

Selecting your Room in The ResLife Portal

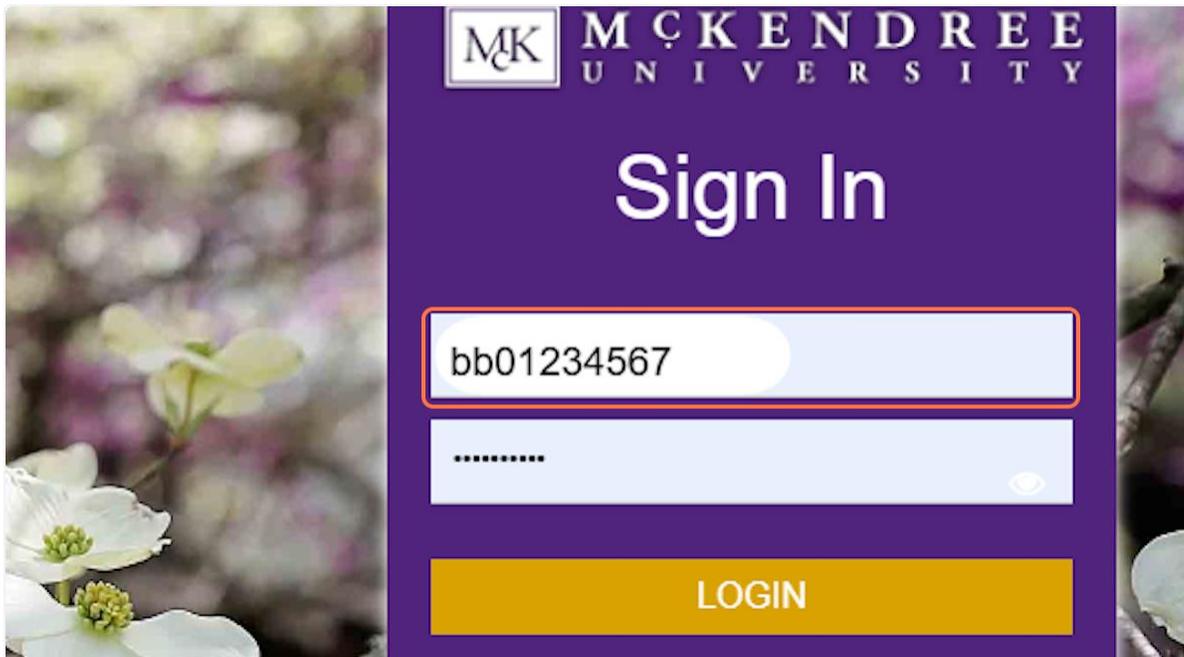
This guide will help you choose a room for you and any roommates you matched with. It walks you through each step, so you know what to do and what to expect.

[Start at the McKendree University website](#)

1. Click on My McK



2. Sign in using your McKendree credentials.



3. You will now be on your MyMcK

Click on View All Applications



4. Click on Res Life Portal



5. You are now on your ResLife Portal Dashboard

If you have completed your New and Transfer Student Housing Application, you will now see new information under the "Room Selection" area.

This area provides which housing selection process you are part of (the New Student Housing Selection), the start time for your selection appointment, and the time frame that the selection process is open (Selection Times).

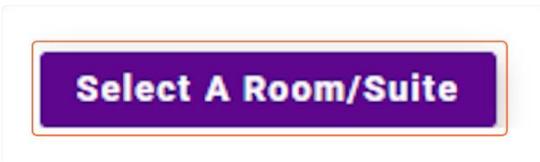
Once the housing selection process starts, **(CURRENTLY OPEN)** will appear behind the "Selection Time" area to show that students have begun to select their housing locations.

Selection goes pretty quickly, but since this is a first for many students, we have provided you 5 minutes until the next student in line is granted access to the system.

A screenshot of the ResLife Portal dashboard. On the left is a navigation menu with items like 'Home', 'Applications and Forms', 'Personal Information', 'Rooms and Roommates', 'Dining / Meal Plans', and 'RCR/Damages'. The main content area shows a user profile for 'Bogey Bearcat' with ID 'bb01234567' and email 'bogey.bearcat25@mckendree.edu'. Below the profile is a 'Messages' section. The 'Room Selection' section is highlighted with an orange border and contains the following information: 'New Student Housing Selection', 'Start Time: 06/16/2025, 09:30:00 AM', 'Selection Times: 06/16/2025, 09:30:00 AM to 08/22/2025, 4:00 PM', and a purple button labeled 'Select A Room/Suite'. Below this is an 'Assignments' section stating 'There are no active room assignments to list' and a 'Dining' section. On the right side of the dashboard, there is a 'Help Text' section with a welcome message and a red 'hamburger icon' warning, followed by 'Helpful Links' including 'Residence Life Website', 'Work Order for Maintenance', 'Laundry Machine Repair', and 'Purchase Bedding Storage or'. At the bottom right, there is a small logo for 'GradGuard helps students and families with higher education'.

6. Select A Room/Suite

Even before your selection time begins, you can click the "Select A Room/Suite" button to check things out. This lets you make sure your roommate group is set up and see which housing options are still available.



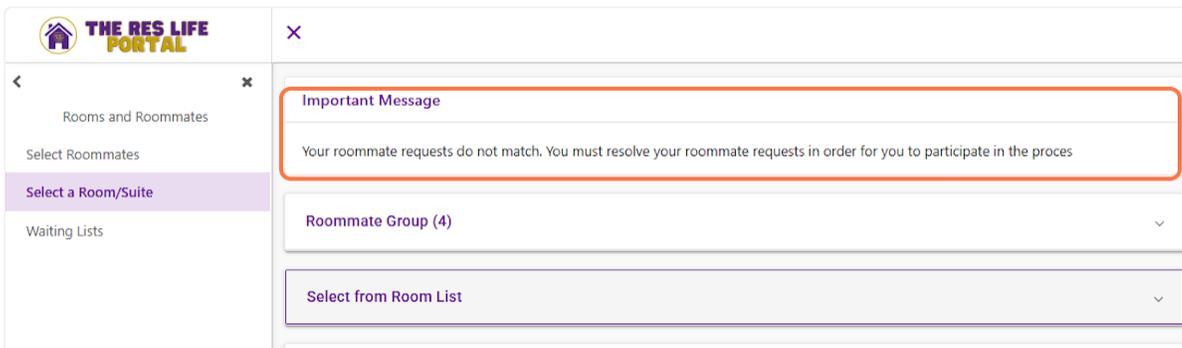
7. Select a Room/Suite Page - Important Message Box

On the "Select a Room/Suite" page, you will see three main sections, and a fourth one will show up when it is your time to choose a room.

Important Message Box

This box gives you important updates. Be sure to read it before your appointment. It will tell you if there is anything that might stop you from picking a room. For example:

- If you have a roommate request that is not matched, the message will say that you cannot select housing for that person. You can only choose a room for matched roommates.
- Before your appointment time, the message will say:
"You are not yet eligible to select your housing."
- When your appointment begins, the message will change to:
"You are now eligible to select a room in the 'New Student Housing Selection' process."



8. Select a Room/Suite Page - Roommate Group Box

On the "Select a Room/Suite" page, you will see three main sections, and a fourth one will show up when it is your time to choose a room.

Roommate Group Box

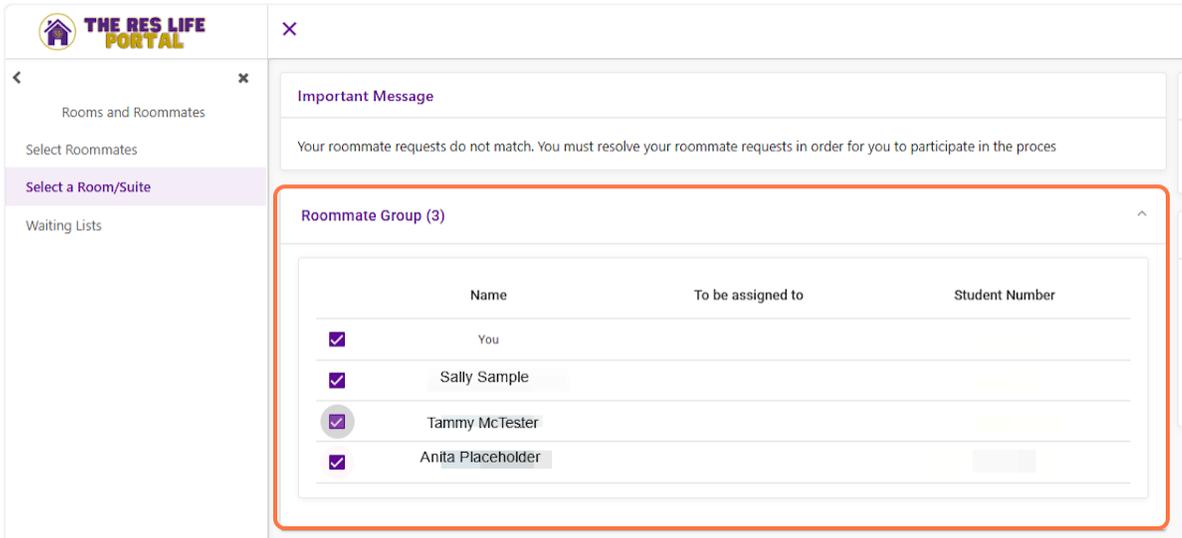
This box shows you and the people who have accepted your roommate request.

As the Important Message box might say, if one or more people in your group have not matched with each other, that is a problem. In the example below, Anita did not match with Tammy. Because of that, the group will not be able to select a space together.

That is why it is **VERY IMPORTANT** to double-check that everyone in your roommate group has accepted each other's requests. All matches must be mutual for you to pick a space together. [See this link about selecting roommates.](#)

Also, the roommate with the **earliest selection time** will be the one to choose the room and pull the rest of the group in.

In this example, **Bogey** completed their housing application first, so they will be the person to select the room and include the other matched roommates in the space.

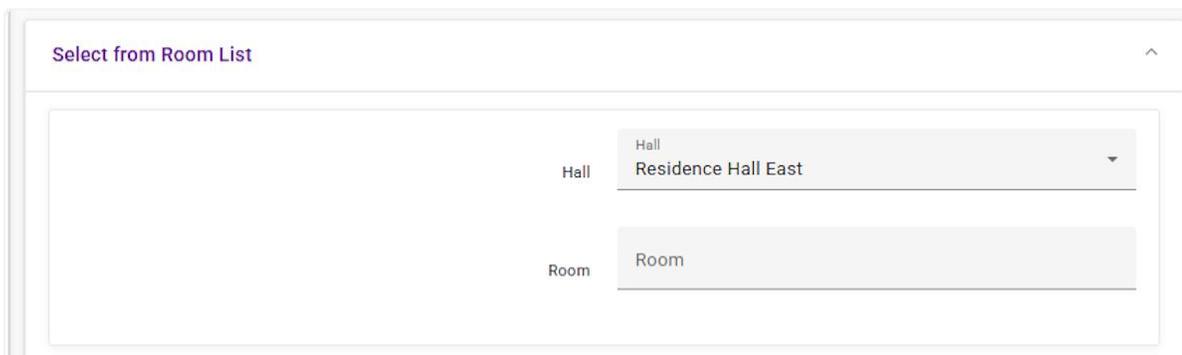


9. Select a Room/Suite Page - Select from Room List Box

This is where you can select the name of a building or even a specific room number you are interested in. When you do, the system will show matching results in the **Available Rooms** section below after you select "Search Available Rooms".

It is a good idea to have a list of rooms that you and your roommates would be happy with. Your first choice might not be open when your appointment starts, so having backup options will help you move forward.

You can find photos and descriptions of our residence halls on the Residence Life website under [Housing Options & Rates](#).



10. Select a Room/Suite Page - Available Rooms Box

Available Rooms

This section shows the rooms that match what you searched for. You will see the **building name, room number, how many spots are left in the suite**, and the **cost** of the room.

A **suite** is a group of bedrooms that share a space. Just so you know, the ResLife Portal uses the word “suite” for **both** suites and apartments. That means even if the space has a kitchen and living room (like an apartment) or just a shared bathroom (like a traditional suite), it will still be called a “suite” in this system.

We know that can be a little confusing! The most important thing is to **focus on the hall** you want to live in, and **do not worry too much about the word “suite”** on this page.

A **spot** is how many beds are in the bedroom.

If you see that a suite = 4 and the spot = 2, that means that the space has two bedrooms and each bedroom has two beds.

You will also see a **“Roster”** button. Clicking it opens a small pop-up window that shows who else has already selected a space on that floor. This can help if you are trying to live near friends.

When it is your turn to choose a room, the **“Select Room/Suite”** button will appear. Clicking this button will complete your housing selection. If it is not yet your time, the button will be hidden.

The screenshot displays the 'Select a Room/Suite' interface. On the left is a sidebar with 'Waiting Lists'. The main content area includes a dropdown for 'Roommate Group (4)', a 'Select from Room List' dropdown, and a scrollable list of 'Available Rooms: (34)'. Three room listings are visible, each with a 'Roster' button:

- Residence Hall East - RHE*113A**
Room Type: Double Rent - Res Halls
Spots: 2
Suite: RHE 113 Spots: 4
Rate: \$3590 [Term]
- Residence Hall East - RHE*113B**
Room Type: Double Rent - Res Halls
Spots: 2
Suite: RHE 113 Spots: 4
Rate: \$3590 [Term]
- Residence Hall East - RHE*117A**
Room Type: Single Rent - Res Halls

The page footer features the 'Tango' logo and the text 'Created with Tango.us'.

11. The Last Step!

Assign Beds - After you select your room, a fifth box will appear. This is where you assign who goes in which **bedroom and bed**.

In **suites and apartments**, you will be choosing both the **bedroom** and the **bed**. Bedrooms are labeled with **letters** (like A, B, C, or D), and beds are labeled with **numbers** (usually Bed 1, Bed 2). For example:

- In the picture below, Bogey selects **Res Hall East Suite 117 Bedroom A**, and it is an individual **single rent room**, there will only be **Bed 1** in that room.
- If Bogey selected **Barnett Hall Room 110**, a shared **double rent room**, there will be **Bed 1** and **Bed 2** to assign between themselves and their roommate.

✅ **Please make sure that each person is assigned to the correct bedroom and bed.** Then select "Submit Room Selection" to complete the process.

📌 **Important:** When you arrive on campus, you must move into the **exact bedroom and bed** you selected. If your assignment says **Bedroom B, Bed 1**, that is your space. If you and your roommates decide to switch bedrooms, you need to let us know at reslife@mckendree.edu.

The screenshot shows a web interface for room selection. At the top, there is a dropdown menu labeled "Available Rooms: (34)". Below it, a specific room is selected and highlighted with an orange border: "Room Residence Hall East RHE*117A". Underneath this, there is a list of four room options, each with a dropdown arrow and a name:

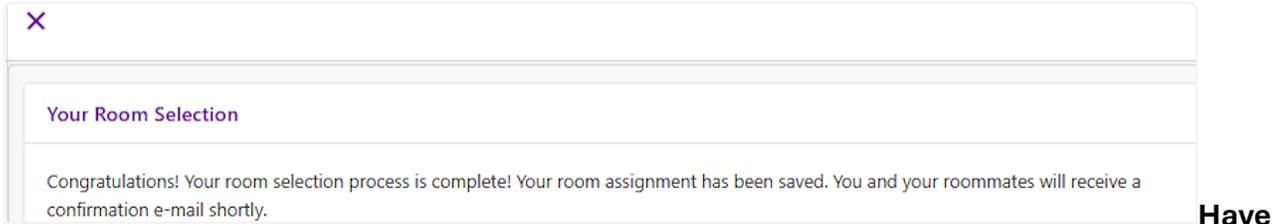
- Room RHE*117A Bed 1: Bogey Bearcat
- Room RHE*117B Bed 1: Sally Sample
- Room RHE*117C Bed 1: Tammy McTester
- Room RHE*117D Bed 1: Anita Placeholder

Below the list, there is a warning message: "Please make sure that this is correct (You will not be able to change this yourself)". At the bottom left, there is a purple button labeled "Submit Room Selection". The interface is branded with "Tango" in the bottom left corner and "Created with Tango.us" in the bottom right corner.

12. Completion Page

Congratulations!

Once you finish your selection, you will see a confirmation page that says **Congratulations** — this means you have successfully completed the housing selection process. See the photo below.



Questions?

Check out our **Frequently Asked Questions** section below for help with common issues and next steps. If you still need help, feel free to contact the Office of Residence Life.

Frequently Asked Questions

Didn't get your first choice? Here's what you can do.

We hope you get the housing you are looking for—but our space is limited, and sometimes students get their 2nd or 3rd choice instead. If that happens, do not worry. You still have options:

Option 1 – Join the Waiting List

You and your roommates can add your names to a **Waiting List**. [See instructions here.](#)

Changes often happen after housing selection and even after the semester begins. When spots open up, we use the Waiting Lists to offer placements to students who requested a change.

Option 2 – Adjust Your Roommate Group

If your group is too large for the available spaces, you might consider making the group smaller.

You can do this by editing your **Roommate Group** box.

⚠ Important: Do not make changes to your group without talking to your roommates first. It can cause confusion and frustration if people are removed without a conversation. We provide more tips below on how to handle this the right way.

Adjusting Your Roommate Group

Sometimes, large roommate groups cannot find a space big enough for everyone to live together. In that case, you might need to **split your group into smaller parts** to fit into the available spaces. Here is how that can work:

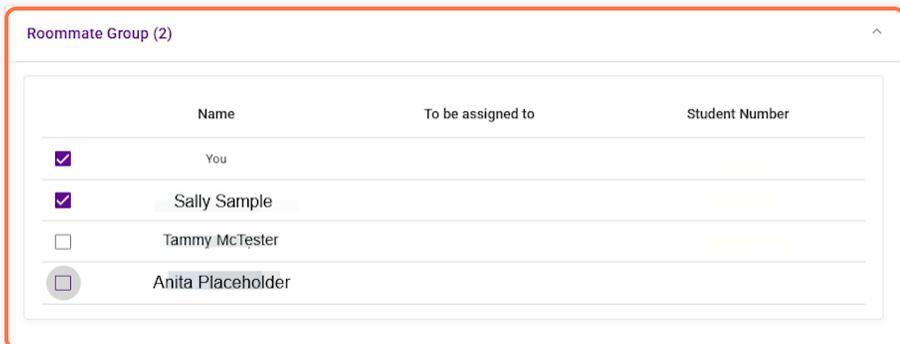
Example 1: Bogey's Group of Four

Bogey wanted to live with **Sally, Tammy, and Anita**. But there were no suites or apartments available that could fit all four of them.

After talking with the group, Bogey **deselected Tammy and Anita** from the roommate group and ran the **Select from Room List** search again. (See photo below.) This time, Bogey found a suite in **Residence Hall West 432** with two open spots in bedrooms C and D. Bogey selected that space for **themselves and Sally**.

Then, Bogey searched again and found another nearby suite with two open spots for **Tammy and Anita**—success!

To try to get the whole group back together, Bogey also submitted a [Waiting List Request](#), hoping Residence Life might be able to make room for all four in the same suite later on.



The screenshot shows a web interface titled "Roommate Group (2)". It contains a table with three columns: "Name", "To be assigned to", and "Student Number". The table lists four entries:

	Name	To be assigned to	Student Number
<input checked="" type="checkbox"/>	You		
<input checked="" type="checkbox"/>	Sally Sample		
<input type="checkbox"/>	Tammy McTester		
<input type="checkbox"/>	Anita Placeholder		

Example 2: Mathew's Group of Four

Mathew, Mark, Luke, and John wanted to live in a **Summerfield Suite**, but there were no openings for a group of four.

Since Mathew filled out the housing application first, he had the **earliest selection time** and became the group leader. He knew their **second choice** was **Walton Hall**, so he made a new plan.

Mathew placed **himself and Luke** in **Barnett 411**, and then placed **Mark and John** right next door in **Barnett 412**. They still get to live close together, even if not all in one suite!

Tip: Always talk to your group before making changes. Communication is key to keeping everyone on the same page and happy with the final plan.

What if I no longer want to be roommates with this other person?

We get it—these things can happen. Maybe you started talking and realized it might not be a good match. First, we encourage you to take a breath and ask yourself: *Is this just pre-move-in stress?* That is totally normal! Giving it the “Good ‘ole College Try” may be in your best interest and personal development.

But if you’re sure it is not a good fit, you can still make changes.

To remove a roommate request:

1. Log in to the ResLife Portal.
2. Go to the Select Roommates tab.
3. Choose the correct term.
4. Click the three dots (:) next to the person’s name.
5. Select the trash can icon.

You can see step-by-step pictures of this process [here](#).

REMEMBER! The system will email the other people to let them know that you have canceled the roommate matching. It is best to be honest and appropriately assertive.

What if I missed my appointment time?

You can still log in and select housing as long as the process is still open. Your appointment time is when you *gain* access, but it does not close unless the selection period ends.

I finished my application, but I do not see the Room Selection section. What should I do?

Make sure your application is submitted *and* marked complete. If you're still having trouble, contact the Office of Residence Life at 618-537-6855 or reslife@mckendree.edu.

I do not see my preferred building or room. Is it full?

Most likely, yes. If a space does not show up, it has probably already been selected by another student.

Can I choose a room without selecting a roommate?

Yes. You can select an open space on your own. Later, someone else can be placed into the second bed if the room has an opening.

I accidentally chose the wrong room. Can I change it?

Please contact the Office of Residence Life **as soon as possible** at 618-537-6855. If the selection window is still open and the room you meant to choose is **still available**, we may be able to help.

However, we want to be honest—**“fixing” it is not easy**. If another student has already selected the space you wanted, it cannot be undone. In that case, your best option may be to submit a **Waiting List Request**, and we’ll do our best to work with you from there.

That is why it is very important to double-check your selection before finishing the process.

What if my roommate and I want to switch beds or rooms within our suite?

You can request a change by emailing reslife@mckendree.edu. However, **all students involved in the switch must agree**, and the change is **not guaranteed**.

To make the process smoother, it is best to **CC the other roommates** in your email so we know everyone is on the same page.

We hope this guide has helped you feel more confident and prepared for the housing selection process. Remember, it is okay to have questions along the way; this is a big step, and our team is here to support you. If you need help, run into issues, or just want to double-check something, do not hesitate to reach out to the Office of Residence Life at reslife@mckendree.edu or **618-537-6855**.

We are glad you have chosen to become a Bearcat; we cannot wait to see you on campus! You are going to look so good in purple.