

EREZLIFE HOUSING APPLICATION PROCESS: ROOMMATE GROUPS

- <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.

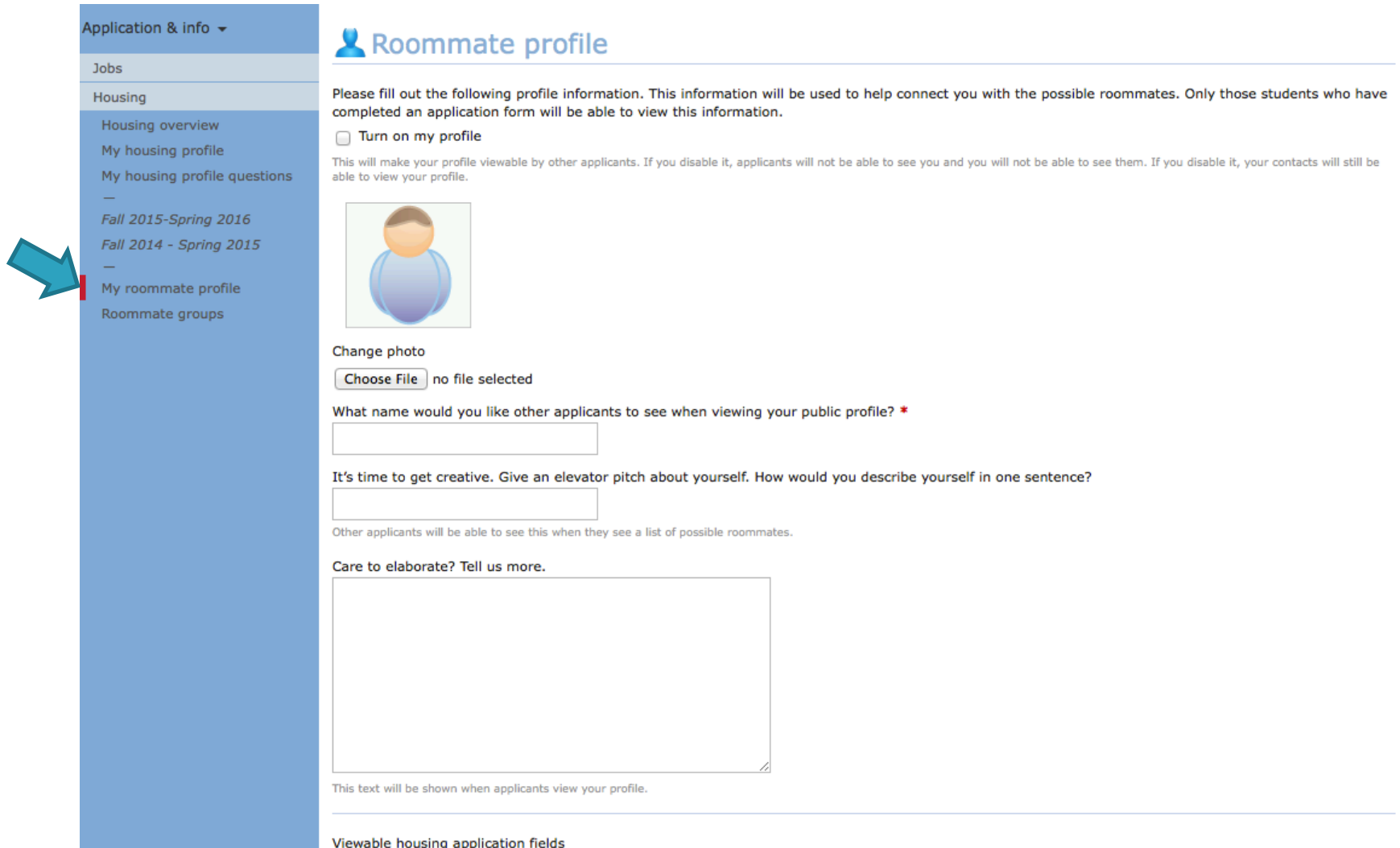


The screenshot shows a web interface for eRezLife. In the top left, the eRezLife logo is displayed with the text "residence life software", "Residence Life Management", "Student Assignments", and "Staff Application". In the top right is the Saint Mary's College logo with the text "SAINT MARY'S COLLEGE NOTRE DAME, IN". The main content area is a light blue rounded rectangle containing a white box titled "eRezLife account information". Inside this box are two input fields: "username" (with a green border) and "password" (with a white 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

ROOMMATE PROFILE

- To begin the roommate selection process, click on “My roommate profile” on the left menu bar.



The screenshot shows a web interface for creating a roommate profile. On the left is a blue sidebar menu with the following items: 'Application & info' (with a dropdown arrow), 'Jobs', 'Housing', 'Housing overview', 'My housing profile', 'My housing profile questions', a separator line, 'Fall 2015-Spring 2016', 'Fall 2014 - Spring 2015', a separator line, 'My roommate profile' (highlighted with a red bar and a blue arrow), and 'Roommate groups'. The main content area is titled 'Roommate profile' and contains the following sections: a paragraph of instructions, a checkbox for 'Turn on my profile', a placeholder for a profile photo, a 'Change photo' section with a 'Choose File' button and 'no file selected' text, a text input field for 'What name would you like other applicants to see when viewing your public profile? *', a text input field for 'It's time to get creative. Give an elevator pitch about yourself. How would you describe yourself in one sentence?', a note that 'Other applicants will be able to see this when they see a list of possible roommates.', a text area for 'Care to elaborate? Tell us more.', and a note that 'This text will be shown when applicants view your profile.' At the bottom, there is a section for 'Viewable housing application fields'.

Application & info ▾

Jobs

Housing

Housing overview

My housing profile

My housing profile questions

—

Fall 2015-Spring 2016

Fall 2014 - Spring 2015

—

My roommate profile


Roommate groups

Roommate profile

Please fill out the following profile information. This information will be used to help connect you with the possible roommates. Only those students who have completed an application form will be able to view this information.

Turn on my profile

This will make your profile viewable by other applicants. If you disable it, applicants will not be able to see you and you will not be able to see them. If you disable it, your contacts will still be able to view your profile.



Change photo

no file selected

What name would you like other applicants to see when viewing your public profile? *

It's time to get creative. Give an elevator pitch about yourself. How would you describe yourself in one sentence?

Other applicants will be able to see this when they see a list of possible roommates.

Care to elaborate? Tell us more.

This text will be shown when applicants view your profile.

Viewable housing application fields


ROOMMATE PROFILE

- Complete your profile by uploading a picture and filling out the question fields.

Please fill out the following profile information. This information will be used to help connect you with the possible roommates. Only those students who have completed an application form will be able to view this information.

Turn on my profile

This will make your profile viewable by other applicants. If you disable it, applicants will not be able to see you and you will not be able to see them. If you disable it, your contacts will still be able to view your profile.



Change photo

no file selected

What name would you like other applicants to see when viewing your public profile? *

It's time to get creative. Give an elevator pitch about yourself. How would you describe yourself in one sentence?

Other applicants will be able to see this when they see a list of possible roommates.

Care to elaborate? Tell us more.

This text will be shown when applicants view your profile.



ROOMMATE PROFILE

- Select the information that will be displayed on your profile. Make sure you are comfortable with how much you are sharing!

Viewable housing application fields
Let us know what information you'd like to share from your housing application.

Field	All applicants	My contacts	Private
First Name	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Last Name	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Email	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
City	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
State	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Country	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Intended Major	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Involvement-Athletic team	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Involvement-ROTC	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Involvement-ND Marching Band	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Room Cleaning Frequency	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Room Socialization	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Attitude toward use of alcohol	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Conflict	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Smoking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Spend Saturday evenings	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Room Tidiness	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Room primarily used for	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sleep Habits During Week	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sharing of Personal Belongings	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>












ROOMMATE PROFILE

- Let potential roommates know the best way to contact you.
- When you are finished, click “save” in the bottom left corner

How would you like your contacts to communicate with you?

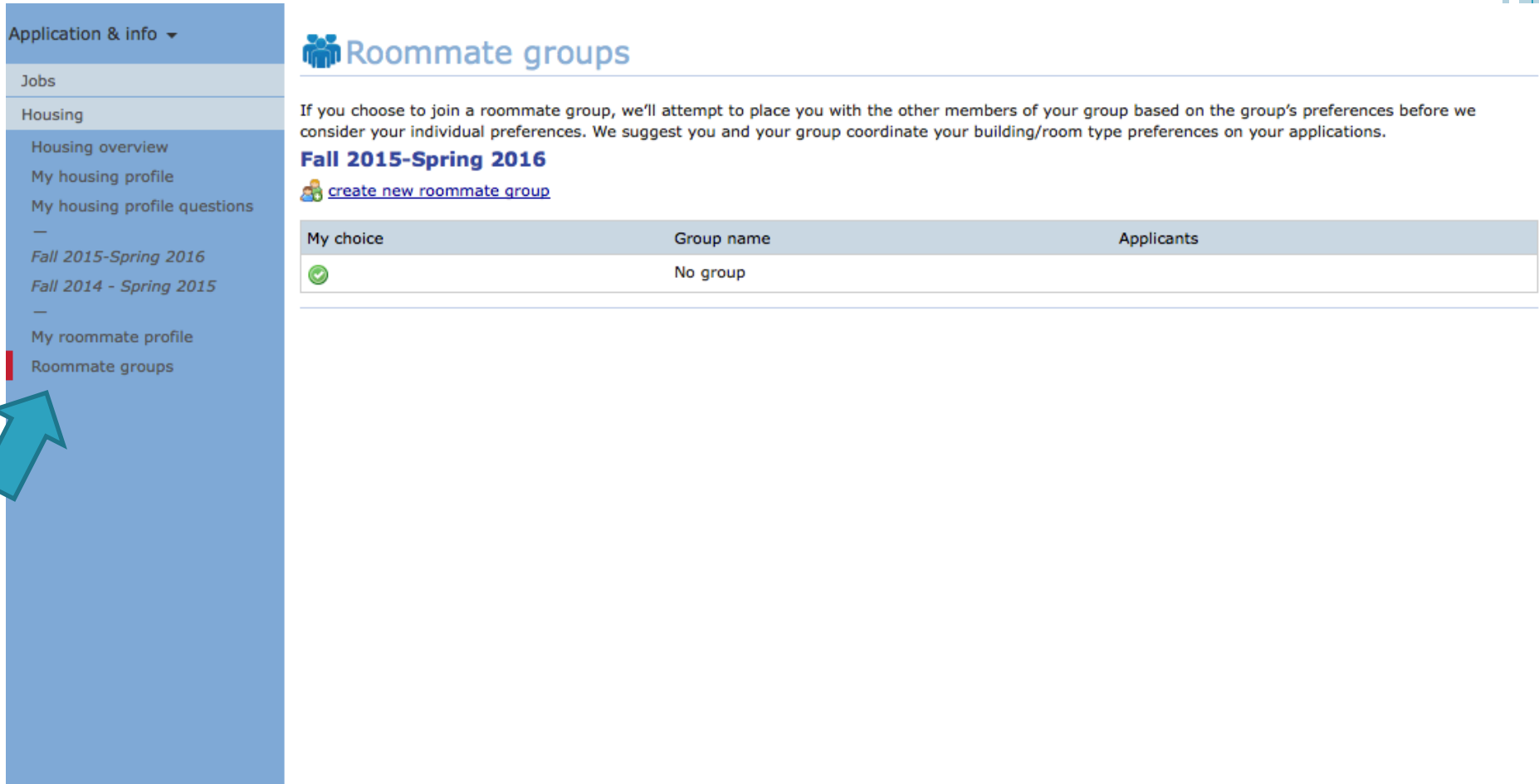
This system does not provide a way for you to communicate with your contacts. We
These will only be viewable by your approved contacts.

 phone or text	<input type="text"/>
 email	<input type="text"/>
 facebook	<input type="text"/>
 Twitter	<input type="text"/>
 Google+	<input type="text"/>
 tumblr.	<input type="text"/>
 Pinterest	<input type="text"/>
 Instagram	<input type="text"/>
 other	<input type="text"/>



ROOMMATE GROUPS

- To form a roommate group, choose “Roommate groups” from the left menu bar.



Application & info ▾

Jobs

Housing

Housing overview

My housing profile

My housing profile questions

—

Fall 2015-Spring 2016

Fall 2014 - Spring 2015

—


My roommate profile


Roommate groups

Roommate groups

If you choose to join a roommate group, we'll attempt to place you with the other members of your group based on the group's preferences before we consider your individual preferences. We suggest you and your group coordinate your building/room type preferences on your applications.

Fall 2015-Spring 2016

 [create new roommate group](#)

My choice	Group name	Applicants
	No group	

ROOMMATE GROUPS

- Choose “create new roommate group” to begin a new group.

Application & info ▾

Jobs

Housing

Housing overview

My housing profile

My housing profile

—

Fall 2015-Spring 2016

Fall 2014 - Spring 2015

—


My roommate profile


Roommate groups

Roommate groups

If you choose to join a roommate group, we'll attempt to place you with the other members of your group based on the group's preferences before we consider your individual preferences. We suggest you and your group coordinate your building/room type preferences on your applications.

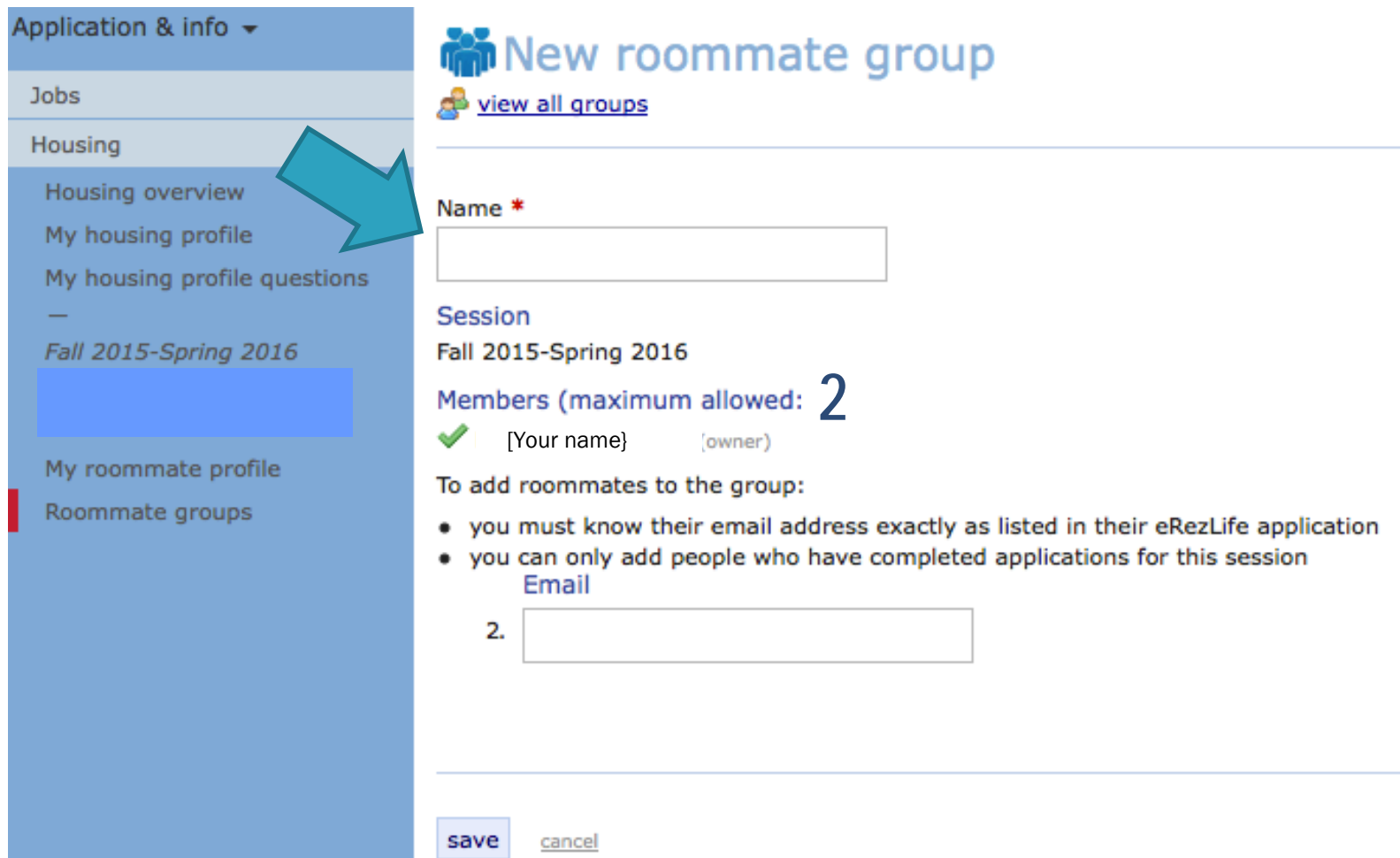
Fall 2015-Spring 2016

 [create new roommate group](#)

My choice	Group name	Applicants
	No group	

ROOMMATE GROUPS

- Enter a name for the group in the first field. You can name the group anything you want.
- You can only create a roommate group with 1 other student.



Application & info ▾

Jobs

Housing

Housing overview

My housing profile

My housing profile questions

—

Fall 2015-Spring 2016

My roommate profile

Roommate groups

New roommate group

[view all groups](#)

Name *

Session

Fall 2015-Spring 2016

Members (maximum allowed: 2)

✓ [Your name] (owner)

To add roommates to the group:

- you must know their email address exactly as listed in their eRezLife application
- you can only add people who have completed applications for this session

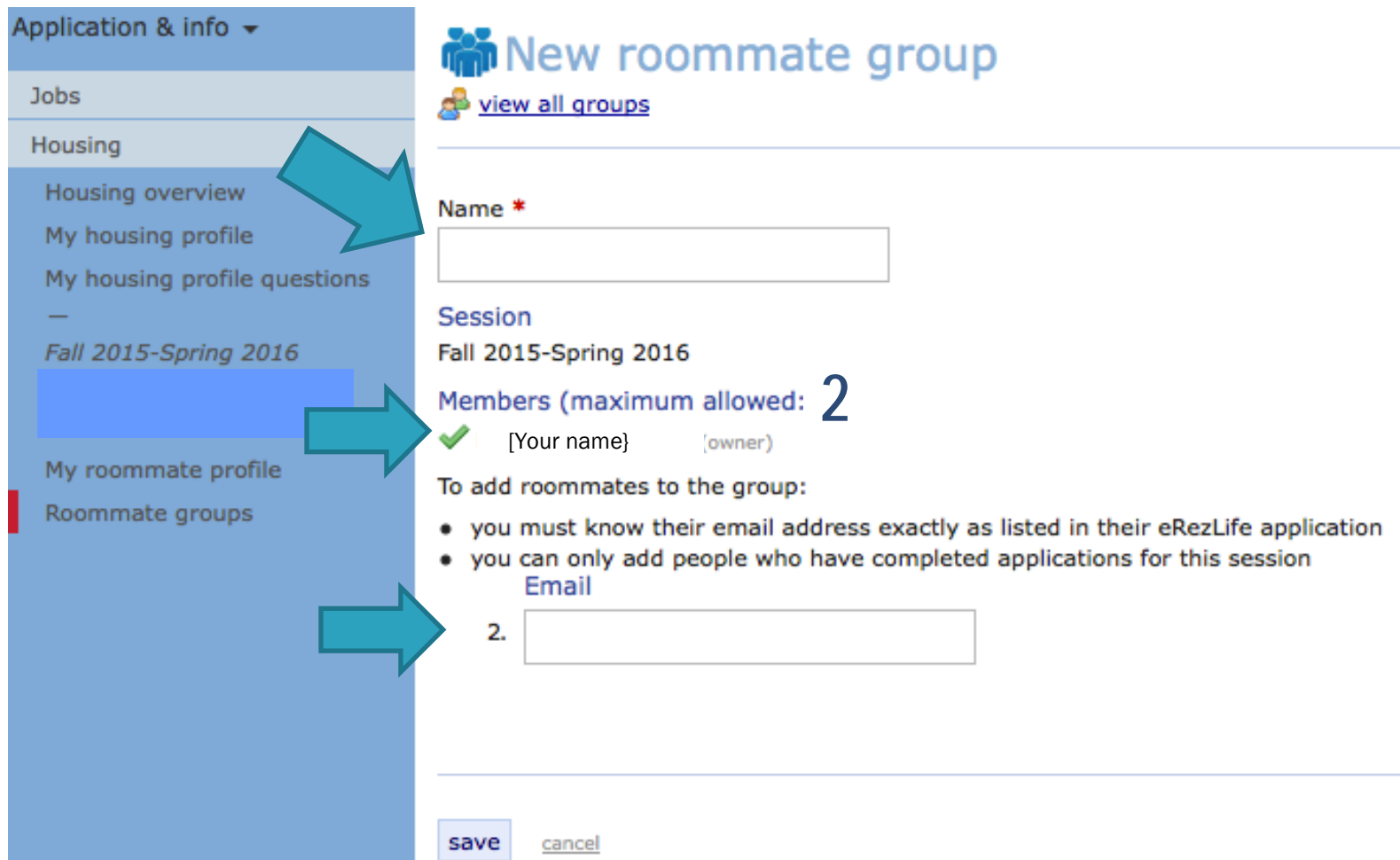
Email

2.

[cancel](#)

ROOMMATE GROUPS

- Add a student to the group using their Saint Mary's email addresses.
- Do not add yourself: the system has already added you as the owner.
- A green checkmark will appear beside the name of the student who has successfully confirmed her place in the group.



The screenshot shows the 'New roommate group' interface. On the left is a navigation menu with 'Application & info' at the top, followed by 'Jobs', 'Housing', and 'My roommate profile'. Under 'Housing', there are links for 'Housing overview', 'My housing profile', and 'My housing profile questions'. A teal arrow points to 'Housing overview'. Under 'My roommate profile', there is a link for 'Roommate groups', with another teal arrow pointing to it. The main content area is titled 'New roommate group' and includes a 'view all groups' link. Below this is a form with a 'Name *' field. The 'Session' is set to 'Fall 2015-Spring 2016'. The 'Members' section shows '(maximum allowed: 2)' and a list with one member: '[Your name] (owner)' with a green checkmark. A teal arrow points to this member. Below the members list, there are instructions: 'To add roommates to the group: you must know their email address exactly as listed in their eRezLife application; you can only add people who have completed applications for this session'. There is an 'Email' label and a numbered input field '2.' with a teal arrow pointing to it. At the bottom are 'save' and 'cancel' buttons. A teal circle is in the bottom right corner.

TRIPLE ROOMMATE GROUPS

- If you are interested in living in a triple room with 2 friends, you need to email reslife@saintmarys.edu and copy your 2 friends on the email and we will work with your group to place you in a triple. Triples will be assigned on a first come, first placed system. **You do not create a roommate group.**

Application & info ▾

Jobs

Housing

Housing overview

My housing profile

My housing profile questions


—

Fall 2015-Spring 2016

My roommate profile

Roommate groups

New roommate group


 [view all groups](#)

Name *

Session

Fall 2015-Spring 2016

Members (maximum allowed: **2**)

 [Your name] (owner)

To add roommates to the group:

- you must know their email address exactly as listed in their eRezLife application
- you can only add people who have completed applications for this session

Email

2.

ROOMMATE GROUPS

- When you have finished making changes, make sure to click the “save” button in the bottom left of the screen.
- The system will email the other member(s) of the group asking them to confirm the invitation to the roommate group.

Application & info ▾

Jobs

Housing

Housing overview

My housing profile

My housing profile questions

—

Fall 2015-Spring 2016

My roommate profile

Roommate groups

New roommate group

[view all groups](#)

Name *

Session

Fall 2015-Spring 2016

Members (maximum allowed: 2)

✓ [Your name] (owner)

To add roommates to the group:

- you must know their email address exactly as listed in their eRezLife application
- you can only add people who have completed applications for this session

Email

2.

[save](#) [cancel](#)

A ROOMMATE REQUEST

- When someone has requested you as a roommate (i.e., added you to a roommate group) the system will notify you.
- Log back in and confirm that you want to be a member of this group.

Subject:Action required: Roommate group offer
Date:Fri, 10 Jan 2014 16:07:59 -0500
From:eRezLife Software System <noreply@erezlife.com>
Reply-To:eRezLife Software System <noreply@erezlife.com>
To:robyn.elliott@erezlife.com

You have been invited into a roommate group in eRezLife. In order to join the roommate group, you must confirm it in eRezLife. To do this, please log in, click on your application, and choose the "Roommate selection tab."

[sign in to eRezLife](#)



TO ACCEPT A ROOMMATE REQUEST

- Log back into the system.
- Go to “Roommate groups” in the left menu bar.
- Accept the roommate request.
- As soon as that student accepts your request, you will see a green check mark next to their name when you look at your roommate group within the system.

