



MASSACHUSETTS
COLLEGE of PHARMACY
and HEALTH SCIENCES

Office of
Residence Life

Residence Life Portal for New Students

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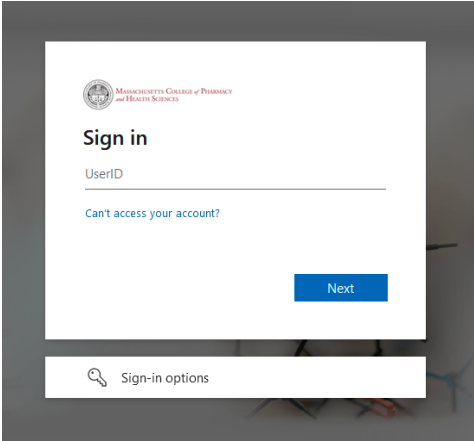
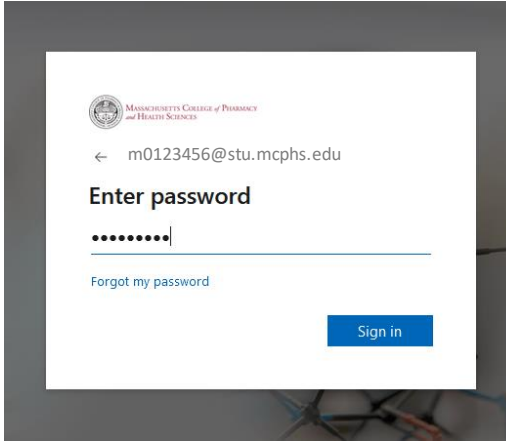
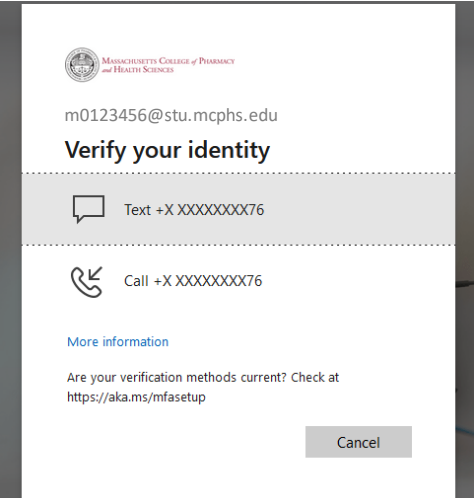
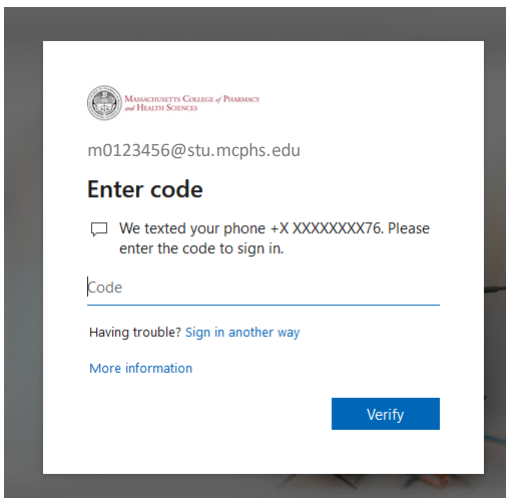
1. Signing In

Open the following link in any browser: [Residence Life Portal](#)

Sign in using your MCPHS username and you will be directed to a Microsoft sign in page. Enter your password when prompted and go through the Multi-factor Authentication process. Screens shown in order below.

If you run into issues with logging in, reach out to Residencelife@mcphs.edu (Boston) or Residencelife.wor@mcphs.edu (Worcester)

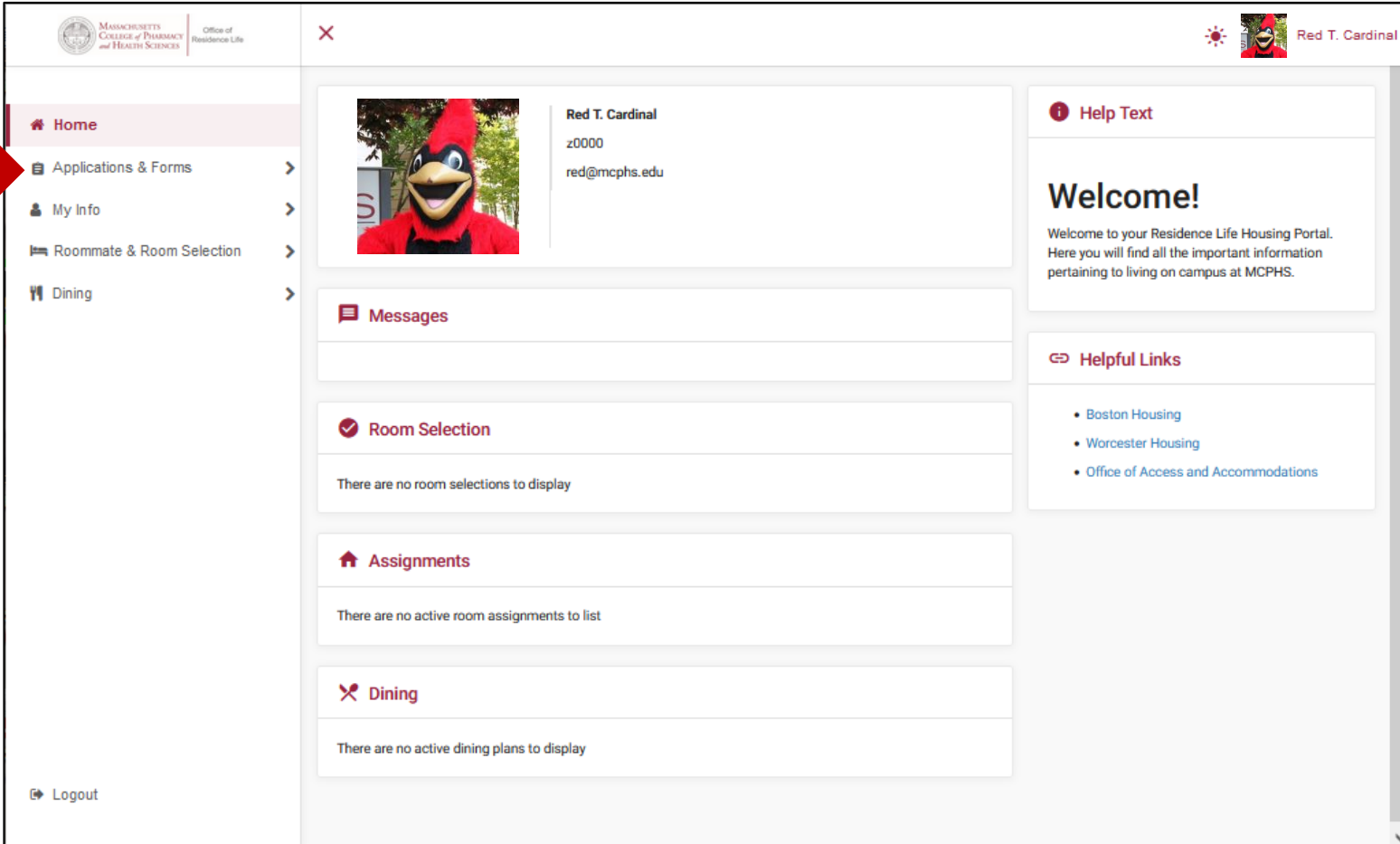
If you need to copy and page- Full Portal Link: <http://studenthousing.mcphs.edu/>

- Screenshot 1: The first screen is a sign-in page for the Massachusetts College of Pharmacy and Health Sciences. It features the college's logo at the top left. The main heading is "Sign in". Below it is a "UserID" field with a text input line. A link "Can't access your account?" is positioned below the input field. At the bottom right, there is a blue "Next" button. At the bottom left, there is a "Sign-in options" link with a magnifying glass icon.
- Screenshot 2: The second screen is the password entry page. It shows the college logo and the email address "m0123456@stu.mcphs.edu" with a back arrow. The heading is "Enter password". Below it is a password input field with masked characters (dots). A "Forgot my password" link is located below the input field. A blue "Sign in" button is at the bottom right.
- Screenshot 3: The third screen is the multi-factor authentication "Verify your identity" page. It displays the email address "m0123456@stu.mcphs.edu". There are two verification options: "Text +X XXXXXXXX76" and "Call +X XXXXXXXX76", each with a corresponding icon (message bubble and phone handset). A "More information" link is below the options. At the bottom, there is a "Cancel" button and a note: "Are your verification methods current? Check at https://aka.ms/mfasetup".
- Screenshot 4: The fourth screen is the "Enter code" page. It shows the email address "m0123456@stu.mcphs.edu" and the heading "Enter code". A checkbox is checked, with the text "We texted your phone +X XXXXXXXX76. Please enter the code to sign in." Below this is a "Code" input field. At the bottom, there is a "Having trouble? Sign in another way" link, a "More information" link, and a blue "Verify" button.

2. Residence Life Portal- Home Page

Once you have logged on, you will be directed to your home page. Everything you need will be accessible here.

To fill out your Questionnaire, visit the “Applications & Forms” link.



The screenshot displays the Residence Life Portal home page for a user named Red T. Cardinal. The page features a left-hand navigation menu with the following items: Home (highlighted with a red arrow), Applications & Forms, My Info, Roommate & Room Selection, and Dining. A 'Logout' link is located at the bottom of the menu. The main content area is divided into several sections: a user profile for Red T. Cardinal (ID: z0000, email: red@mcphs.edu) with a profile picture of the Red Cardinal mascot; a 'Messages' section; a 'Room Selection' section with a checkmark icon and the message 'There are no room selections to display'; an 'Assignments' section with a house icon and the message 'There are no active room assignments to list'; and a 'Dining' section with a fork and knife icon and the message 'There are no active dining plans to display'. On the right side, there is a 'Help Text' section with a 'Welcome!' message and a 'Helpful Links' section containing links for 'Boston Housing', 'Worcester Housing', and 'Office of Access and Accommodations'. The top right corner shows the user's name 'Red T. Cardinal' next to a small profile picture.

If you are not able to see your Questionnaire, reach out to Residencelife@mcphs.edu (Boston) or Residencelife.wor@mcphs.edu (Worcester)

3. Housing Contract

After clicking “Agreements & Forms” you will see the forms you are eligible to fill out on the left side.

- Click the “New Student Questionnaire- Fall 2022”
- Your first step is to READ and SIGN the Housing Contract
- Click “Continue” to move to the next step

MASSACHUSETTS COLLEGE OF PHARMACY and Health Sciences | Office of Residence Life

Red T. Cardinal

Applications & Forms

New Student Questionnaire- Fall 2022

- Boston

(Fall 2022)

Consent - New Student Questionnaire- Fall 2022 - Boston

2022-2023 Student Housing Contract (and Regulations)

The Student Housing Contract (and Regulations) is between the student and the Massachusetts College of Pharmacy and Health Sciences (MCPHS/University). **This contract is for the entire academic year, Fall 2022 and Spring 2023 semesters and (as applicable) Summer 2023.** This contract must be received prior to a student receiving their housing assignment. Students assigned to University-sponsored housing on other college campuses may be subject to additional restrictions, dependent upon that institution's residence hall guidelines. Students who violate the Student Code of Conduct or this contract shall be subject to appropriate University student disciplinary and/or administrative action, including possible removal from University housing, suspension and/or expulsion from the University. This Contract is subject to the terms of the Addendum to the 2022-2023 Student Housing Contract and if there is a conflict between the provisions of the Student Housing Contract and the Addendum, the provisions of this Addendum shall govern.

Fall 2022 and Spring 2023 (All Housing Contracts are only for the full academic year.)
Note: Students may apply for summer housing in Spring 2023
Housing Deadlines are as follows:
May 15, 2022 for Fall 2022 start; December 15, 2022 for Spring 2023 start

Students requesting disability/health-related accommodations must contact the Office of Student Access and Accommodations (OSAA) at 617.879.5925 to discuss requests and required

If you do not agree, [exit the application here.](#)

If you agree, sign your name in the box below.

Enter your full name to give consent (Hand drawn signature will be auto generated)

Use the signature pad to draw your signature

Enter your full name
Red T. Cardinal

Red T. Cardinal

Clear signature

Continue

Help Text

Residence Hall Contract

Here you will find the Residence Hall Contract which includes the Regulations for living on campus. All Residence Hall Contracts are for full academic year- Fall and Spring, with Summer included in Worcester and optional in Boston. All students signing the contract are financially responsible for the full academic year. It is important that you take a few minutes to read through the Contract and Regulations of the upcoming year.

Students under the age of 18 when signing the contract will require a parental signature. Your parent/guardian will receive an email.

Helpful Links

- [Boston Housing](#)
- [Worcester Housing](#)
- [Office of Access and Accommodations](#)

4. Questionnaire

- Fill out all fields indicating your housing preferences
- Click "Continue" to move to the next step

MASSACHUSETTS COLLEGE OF PHARMACY and HEALTH SCIENCES | Office of Residence Life

Red T. Cardinal

My Information - New Student Questionnaire- Fall 2022 - Boston

Cell Phone Number * 617-732-2866
12 of 20 characters

Gender * Male

Please select your mobile carrier from the list provided * Alltel

While you can opt-out from receiving text messages, we highly recommend that you do not, as this can be used for important information or emergencies. * Yes No

Office of Student Access and Accommodations: will you be requesting any special housing accommodation * Yes- I will contact/ have already contacted the Offic... ▾

Living Environment- My ideal room and/or apartment would be a: * Space for study and rest: I enjoy a room/apartment... ▾

Neatness- My room is most often: * Neat & Organized: Everything has its place ▾

Neatness- My room is most often: * Evening Person: it is common for me to study, be a... ▾

Smoking- I am a: * Non-Smoker ▾

What are some of your interests and hobbies? (You may chose multiple) * Video Games, Playing/watching sports, Shopping ▾

What type of music do you like? (You may choose multiple) * Pop/Top 40, Rock ▾

Continue

Help Text

Personal Information

The information you provide in this section will help match you to new roommates. Be honest about your living environment, study, and sleep preferences!

Office of Access and Accommodations

The Office of Student Access and Accommodations (OSAA) is a part of the Division of Student Affairs and provides accommodations to students across all MCPHS campuses (Manchester, Boston and Worcester) and online. Students who are eligible for accommodations must present documentation to demonstrate evidence of a current condition that interferes with one or more major life functions as defined by the ADA 2008 and/or Section 504 of the Rehabilitation Act of 1973. Students seeking an accommodation for housing must complete this process by the priority deadline of May 15. Accommodations received after this date will be subject to availability.

Helpful Links

- [Boston Housing](#)
- [Worcester Housing](#)
- [Office of Access and Accommodations](#)

5. Addresses/Contacts (Emergency & Parent/Guardian Contacts)

Addresses/Contacts - New Student Questionnaire- Fall 2022 - Boston

Please save one Address/Emergency Contact at a time and click the Continue button when you are done.

Addresses

Required	Completed	Type	Street	City	Zip Code
There are no Addresses to list					

Contacts

Required	Completed	Type	Name	Relationship	Email	Mobile	Home	Work
✓	✓	Emergency Contact 1	Jenny Cardinal	Parent/Guardian	jennycard123@123.com	234098789	234098789	N/A
✗	✓	Emergency Contact 2	Mickey Mouse	Friend	mickey@mickey.com	123567546	123567546	N/A
✓	✓	Parent/Guardian	Jenny Cardinal	Parent/Guardian	jennycard123@123.com	234789098	234789098	N/A

Continue

Fill out your Emergency Contact Information & Parent/Guardian Information

- Click the pencil to edit each

If you are under 18 at the time you are signing your contract the individual listed as the **Parent/Guardian** contact will receive an email to also sign the Housing Contract. **Your Contract will not be complete without parental signature if you are under 18.**

Contacts

Required	Completed	Type	Name	Relationship	Email	Mobile	Home	Work
✓	✓	Emergency Contact 1	Jenny Cardinal	Parent/Guardian	jennycard123@123.com	234098789	234098789	N/A

Clear

Edit Contact: Emergency Contact 1

Name * Jenny Cardinal Relationship * Parent/Guardian

Email * jennycard123@123.com Mobile Phone * 234098789

Home Phone * 234098789 Work Phone

Address * 123 main street Address 2

Address 3 Address 4

City * boston State * Massachusetts

Zip Code * 32145 Country * United States

Save Cancel

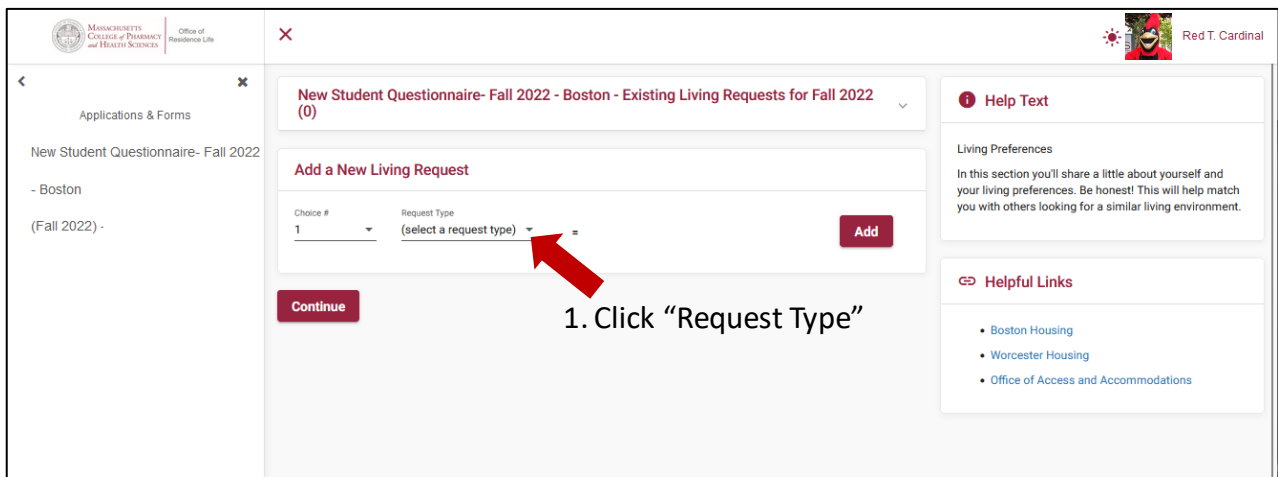
Continue

Fill out all fields

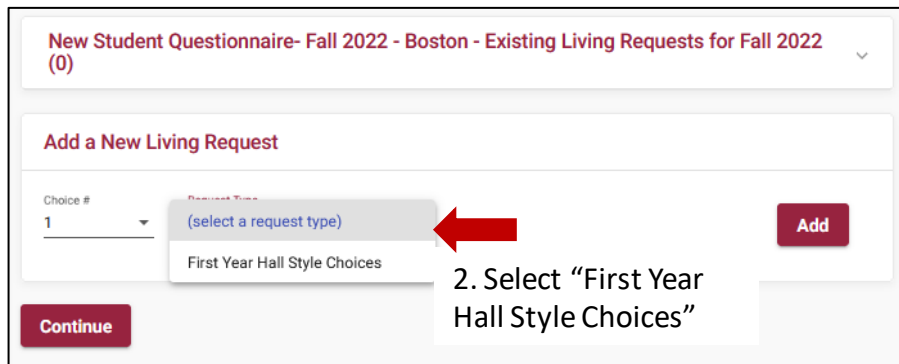
- Click "Save" to save each Contact
- When all contacts are complete Click "Continue" to move to next page

6. Living Request (Hall Style Ranking)

This screen will allow you to rank your preference of our three housing types. Ranking the three types will allow us to place you as best we can based on your preference, deposit date, and availability of housing. Follow the below steps to complete this screen.

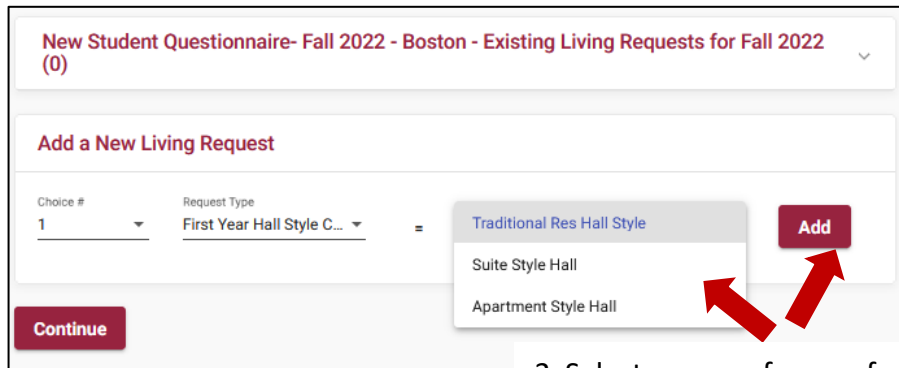
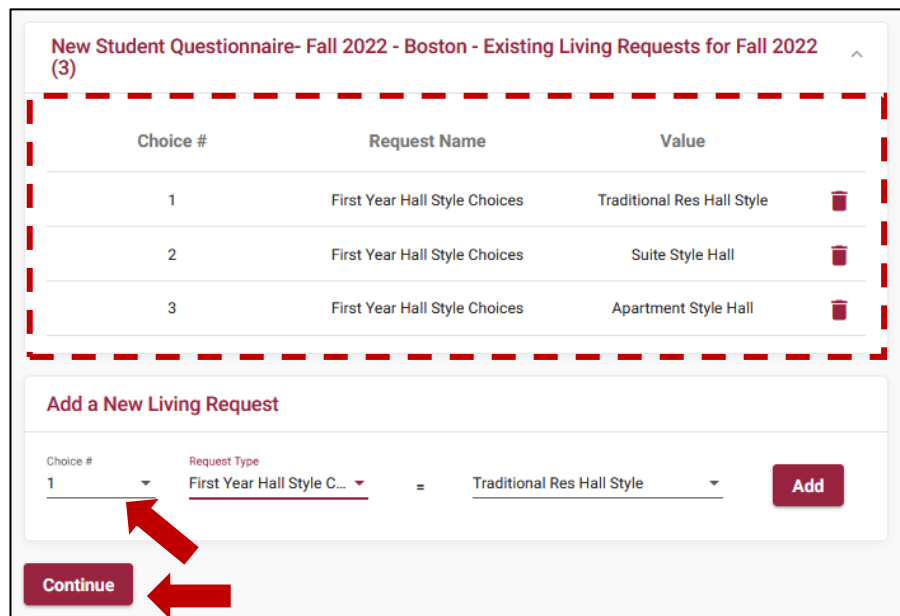


1. Click "Request Type"



2. Select "First Year Hall Style Choices"

Repeat **Steps 2 -4** to rank your choices 1, 2, 3. When you've completed your ranking, click continue.



3. Select your preference for Hall Type
4. Select "Add"

7. Questionnaire Complete- Thank You Page

Upon completion of all steps you will finish at the Questionnaire Complete page. You will also receive an email with a copy of the Housing Contract that you signed.

Click “Home” to return to the home screen

MASSACHUSETTS COLLEGE of PHARMACY and HEALTH SCIENCES | Office of Residence Life

Red T. Cardinal

Application Complete - New Student Questionnaire- Fall 2022 - Boston

Hello!

Thank you for submitting your Housing Questionnaire and Contract for Housing at MCPHS University- Boston Campus! Move in day for all incoming students will be Wednesday, August 31, 2022. We will be reaching out with all details of your housing assignment and move in information throughout the summer. We appreciate your patience and look forward to welcoming you back to our community.

To make any updates to your preferences, please revisit the Residence Life portal and go to “Applications and Form”. Your preferences can be updated until May 31.

If you have questions, please email us at residencelife@mcphs.edu.

Thanks,
Residence Life Team

Home

Help Text

Thank You!

You have completed your housing application and signed your Housing Contract. You will be able to make changes to your answers until the application closes.

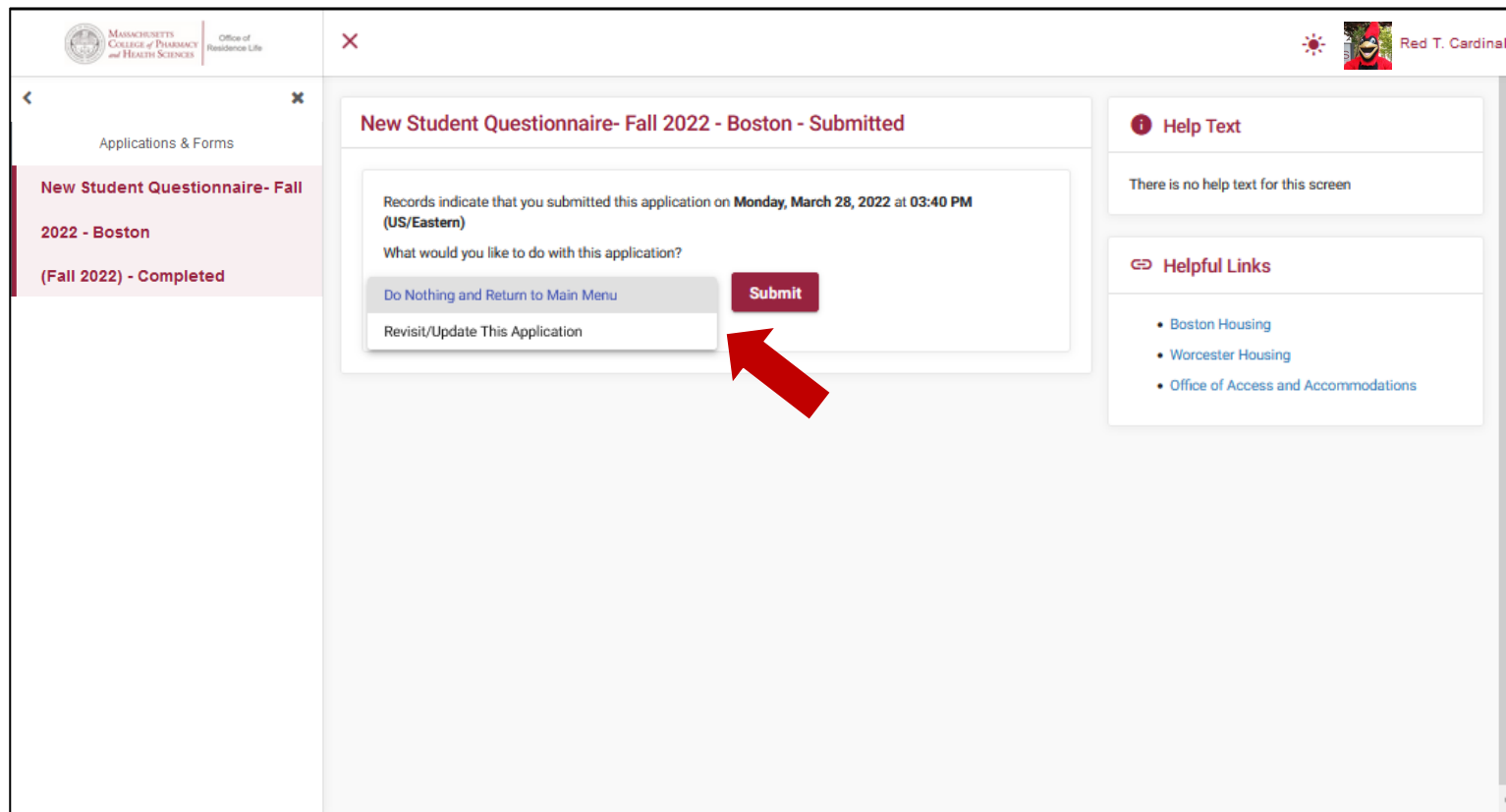
Helpful Links

- [Boston Housing](#)
- [Worcester Housing](#)
- [Office of Access and Accommodations](#)

8. Edit Questionnaire Answers

To revisit your Questionnaire and edit answers follow steps to locate your Questionnaire in the “Applications & Forms” section.

- You will arrive at the screen below, click to reveal the drop down menu and select “Revisit/Update This Application” and hit Submit
- This will bring you to revisit the Contract (Step 3) and then continue to the Questionnaire (Step 4), Emergency & Parent/Guardian Contact (Step 5), and Living Request (Step 6).



The screenshot shows a web application interface for the Massachusetts College of Pharmacy and Health Sciences, Office of Residence Life. The user is logged in as Red T. Cardinal. The main content area displays a notification for a submitted application: "New Student Questionnaire- Fall 2022 - Boston - Submitted". It states that the application was submitted on Monday, March 28, 2022 at 03:40 PM (US/Eastern). Below this, a question asks "What would you like to do with this application?". There are two options: "Do Nothing and Return to Main Menu" and "Revisit/Update This Application". A red arrow points to the "Revisit/Update This Application" option. To the right of the main content area, there are two sidebars: "Help Text" (which says "There is no help text for this screen") and "Helpful Links" (which includes links for Boston Housing, Worcester Housing, and Office of Access and Accommodations).

9. Searching for & Selecting Roommates

Once you have completed your Contract and Questionnaire (including Parent/Guardian signature if under 18) you can search for roommates.

*You will only be able to find roommates who have also fully completed the Contract and Questionnaire

The image displays two screenshots of the MCPHS Residence Life Housing Portal. The top screenshot shows the main dashboard with a red arrow pointing to the 'Roommate & Room Selection' menu item. The bottom screenshot shows the 'Roommate & Room Selection' sub-page with a red arrow pointing to the 'Select Roommates' link.

Top Screenshot: Main Dashboard

- Header:** Massachusetts College of Pharmacy and Health Sciences, Office of Residence Life, Red T. Cardinal
- Navigation Menu:** Home, Applications & Forms, My Info, Roommate & Room Selection (highlighted with a red arrow), Dining, Logout
- User Profile:** Red T. Cardinal, z0000, red@mcpchs.edu
- Help Text:** Welcome! Welcome to your Residence Life Housing Portal. Here you will find all the important information pertaining to living on campus at MCPHS.
- Messages:** Empty
- Room Selection:** There are no room selections to display
- Assignments:** There are no active room assignments to list
- Dining:** There are no active dining plans to display
- Helpful Links:** Boston Housing, Worcester Housing, Office of Access and Accommodations

Bottom Screenshot: Roommate & Room Selection

- Header:** Massachusetts College of Pharmacy and Health Sciences, Office of Residence Life, Red T. Cardinal
- Navigation:** Roommate & Room Selection, Select Roommates (highlighted with a red arrow), Select a Room/Suite
- User Profile:** Red T. Cardinal, z0000, red@mcpchs.edu
- Messages:** Empty
- Room Selection:** There are no room selections to display
- Assignments:** There are no active room assignments to list
- Dining:** There are no active dining plans to display
- Helpful Links:** Boston Housing, Worcester Housing, Office of Access and Accommodations

9. Searching for & Selecting Roommates

When you find the roommate that you'd like you will be able to send them a request. In order to be matched, that person must accept your request.

Your Pending & Completed roommate requests will appear at the top of this screen

The screenshot shows the 'Roommate & Room Selection' app interface. At the top left is the logo for the Massachusetts College of Pharmacy and Health Sciences, Office of Residence Life. The user's name, 'Red T. Cardinal', is displayed at the top right. The main content area is divided into several sections: 'For the Term: Fall 2022', 'Roommate Requests (0)', and 'Pending Roommate Requests (0)'. The 'Search for Roommate' section is highlighted with a red dashed border and contains the following fields:

- My roommate's first name is:
- My roommate's last name is:
- I am looking for a roommate who's ideal room and/or apartment would be a:
- I am looking for a roommate who keeps their room most often:
- I am looking for a roommate who considers themselves a:
- I am looking for a roommate who is a:

A red arrow points from a text box on the right to the 'Search for Roommate' section. The text box contains the following text:

Use this section to search roommates. If you have a specific person you have connected with you can search by their First or Last name

10. Frequently Asked Questions

I'm unable to log in to the Residence Life Portal.

You should first make sure that you have completed your technology accounts credentialing, and set up your two-step authentication. You would have received emails explaining your login credentials and links to take these steps back in the first week of May. If you are having issues with technology account credentialing, contact help.desk@mcphs.edu.

If you have already completed your credentialing and set up your two-step authentication, make sure you are using that email and password to enter into the RL Portal.

I have gotten to the Residence Life Portal and the page is not loading.

If you seem to get stuck on a loading screen, you may need to simply refresh the page while its loading. Another solution is to switch to a different browser. Google Chrome has had the most difficulty loading the page. The page is large and may need a little nudge to load.

*It is important to use the link we've provided in this document and in your email: <http://studenthousing.mcphs.edu/>

I am Under 18, does a Parent/Guardian need to sign the Housing Contract?

Yes! If you are under 18 at the time you are signing your contract the individual listed as the **Parent/Guardian** contact in the Portal will receive an email to also sign the Housing Contract. ***Your Contract will not be complete without parental signature if you are under 18.***

I am not able to pick roommates.

The most likely reason that your Roommate Search function is not turned on is that you have not completed the Housing Contract/Questionnaire. Please remember, if you are under 18 that a Parent/Guardian must sign the contract in order to be considered complete.

I am not able to find the roommate that I have decided to live with.

There are a couple of reasons why you may not be able to find the person you're looking to live with:

- Make sure everyone has submitted housing deposits and is planning to live on campus
- Your roommate(s) have not fully completed their Housing Contract and Questionnaire. You will only be able to search for a person who has also completed the Contract and Questionnaire
- Make sure you are spelling the name correctly and using your roommates legal name and not a nickname
- Roommates can be selected through the system if all members of the roommate pairing identify as the same Gender. Please reach out directly to the Office of Residence Life residencelife@mcphs.edu and we can assist you with your roommate matching.