How do I choose a suite or connecting 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

3. 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 3
☑ Include Test Student 2   Roommates will be selected by default. Make sure <u>everyone</u> is selected.
☑ Include Test Student 4

Select an option to search for available rooms: [All Available Rooms ▼]

[Search]   **Select your search criteria and click "search"**

4. 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 >>   Return to Search Criteria

Name	Spaces Available	Floor		Room Description	
Founders Hall 114	4	Founders B1	Suite; faces Michaelhouse; corner suite	
Founders Hall 117	4	Founders B1	Suite; faces parking lot	**Available**
Founders Hall 118	4	Founders B1	Suite; faces Michaelhouse	**Rooms**
Founders Hall 120	4	Founders B1	Suite; faces parking lot; corner suite	
Founders Hall 134	4	Founders A1	Suite; faces parking lot; corner suite	

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 <u>your</u> room. Your suitemates will be assigned to the connecting room.

To view a different building or room type, click here.

Finalize Your Room Choice

Test Student 1 > Room Search Results

Once your 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 Founders Hall 114

	Room	Room Description
Select This Room	Founders Hall B114A	Suite; faces Michaelhouse; corner suite
Select This Room	Founders Hall B114B	Suite; faces Michaelhouse; corner suite

Click on the room that <u>you</u> would like to live in. Your suitemates will be assigned to the other room. <u>The choice you made here is final.</u>

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: Founders Hall B114A

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 Founders Hall 114

Name	Room Type	Room Description	Check-In Location	
Founders Hall B114A	Suite - DBL Rm	Suite; faces Michaelhouse; corner suite	Founders Hall Lobby	Your Room
Founders Hall B114B	Suite - DBL Rm	Suite; faces Michaelhouse; corner suite	Founders Hall Lobby	

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