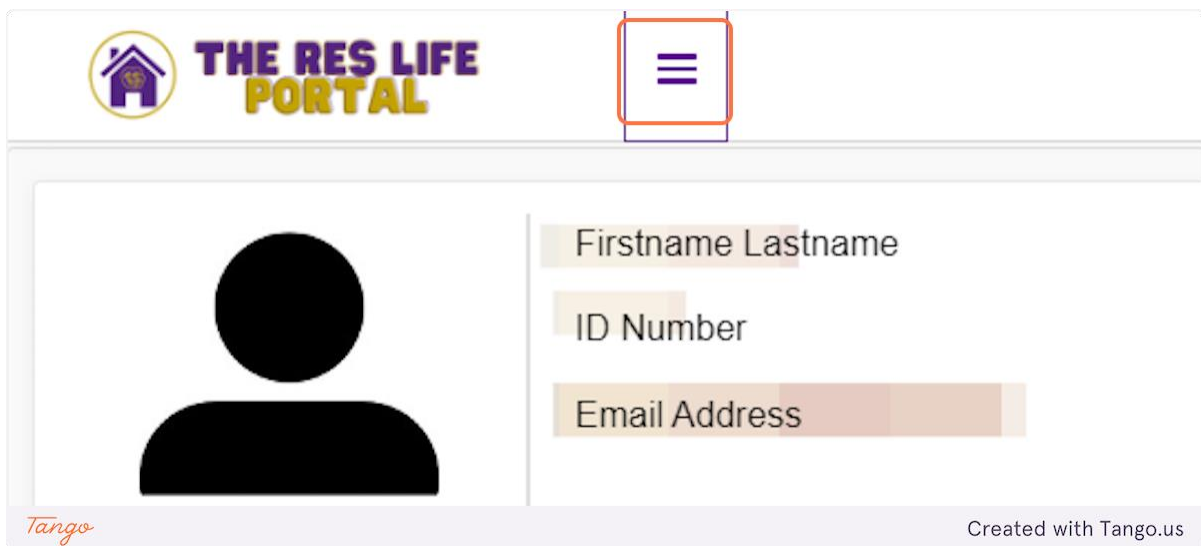
### 2. Click on View All Applications



### 3. Click on Res Life Portal



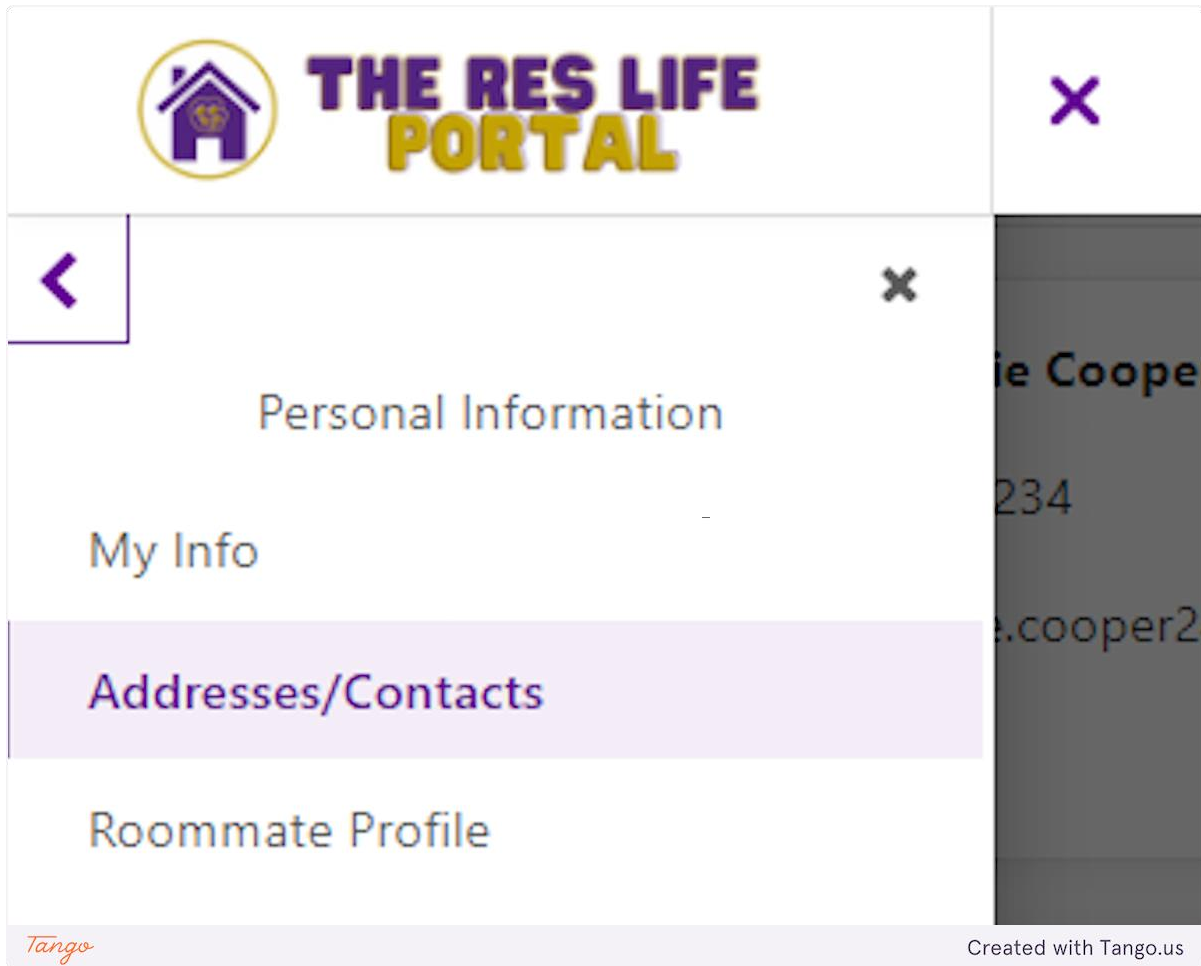
#### 4. Click on the three bars to open the main navigation



#### 5. Select Personal Information

There are three parts to the Personal Information section.

NOTE: Any updates to this area of The Housing Portal will NOT update this information with Academic Records. You will need to do that separately.



## 6. Section 1: My Info

If you complete this on the Application, the information will have carried over. If you have not completed your application, then completing the information here will carry over to your applications in the future and save you time.

Note: For the APP\_McK\_TeamGroup\_Affiliation, please only select the groups that you will participate in at McKendree, not the ones you are interested in.



For the Term: 2024 Spring



Preferred Name

6 of 50 characters

Identified Gender

0 of 50 characters

APP\_McK\_TeamGroup\_Affiliation

Not Affiliated



Mobile Carrier \*



Mobile Phone \*

10 of 20 characters

Email Personal

20 of 255 characters

Privacy Indicator

Yes

No

**7. Click on Save if you have made any edits**

The image shows a screenshot of a web form. At the top right, there are two text input fields: "Email Personal" and "Privacy Indicator". Below these fields is a purple button with the word "Save" in white text. The button is highlighted with a red rectangular border. At the bottom left of the form, the word "Tango" is written in a red, cursive font. At the bottom right, the text "Created with Tango.us" is displayed in a small, grey font.

## 8. Section 2: Addresses/Contacts

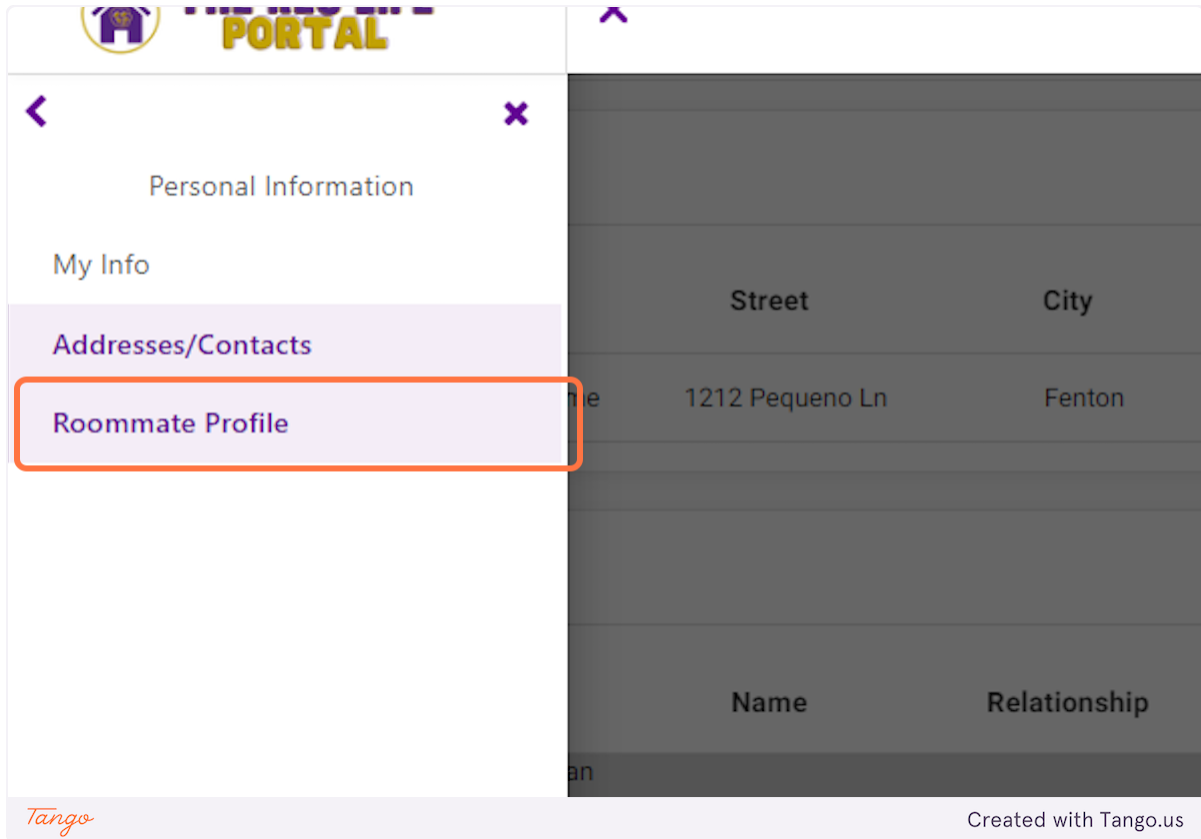
You can add a Home Address if you wish or add a Secondary Emergency Contact. You just use

the little pencil icons to do so. IF YOU ARE YOUNGER than 18 on the date that you complete the application, you must complete the Parent/Guardian Verification contact even if it is identical to another contact.

Contacts		
Required	Type	Name
✓	Parental/Guardian Verification (Required for Minors)	N/A
✓	Primary Emergency Contact	kesha
✓	COLLEAGUE_Parent	N/A
✓	Secondary	Michael Connor

*Tango* Created with Tango.us

**9. Click on Roommate Profile**



## 10. Section 3: Roommate Profile

This is your profile statement in The ResLife Portal - other students will see it. You can put down your Contact Preference info for potential roommates. This could be text, SnapChat, Insta, Facebook, etc. Then in the Profile area, you can type out a short statement about yourself or just list additional methods of contact.

There is no filter here, so if another person says something inappropriate, well, we hope that you will tell us. We have seen some pretty honest things in student profiles.



## Roommate Profile

Profile Privacy

Display my information and my profile ▾

Contact Preference Type

None ▾

Contact Information

My Profile

### **11. If you click on Display my information and my profile...**

You will have the ability to change how others can see your profile in the system.





## Roommate Profile

### Profile Privacy

Display my information and my profile ▾

Display my information and my profile ✓

Display only my information (not my profile)

Do NOT display me

Contact Information

---

**Update Roommate Profile**

*Tango*

Created with Tango.us

## 12. Click on Update Roommate Profile

Again, don't forget to save if you make any updates.



## Roommate Profile

Profile Privacy

Display my information and my profile ▾

Contact Preference Type

None ▾

Contact Information

My Profile



**Update Roommate Profile**

*Tango*

Created with Tango.us