

EREZLIFE HOUSING APPLICATION PROCESS:

- <https://saintmarys.erezlife.com/app/one.php?outputter=loginView>
- Your username and password are the same that you use to log into your Saint Mary's email address.



The screenshot shows the eRezLife login interface. In the top left, the eRezLife logo is displayed with the text "eRezLife residence life software" and "Residence Life Management Student Assignments Staff Application". In the top right is the Saint Mary's College logo, featuring a cross and the text "SAINT MARY'S COLLEGE NOTRE DAME, IN". The main content area is titled "eRezLife account information" and contains two input fields: "username" and "password". Below the password field is a blue "sign in" button.

Office of Residence Life and Community Standards
Saint Mary's College, Notre Dame, Indiana 46530

YOUR eREZLIFE HOME PAGE:



This button hides the blue navigation bar on the left.



Your name should be here.

A screenshot of the eRezLife home page. The page has a blue header with the eRezLife logo on the left, a search bar in the center, and the user's name 'Anjanette Brenda' and 'Sign out' link on the right. A blue navigation bar is visible on the left side, containing links for 'Jobs' and 'Housing'. The main content area shows two links: 'Job applications' and 'Housing applications'. A teal arrow points to the 'Housing applications' link. The page is mostly white with blue accents.

We use eRezLife for students to apply for both housing and RA positions. For now, the only application open is for housing.

Click on housing applications.



HOUSING OVERVIEW

- In the drop down menu:

- Please choose that you are a **Current SMC Student**
- This will ensure that you are placed into the appropriate lottery group.

Application & info ▾

Jobs

Housing

Housing overview

My housing profile

My housing profile questions

Before we can show you the application form(s), we need to ask you a few preliminary questions.

Please describe yourself as accurately as possible

2015-2016 Housing Cohort

- select one -

- select one -

New Undergraduate Student

New Graduate Student

Current SMC Student

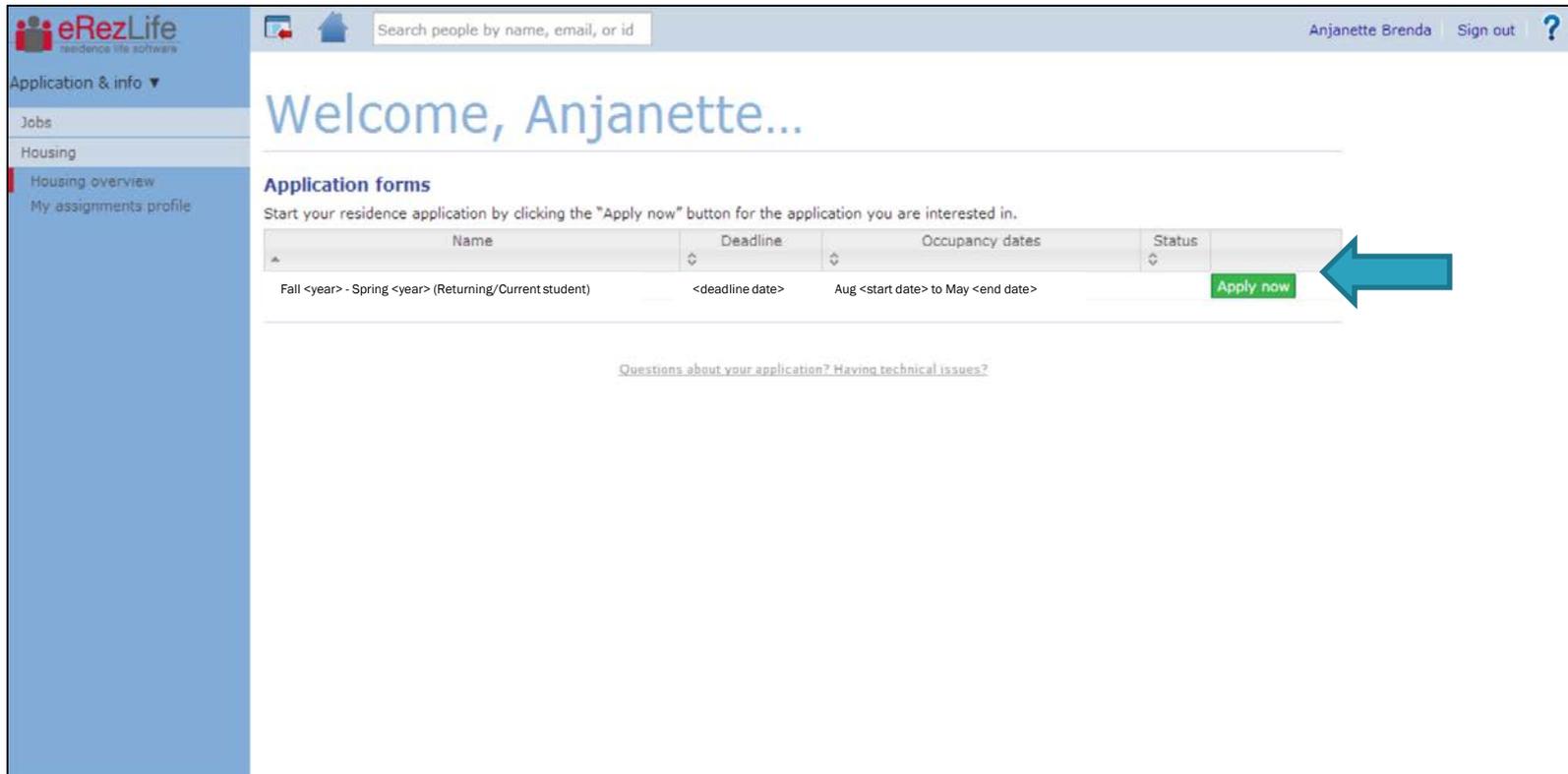
save

[Questions about your application? Having technical issues?](#)



APPLICATION FORMS

- Confirm that you are applying for the housing for the occupancy dates listed.
- Occupancy dates and move-in dates are NOT the same. Please refer to housing contract for move-in dates.
- Then click on the Apply Now button.



The screenshot shows the eRezLife user interface. The top navigation bar includes the eRezLife logo, a search bar, and the user's name 'Anjanette Brenda' with a 'Sign out' link and a help icon. The left sidebar contains a menu with 'Application & info' (expanded), 'Jobs', 'Housing', 'Housing overview', and 'My assignments profile'. The main content area displays a 'Welcome, Anjanette...' message and an 'Application forms' section. This section contains a table with columns for Name, Deadline, Occupancy dates, and Status. A green 'Apply now' button is located at the end of the first row in the table, and a blue arrow points to it from the right. Below the table, there is a link for 'Questions about your application? Having technical issues?'.

Name	Deadline	Occupancy dates	Status	
Fall <year> - Spring <year> (Returning/Current student)	<deadline date>	Aug <start date> to May <end date>		Apply now



UPDATE: MY HOUSING PROFILE

- Make sure the information on this page is correct before moving on.
- When you are done, click save (bottom left corner).
- Then select the appropriate application on the left (i.e. Fall 2015 – Spring 2016)

The screenshot displays the eRezLife user interface. At the top left is the eRezLife logo. A search bar is located at the top center. The user's name, 'Anjanette Brenda', and a 'Sign out' link are at the top right. A blue arrow points to the 'My assignments profile' section in the left sidebar, which is currently set to 'Fall 2014 - Spring 2015'. The main content area shows a 'Personal information' form with fields for Legal First Name, Legal Last Name, Student ID, Gender, Date of Birth, Phone, Permanent address, City, Zip, Country, and State. Below this is an 'Account information' section with fields for Username and Email. A 'Demographics form' section is also visible, including 'Additional Information' with fields for Legal Middle Name, High School, and High School City and State. An 'Emergency Contact Information' section includes fields for Emergency Contact Name, Emergency Contact Phone Number, and Emergency Contact Email Address. A 'save' button is located at the bottom left of the form area. A blue circle is present in the bottom right corner of the slide.

UPDATE: MY HOUSING PROFILE QUESTIONS

- Make sure the information on this page is correct before moving on.
- When you are done, click save (bottom left corner).
- After you hit save, you will see a green bar across the top of your screen stating that it saved successfully.

Application & info -

Jobs

Housing

Housing overview

My housing profile

My housing profile questions

—

Fall 2014 - Spring 2015

Fall 2015-Spring 2016 ▲

—

My roommate profile

As you apply for new sessions in residence, you will occasionally be asked to verify and complete your profile information. Please ensure that the information on both "My housing profile" and "My housing profile questions" is correct and up to date. Use the "save" button on the bottom of the page to save at any time.

[expand all](#) [collapse all](#) [show all options](#) [hide all options](#)

▼ Emergency Contact

Emergency Contact Information

Emergency Contact Name:	*	<input type="text"/>	<input type="text"/>
Emergency Contact Phone Number:	*	<input type="text"/>	
Emergency Contact Email Address:	*	<input type="text"/>	
When would you like this person notified?	*	- select one -	
What relation is this person to you? (parent, sibling, friend, etc.)	*	<input type="text"/>	

APPLICATION FOR ACADEMIC YEAR CONT.

- Complete the application form
- If you are a rising senior and interested in living in Opus, please complete the Opus section.
- Then click continue and confirm application link on the bottom right hand side.

Application & info -

Jobs

Housing

Housing overview

My housing profile

My housing profile questions

—

Fall 2014 - Spring 2015

Fall 2015-Spring 2016 ▲

—

My roommate profile

Occupancy **Aug 01, 2015 to May 14, 2016** Application deadline **May 18, 2015**

Progress : [Application form](#) [Confirm application](#)

Application form

Please fill out the following questions to the best of your ability.

[expand all](#) [collapse all](#) [show all options](#) [hide all options](#)

▼ About you

T-Shirt *
Size: ...

Intended *
major: ...

I *
smoke: ...

The College prohibits the use of alcohol when in violation of state law or college policy; however, attitude on alcohol use is important. How would you describe your attitude toward the use of alcohol?

Which statement best describes your standards for the condition of your room? *

What are your sleep habits during the week? *

I see my room as a place to be used primarily *
for: ...

How do you feel about groups of people socializing in your room? *

Are you comfortable with your roommate(s) significant other and/or friends frequently spending time in your room?

How do you see yourself spending your Saturday evenings? *

When dealing with conflict *
I: ...

Do you have any special accommodation requests with regards to living on campus? *

Do you have any special accommodation requests with regards to the meal plan options? *



CONFIRM APPLICATION

- Read the terms and conditions.
- Then read and check both statements.
- Click on the submit application button.

Application & info -

Jobs

Housing

Housing overview

My housing profile

My housing profile questions

—

Fall 2014 - Spring 2015

Fall 2015-Spring 2016 ▲

—

My roommate profile

Occupancy **Aug 01, 2015 to May 14, 2016** Application deadline **May 18, 2015**

Progress : [Application form](#) **Confirm application**

Confirm application

Please review your application details before proceeding.

Your application overview:

- You are applying for Fall 2015-Spring 2016 residence
- You are eligible for occupancy from Aug 01, 2015 to May 14, 2016

To complete your application, read the enclosed contract below . Please check off the two items below indicating that you understand and agree with all statements.

- I have opened, read, understood, and agree to the enclosed [terms & conditions file](#)
- I declare all information I have disclosed throughout this application process is correct

[submit application](#)

Please note that schools may use application submission dates to prioritize residence assignments. Any further changes to your application after this point will change the submission date of your application. Updates to your contact information, residence preference, or roommate selection will not change your initial submission date. Updates to your application form, however, will change your initial application submission date.

[« Previous step: Application form](#)

[Questions about your application? Having technical issues?](#)



APPLICATION CONFIRMATION

- Your screen will refresh with a confirmation.
- You will also get a confirmation email sent to your Saint Mary's email address.

Application & info -

Jobs

Housing

Housing overview

My housing profile

My housing profile questions

—

Fall 2014 - Spring 2015

Fall 2015-Spring 2016

—

My roommate profile

Roommate groups

Occupancy **Aug 01, 2015 to May 14, 2016** Application deadline **May 18, 2015**

Progress : [Application form](#) [Confirm application](#)

[Confirm application](#)

Thank you!

Your application has successfully been completed. Please keep your receipt id for your reference. A copy of this receipt was sent to tricke01@saintmarys.edu.

Receipt #**5064**
Submission Date*: **Dec 03, 2014**
* may change upon updating application details

Your application overview:

- You are applying for Fall 2015-Spring 2016 residence
- You are eligible for occupancy from Aug 01, 2015 to May 14, 2016

To complete your application, read the enclosed contract below . Please check off the two items below indicating that you understand and agree with all statements.

- I have opened, read, understood, and agree to the enclosed [terms & conditions file](#)
- I declare all information I have disclosed throughout this application process is correct

Please note that schools may use application submission dates to prioritize residence assignments. Any further changes to your application after this point will change the submission date of your application. Updates to your contact information, residence preference, or roommate selection will not change your initial submission date. Updates to your application form, however, will change your initial application submission date.

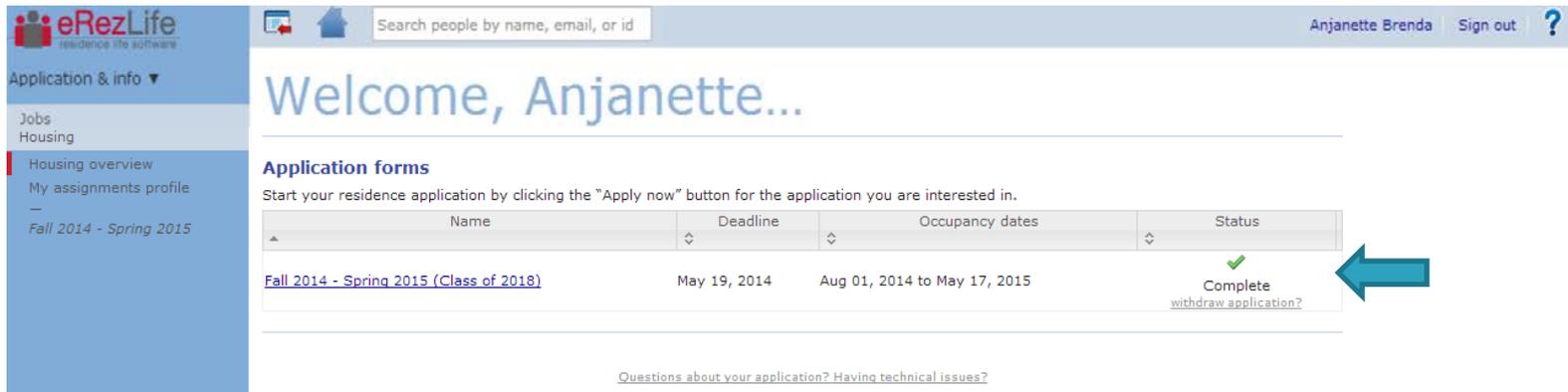
[« Previous step: Application form](#)

[Questions about your application? Having technical issues?](#)



HOUSING OVERVIEW

- Once you have completed the application, you can click on the housing overview page.
- You will see that your application is complete.
- Then you can log out of the system.



The screenshot displays the eRezLife interface. The top navigation bar includes the eRezLife logo, a search bar, and the user's name 'Anjanette Brenda' with a 'Sign out' link and a help icon. The left sidebar contains a menu with 'Application & info' expanded, showing 'Jobs', 'Housing', 'Housing overview', 'My assignments profile', and 'Fall 2014 - Spring 2015'. The main content area features a 'Welcome, Anjanette...' message and an 'Application forms' section. Below this is a table with columns for Name, Deadline, Occupancy dates, and Status. A teal arrow points to the 'Sign out' link in the top right, and another teal arrow points to the 'Complete withdraw application?' link in the table.

Name	Deadline	Occupancy dates	Status
Fall 2014 - Spring 2015 (Class of 2018)	May 19, 2014	Aug 01, 2014 to May 17, 2015	Complete withdraw application?

[Questions about your application? Having technical issues?](#)



CONFIRMATION EMAIL:

- You will receive a confirmation to your Saint Mary's email address once your application has been submitted.

Saint Mary's College residence application confirmation receipt Inbox x

 **eRezLife Software System** <noreply@erezlife.com> Jan 11 (2 days ago) ☆  

to me ▾

This email message has been automatically generated from the online residence assignments process at Saint Mary's College.

This is to confirm that you have successfully applied for our Fall 2014 - Spring 2015 session.

Your receipt id is #3537
Your submission date was: Jan 11, 2014

Please keep this number for your reference in the event that you have questions regarding your application form.

We would like to remind you that you may log back into our system and edit your application at any time up to the application deadline (May 19, 2014). Please note that making changes to your application form will change your submission date, which may be used by your school to prioritize residence assignments.

Thank you for applying for residence at Saint Mary's College.



HOUSING APPLICATION NEXT STEPS:

○ Rising Seniors:

- We will send out an email notification to you with your priority timeframe to log back into the system to choose your room.
- At this time, you can pull in your roommate group (that you created in your application) or choose a different roommate.

○ Rising Juniors:

- We will send out an email notification to you allowing you to log back into the system and preview rooms that are open. This will show you which rooms are still available.
- We will send out an email notification to you with your priority timeframe to log back into the system to choose your room and roommate(s).
 - At this time, you can pull in your roommate group (that you created in your application) or choose a different roommate.

○ Rising Sophomores:

- We will send out an email notification to you allowing you to log back into the system and preview rooms that are open. This will show you which rooms are still available.
- We will send out an email notification to you with your priority timeframe to log back into the system to choose your room and roommate(s).
 - At this time, you can pull in your roommate group (that you created in your application) or choose a different roommate.

