

# 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.
  - Username example: jsmith01



The screenshot shows a web browser window displaying the eRezLife login interface. In the top left corner, the eRezLife logo is visible, with the text 'eRezLife residence life software' and 'Residence Life Management Student Assignments Staff Application' below it. In the top right corner, the Saint Mary's College logo is displayed, featuring a cross symbol and the text 'SAINT MARY'S COLLEGE NOTRE DAME, IN'. The main content area is a white box with a light blue border, titled 'eRezLife account information'. It contains two input fields: 'username' and 'password'. The 'username' field is highlighted with a green border. 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 interface features a blue navigation bar on the left with a search bar at the top. The main content area has two links: 'Job applications' and 'Housing applications'. A teal arrow points to the 'Housing applications' link. The user's name 'Anjanette Brenda' and a 'Sign out' button are visible in the top right corner.

Application & info ▾

Jobs

- Job overview
- My job profile
- Job postings

Housing

- Housing overview
- My assignments profile

Search people by name, email, or id

Anjanette Brenda | Sign out | ?

[Job applications](#)

[Housing applications](#)

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 **new undergraduate student**.
- This will ensure that you are placed into the appropriate lottery.

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

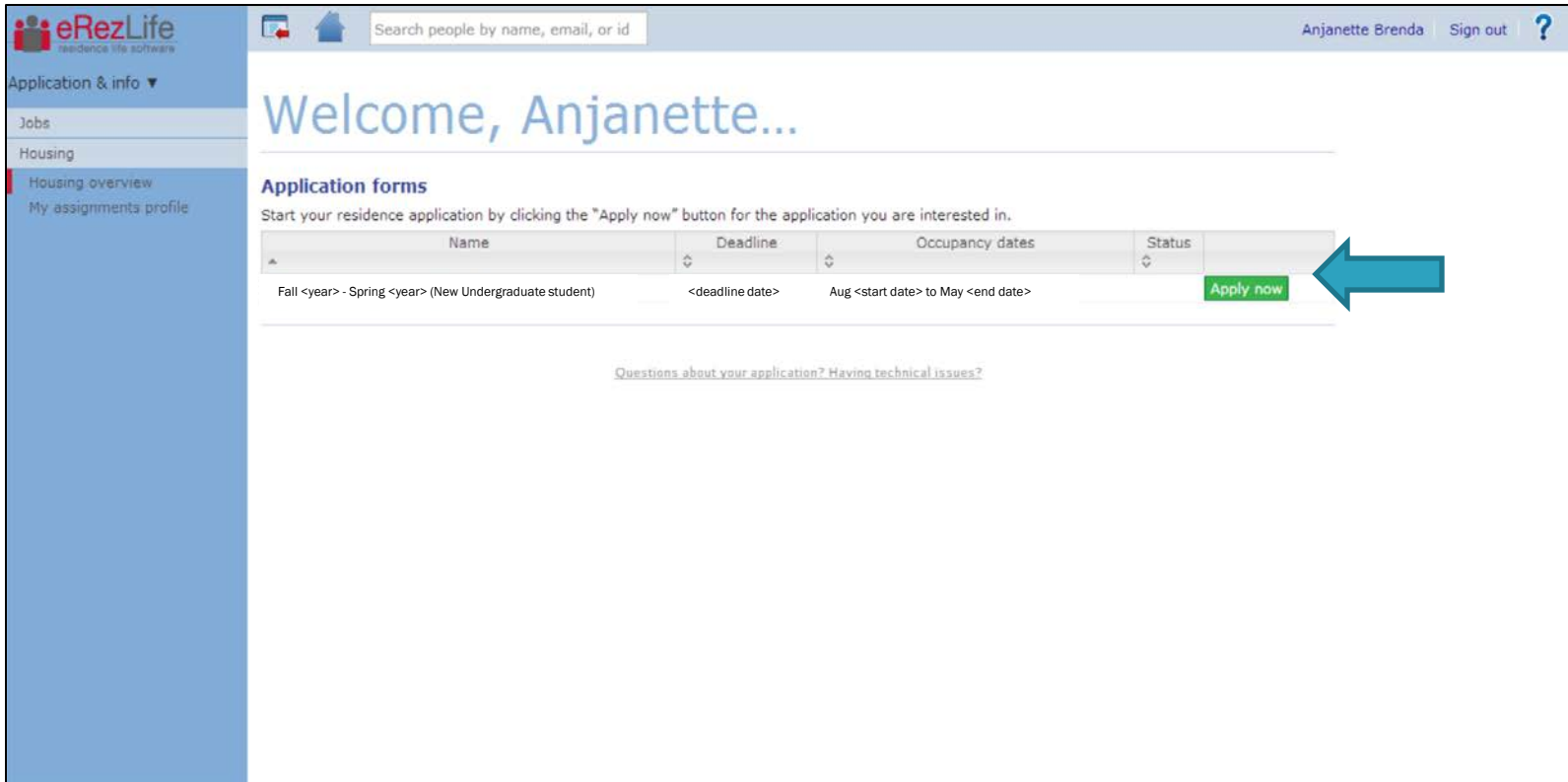
save

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



# APPLICATION FORMS

- Confirm that you are applying for housing for the occupancy dates listed.
- 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, showing 'Jobs', 'Housing', 'Housing overview', and 'My assignments profile'. The main content area displays a 'Welcome, Anjanette...' message and an 'Application forms' section. Below the welcome message, there is 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?'.

**eRezLife**  
residence life software

Application & info ▾

- Jobs
- Housing
- Housing overview
- My assignments profile

Welcome, Anjanette...

**Application forms**

Start your residence application by clicking the "Apply now" button for the application you are interested in.

Name	Deadline	Occupancy dates	Status	
Fall <year> - Spring <year> (New Undergraduate student)	<deadline date>	Aug <start date> to May <end date>		<a href="#">Apply now</a>

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



# MY HOUSING PROFILE

- You will need to answer all questions on this page before moving on.
- When you are done, you will need to click save (bottom left corner).
- After you hit save, you will see a yellow bar across the top of your screen stating that it saved successfully.

Job overview

- My job profile
- My job profile questions
- Job postings
- Housing
  - Housing overview
  - My housing profile
  - My housing profile questions
  - Fall 2015-Spring 2016
  - My roommate profile

Student #

Preferred Name

Gender

Email

Cell Phone #

Birthdate

[more](#)

---

This user is linked to the school's authentication system. Linked fields are read-only.

Student #	980
First Name	
Preferred Name: *	
Middle name	
Last Name	
Gender *	
Email	
Cell Phone #	
Birthdate *	
Address *	
City *	
State *	
Zip code *	
Country *	
Involvement-Athletic team	<input type="checkbox"/> yes <input type="checkbox"/> no
Involvement-ROTC	<input type="checkbox"/> yes <input type="checkbox"/> no
Involvement-ND Marching Band	<input type="checkbox"/> yes <input type="checkbox"/> no

[save](#)



# MY HOUSING PROFILE QUESTIONS

- Next, click on “My housing profile questions” in the left side bar.
- You will need to answer all questions on this page before continuing with your application.
- When you are done, click save (bottom left corner). A yellow bar will appear across the top of your screen indicating that it saved successfully.

Jobs  
Housing  
Housing overview  
My housing profile  
My housing profile questions  
—  
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:

Emergency Contact Phone \*  
Number:

Emergency Contact Email \*  
Address:

When would you like this person notified? \*  
- select one -  
In all emergency situations  
Only when I am missing for more than 24 hours

What relation is this person to you? (parent, sibling, friend, etc.) \*



# APPLICATION FOR ACADEMIC YEAR

- Click on the Fall <year>-Spring <year> link on the left side. (Ex. Fall 2015-Spring 2016)
- Complete the application form.
- Then click the “Continue to: Confirm application” link on the bottom right hand side.

Note: Based on your application period, the occupancy dates and deadline will be different from the example below.

Application & info

Jobs

Housing

Housing overview

My housing profile

My housing profile questions

—

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, your 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? \*  Yes  No

Do you have any special accommodation requests with regards to the meal plan options? \*  Yes  No

[◀ Withdraw application](#) [Continue to: Confirm application >>](#)

# 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 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 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 [mbowe@saintmarys.edu](mailto:mbowe@saintmarys.edu).

Receipt #**5065**  
Submission Date\*: **Dec 02, 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.

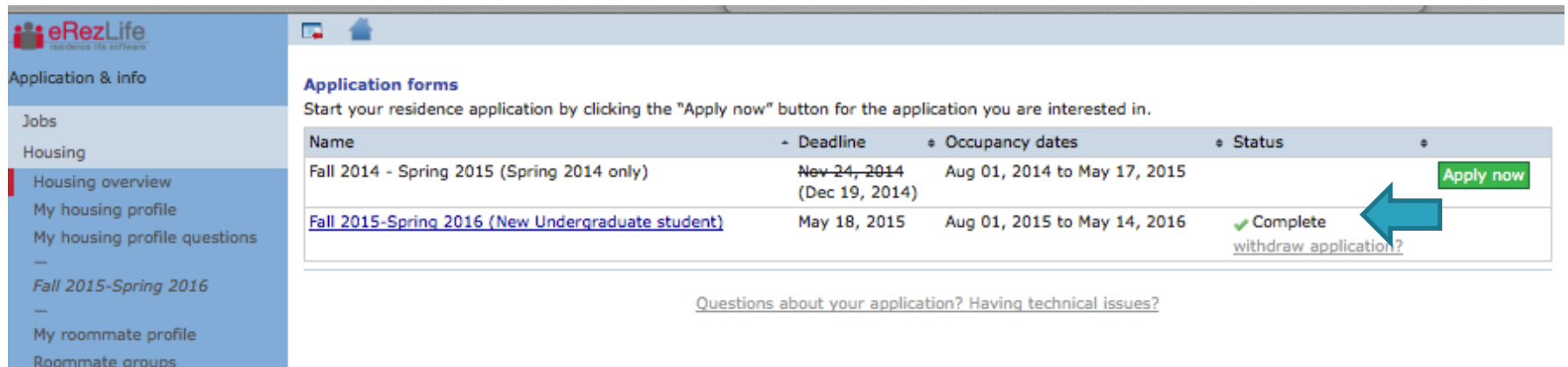
[← Previous step: Application form](#)

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



# HOUSING OVERVIEW

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



**eRezLife**  
residence life software

Application & info

Jobs

Housing

Housing overview

My housing profile

My housing profile questions

—

Fall 2015-Spring 2016

—

My roommate profile

Roommate groups

### Application forms

Start your residence application by clicking the "Apply now" button for the application you are interested in.

Name	Deadline	Occupancy dates	Status
Fall 2014 - Spring 2015 (Spring 2014 only)	<del>Nov 24, 2014</del> (Dec 19, 2014)	Aug 01, 2014 to May 17, 2015	<a href="#">Apply now</a>
<a href="#">Fall 2015-Spring 2016 (New Undergraduate student)</a>	May 18, 2015	Aug 01, 2015 to May 14, 2016	✓ Complete <a href="#">withdraw application?</a>

[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:

- In the beginning of June, 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 open for you.
- Then in late June 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).
  - During this process you will be able to pull in a roommate group that you already created or a different roommate.
- Questions? Please email [reslife@saintmarys.edu](mailto:reslife@saintmarys.edu).

