

How do I choose a double room?

Log into ResLife Online: go.sjfc.edu/reslifeonline

Once you are into your account, you will see the screen below and you can start the process.

1. The date and time to select your room will appear on this screen. It will also show you when your access will be shut off. The date and time will show on this screen 12-24 hours before your selection date and time.

Welcome to ResLife Online!

Test Student 1

Housing

- Housing Application: You submitted this form.
 - Housing Selection Number
 - Select Your Room from 3/XX/20XX 8:00 AM to 3/XX/20XX 9:00 AM



2. On your assigned date, at your assigned time, log back into [ResLife Online](#) and you will see the screen below. **When the link is red, it is your turn to choose.**

You may have to refresh the screen by using your browser buttons or clicking on “my home” at your specific assigned time.

Welcome to ResLife Online!

Test Student 1

Housing

- Housing Application: You submitted this form.
 - Housing Selection Number
 - Select Your Room (ends at 3/XX/20XX 9:00 AM)



Your Room Selection Link

- At this step, you will confirm that your roommates are selected and proceed to search for a room.

Search for a Room

Test Student 1

You are not currently assigned to a room in this term.

You will be shown all rooms that are currently available.

Requested Roommates

Include Test Student 2

Roommate will be selected by default. Make sure everyone is selected.

Select an option to search for available rooms:

Select your search criteria and click "search"

- You will see your room options in your requested building with brief descriptions of each room. If you do not see any rooms that interest you, you can change your building and room type preferences by returning to the previous screen. You may have multiple pages to look at.

To update the list, click here.

Available Rooms - Page 1

Test Student 1 > Select Room

Room Search in progress...

You can now choose from all available rooms. If there are multiple pages, "next page" below will be a red link.

<< Previous Page | Next Page >>

Name	Spaces Available	Floor	Room Description
Dorsey Hall 108	2	Dorsey 1 East	Double room with own bath; overlooks East Avenue
Dorsey Hall 110	2	Dorsey 1 East	Double room with own bath; overlooks East Avenue
Dorsey Hall 112	2	Dorsey 1 East	Double room with own bath; overlooks East Avenue
Dorsey Hall 113	2	Dorsey 1 East	Double room with own bath; overlooks stadium and parking lot

To select a room or view more information about it, click on a building/room number.

5. On this screen, **THE CHOICE YOU ARE MAKING IS FINAL** so choose carefully. The room that you select will be your room.

Finalize Your Room Choice

Test Student 1 > Room Search Results

To view a different building or room type, click [here](#).

Once you click on a room below, your selection and room assignment are **FINAL**.

If you need to go back, please click on the red "Room Search Results" link above.

Room Details for Dorsey Hall 108

	Room	Room Description
Select This Room	Dorsey Hall 108	Double room with own bath; overlooks East Avenue

Click on the room that you would like to live in. The choice you made here is final.

6. The next screen is the confirmation screen that will show you what room you have chosen.

Search for a Room

Test Student 1

Your chosen room is being reserved, please wait...

You have successfully chosen a new room!

You are currently assigned to: **Dorsey Hall 108**

First the system will show this...

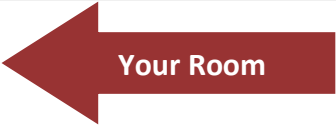
When your choice is processed, it will show this message and a confirmation email will be sent to your SJFC email account.

Click on your room for more details.

7. View your housing assignment details. Your room is in **bold**.

Room Details for Dorsey Hall 108

Name	Room Type	Room Description	Check-In Location	Check-In Time
Dorsey Hall 108	DBL	Double room with own bath; overlooks East Avenue	Dorsey Hall Lobby	



Roommates for Dorsey Hall 108

Room	First Name	Last Name	Email	Phone	Preferred Contact Method
Dorsey Hall 108	Test	Student 2	sketterl@sjfc.edu		

If you have any questions, please contact our office at reslife@sjfc.edu or 585-385-8281.