How do I choose a single room?

Log into ResLife On-Line: http://go.sjfc.edu/reslifeonline

Once you are into your account, look for the screen below and begin the process.

1. Once you log in, you can see where your time and date to choose a room will be. 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.**
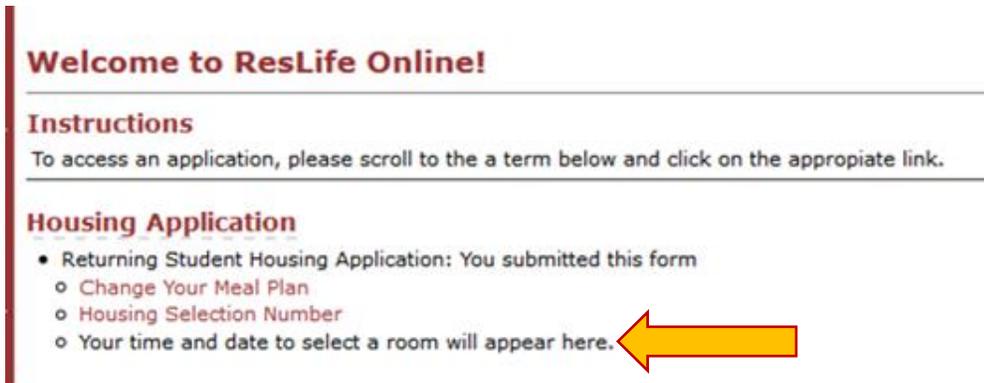
Welcome to ResLife Online!

Instructions
To access an application, please scroll to the a term below and click on the appropiate link.

Housing Application
- Returning Student Housing Application: You submitted this form
  - Change Your Meal Plan
  - Housing Selection Number
  - Your time and date to select a room will appear here. ⬅

2. 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.
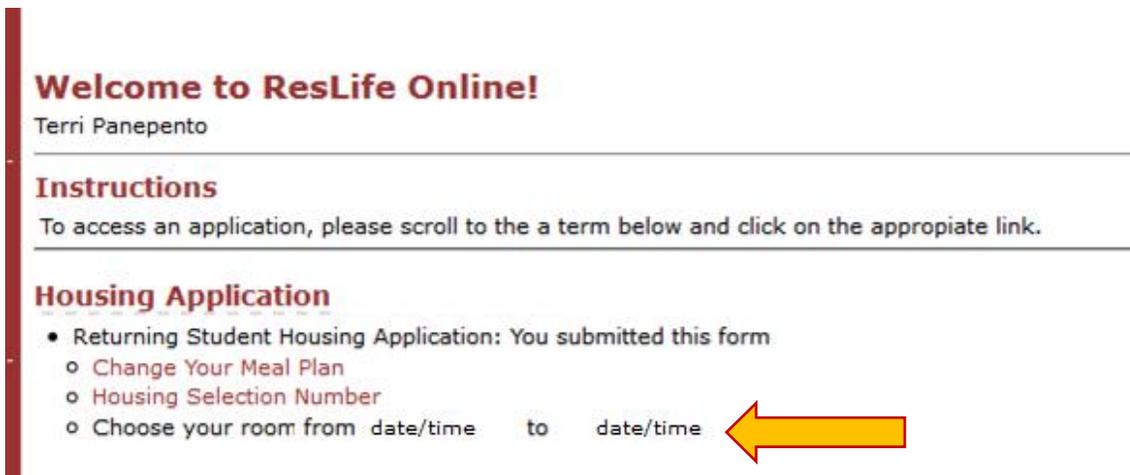
Welcome to ResLife Online!
Terri Panepento

Instructions
To access an application, please scroll to the a term below and click on the appropiate link.

Housing Application
- Returning Student Housing Application: You submitted this form
  - Change Your Meal Plan
  - Housing Selection Number
  - Choose your room from date/time   to   date/time ⬅

3. 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!
    Terri Panepento

    Instructions
    To access an application, please scroll to the a term below and click on the appropiate link.

    Housing Application
    - Returning Student Housing Application: You submitted this form
      - Change Your Meal Plan
      - Housing Selection Number
      - Choose your room : (ends at   date and time   )

    Your link to housing selection

4. Here is where you choose a room type to search.

    Search for a Room
    Terri Panepento

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

Available Buildings	Notes
Founders Hall	For students in housing tiers FY1, UC6-UC1
Murphy Hall	
Michaelhouse	
Dorsey Hall	

    *Choose a room: All Single Rooms ▼

    Search

    Choose "Single" & "select"

5. You will see your room options in your requested building with brief descriptions of each room. Click on the room to see more information and/or select it.

Available Rooms - Page 1
Terri Panepento > Select Room

Make sure you are checking all available spaces- THERE MAY BE MULTIPLE PAGES. Use the "next page" button below.

<< Previous Page | Next Page >>

Name	Spaces Available	Room Description
Dorsey Hall 104	1	Medical Single with own bath; overlooks East Ave
Dorsey Hall 203	1	Single room with own bath; overlooks stadium
Founders Hall 111-113	2	connecting singles; faces stadium; corner suite
Founders Hall 206-208	2	connecting singles; faces parking lot; corner suite
Founders Hall 207-209	2	connecting singles; faces stadium; corner suite
Founders Hall 210-212	2	connecting singles; faces parking lot; corner suite
Founders Hall 211-213	2	connecting singles; faces stadium; corner suite
Founders Hall 227-229	2	Connecting Singles; faces stadium; corner suite
Founders Hall 230-232	2	connecting singles; faces parking lot/woods; corner suite
Founders Hall 306-308	2	connecting singles; faces parking lot; corner suite

Once you see a room that you would like to live in, click on the building and room number.

6. On this screen, **THE CHOICE YOU MAKE IS FINAL** - choose carefully. The room that you select will be your room.   If you want to change your mind, choose "room search results" to go back.

Finalize Your Room Choice
Terri Panepento > Room Search Results

ONCE YOU CHOOSE A ROOM BELOW, your choice is FINAL.

If you need to go back, please use the "room search results" menu above.

Room Details for Dorsey Hall 203

	Room	Room Description
Select This Room	Dorsey Hall 203	Single room with own bath; overlooks stadium

Click here to select the room. Reminder: This choice is final.

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

Search for a Room
Terri Panepento

Your chosen room is being reserved, please wait...
You have successfully chosen a new room!
You are currently assigned to: Dorsey Hall 203

First it 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.

8. View Your Housing Assignment details.

Your Housing Assignment
Terri Panepento

Below is your room assignment
If more than one room number appears below, your room is the room in bold. The other room is the connecting room (suites & connecting rooms only).

Room Details
I see two room numbers. What does that mean?
- You are assigned to a connecting room. **The room in bold is yours.**

Room Details for Dorsey Hall 203

Name	Room Type	Room Description	Check-In Locat
Dorsey Hall 203	SGL	Single room with own bath; overlooks stadium	Dorsey Hall Lobby

Your room is in **bold**.

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