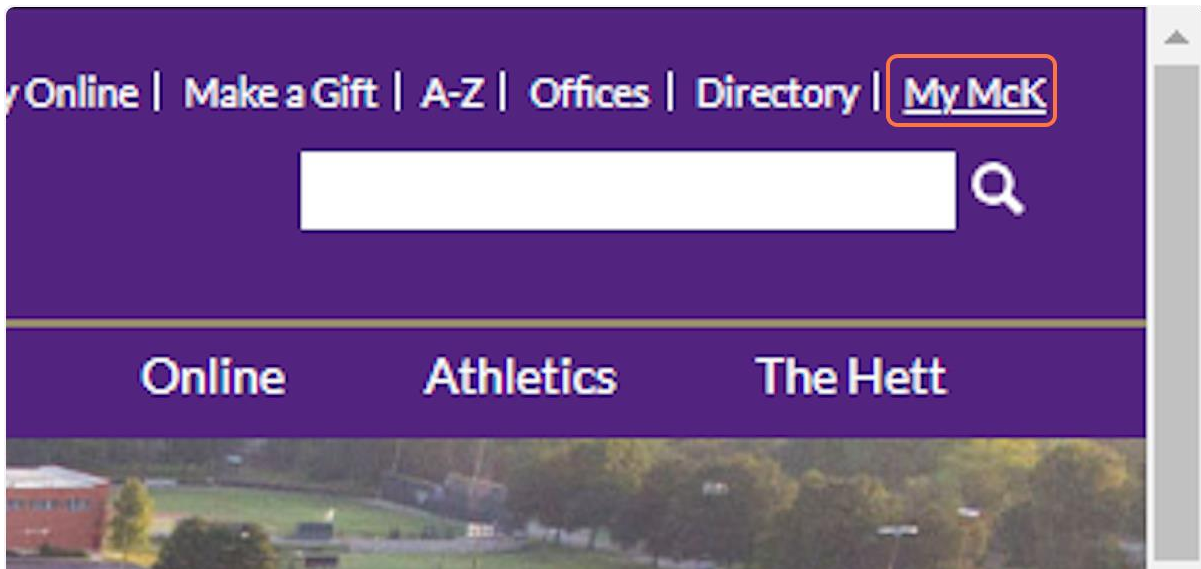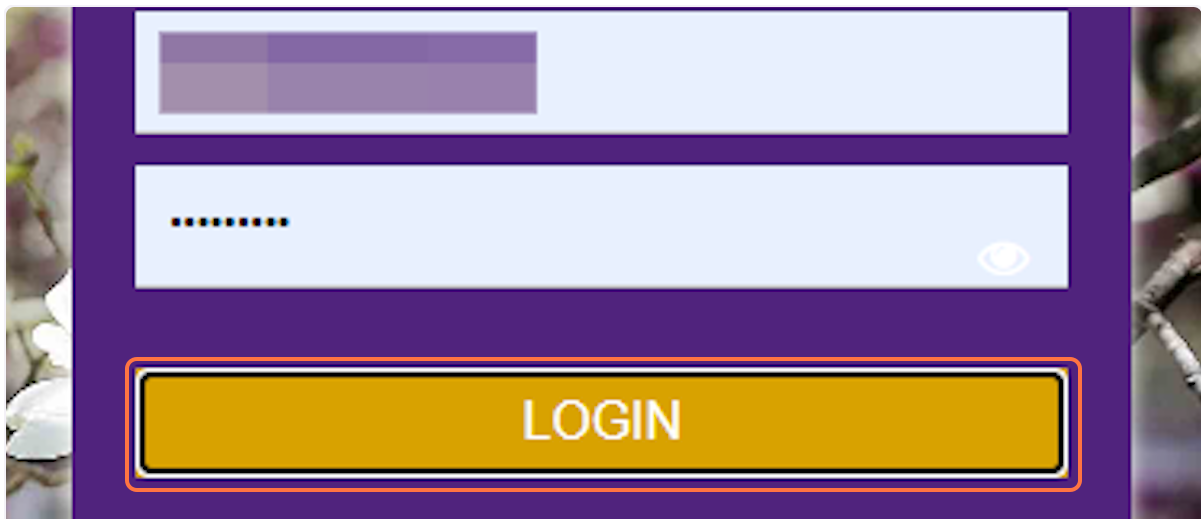# Housing: Waiting Lists

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Start at Undergraduate & Graduate Programs | McKendree University
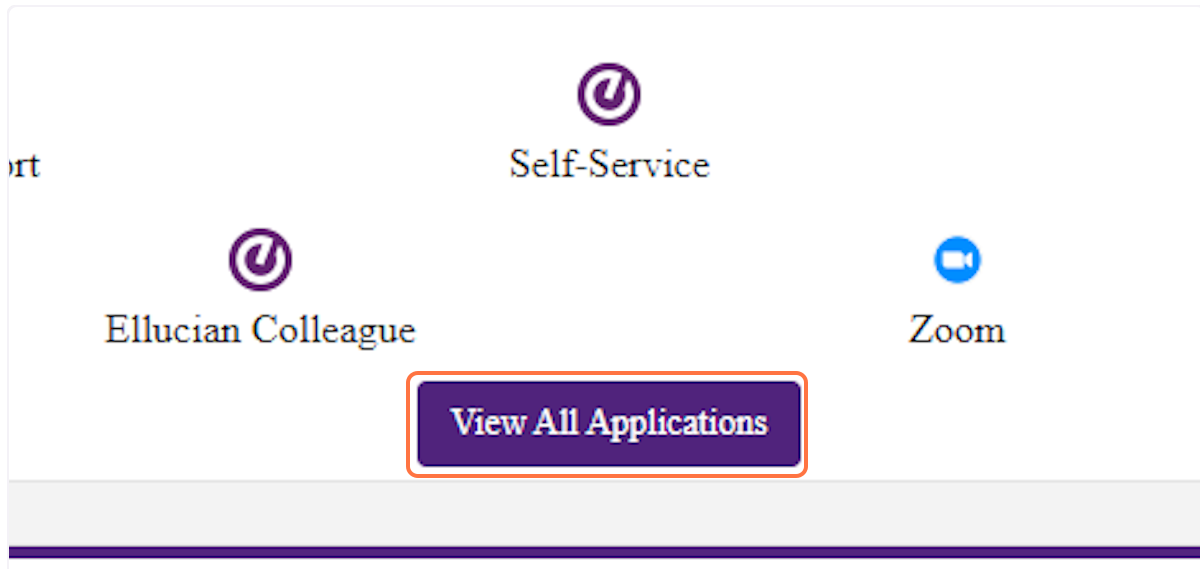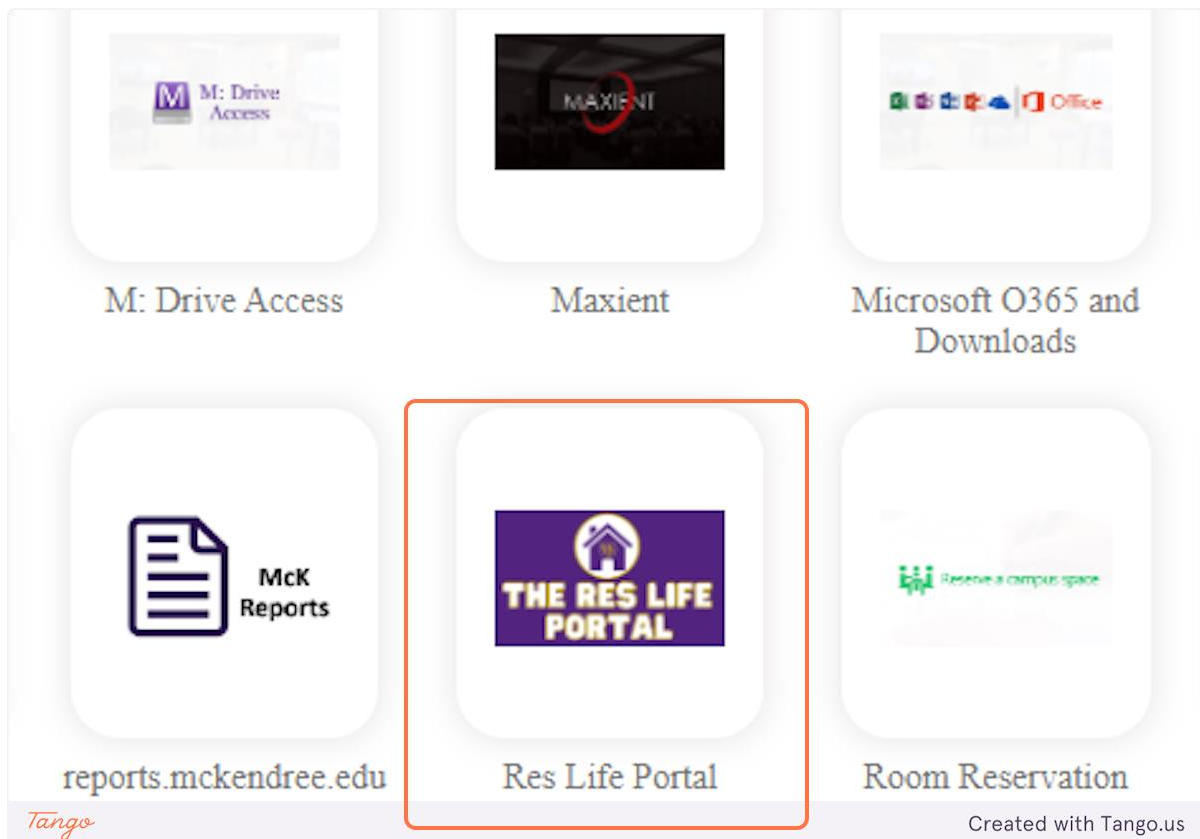
1. Click on My McK

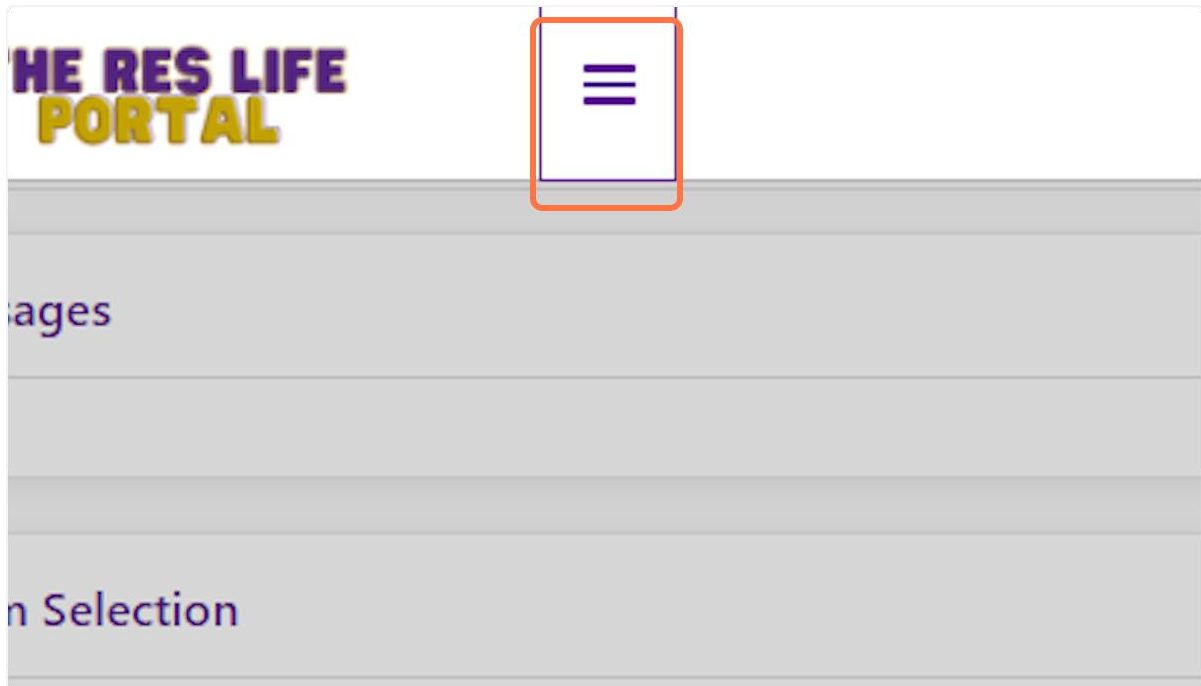**2. Fill in your Username and Password, and then Click on LOGIN**

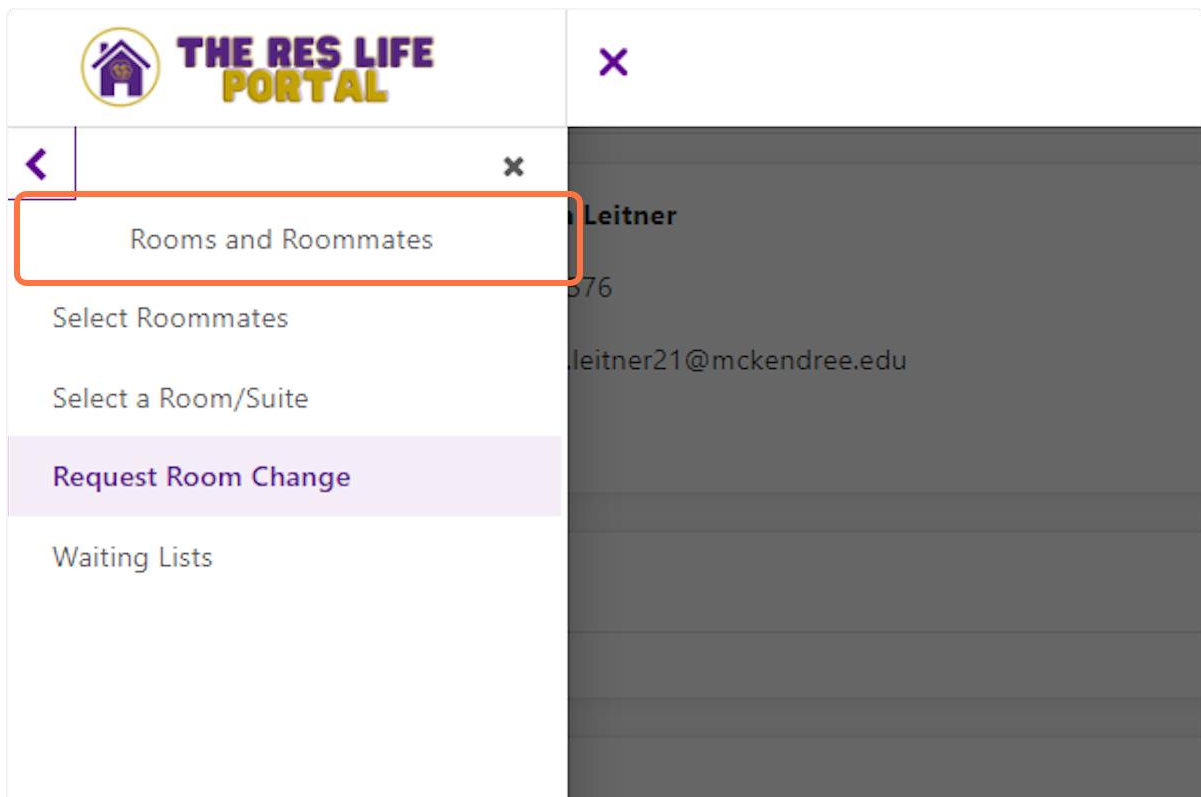## 3. Click on View All Applications

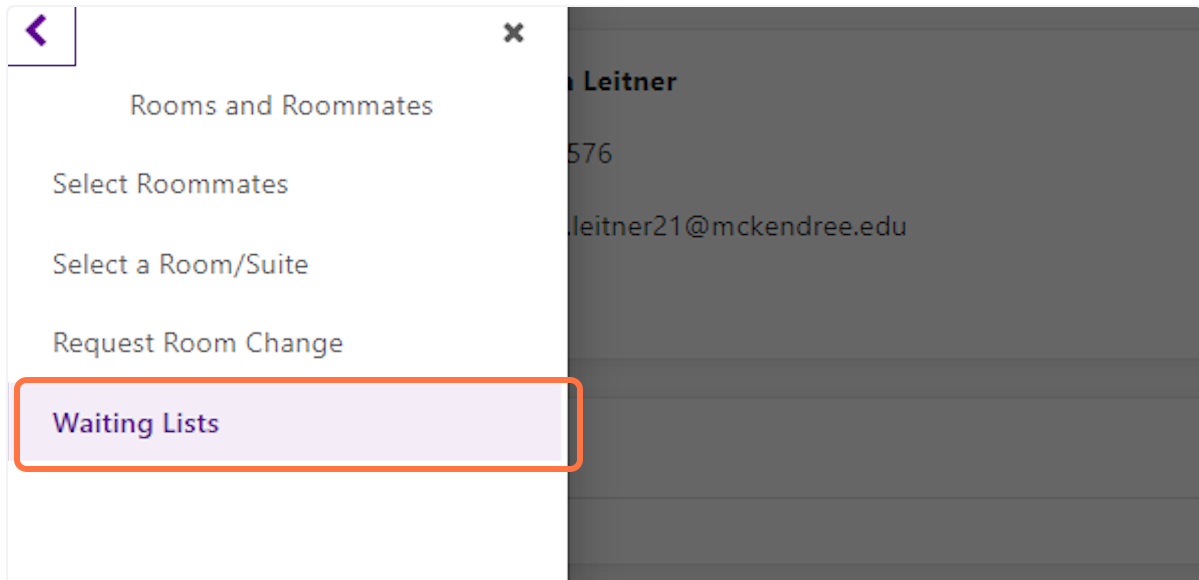## 4. Click on Res Life Portal

5. Click on Open main navigation

6. Check Rooms and Roommates

7. Click on Waiting Lists

8. Click on Waiting List

From this page, you can use the Waiting List drop-down menu to select any living arrangement you would like to have your name on. You are able to submit as many Waiting Lists as you want.

9. Type "Any Comments"

Put whatever information you feel would be good for us to know. Maybe it is a particular roommate, or a side of the building, etc. We will do what we can to meet your preference within the confines of what we have open to offer.

10. Once Finished, click on Submit

Then you are done. The Waiting List entry will show up at the top of the page and you can enter another Waiting List request if you wish.