

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.

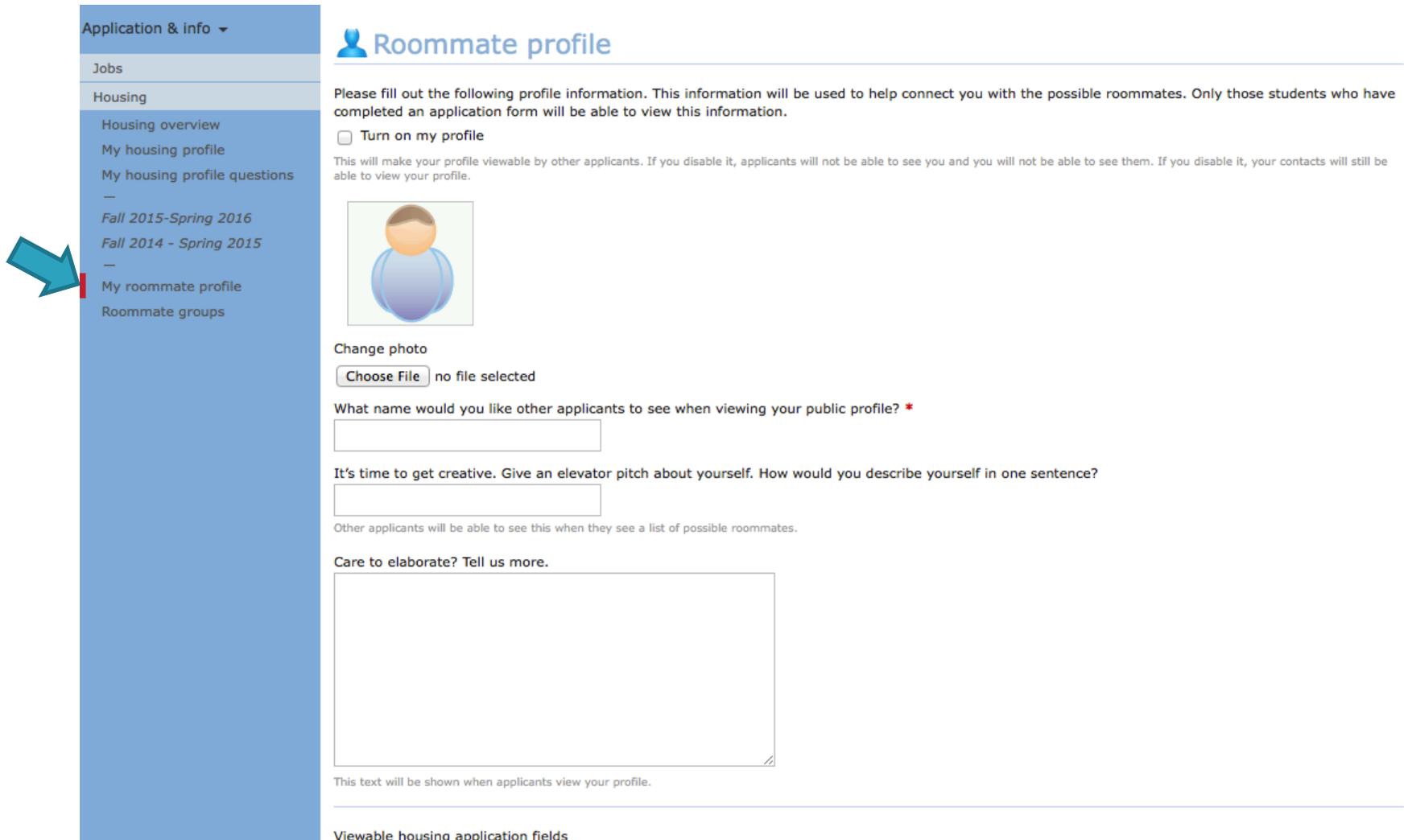


The screenshot shows a web interface for eRezLife. In the top left, there is a logo for eRezLife with the text "residence life software" and "Residence Life Management Student Assignments Staff Application". In the top right, there is the Saint Mary's College logo with the text "SAINT MARY'S COLLEGE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

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 pointing to it), and 'Roommate groups'. The main content area is titled 'Roommate profile' and contains the following sections: a blue header with a person icon and the text 'Roommate profile'; a paragraph: '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.'; a checkbox labeled 'Turn on my profile'; a paragraph: '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.'; a placeholder image for a profile picture; a 'Change photo' section with a 'Choose File' button and the text 'no file selected'; a text input field with the label 'What name would you like other applicants to see when viewing your public profile? *'; a text input field with the label 'It's time to get creative. Give an elevator pitch about yourself. How would you describe yourself in one sentence?'; a paragraph: 'Other applicants will be able to see this when they see a list of possible roommates.'; a text area with the label 'Care to elaborate? Tell us more.'; and a final paragraph: 'This text will be shown when applicants view your profile.'

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?

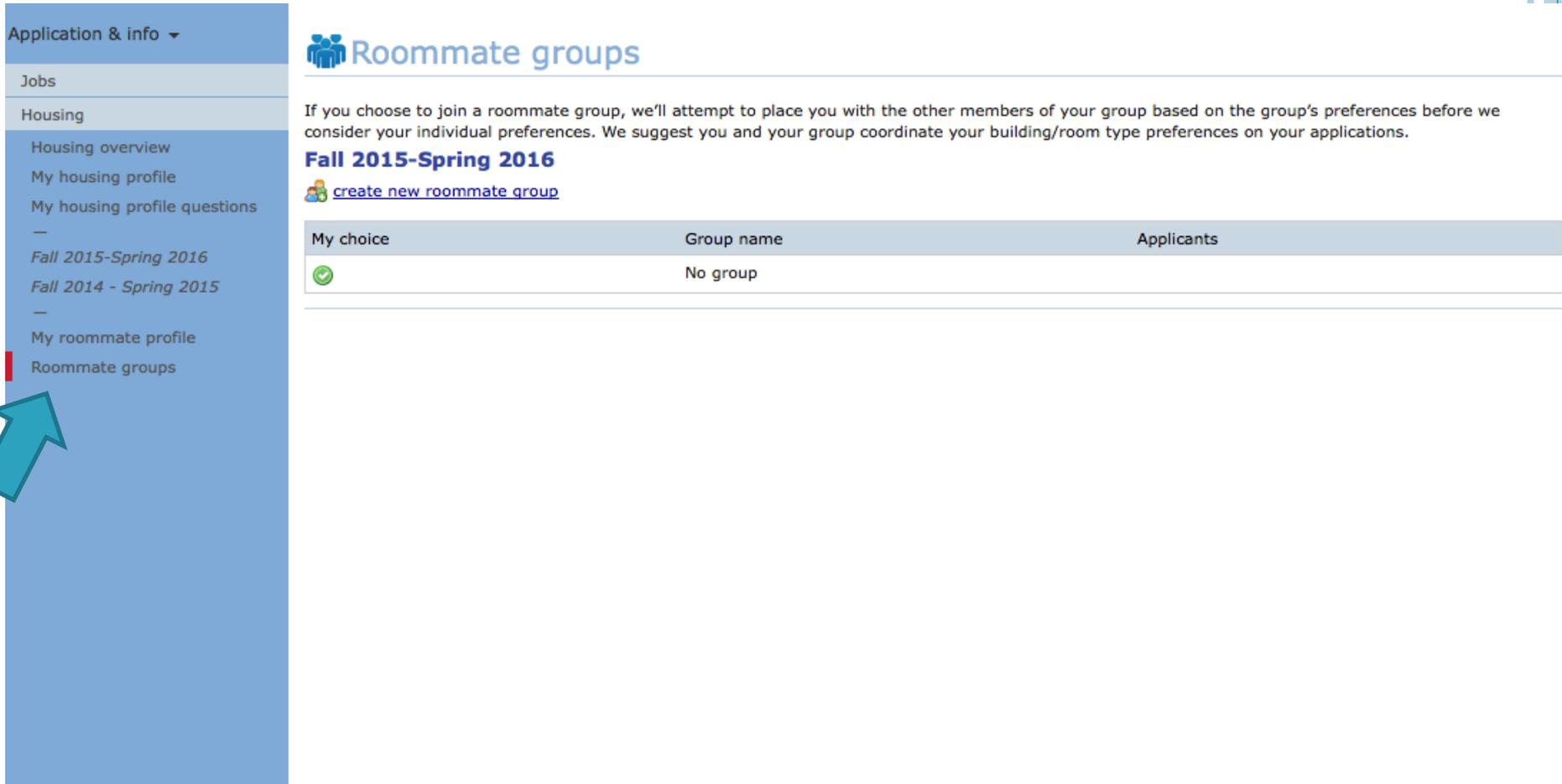
This system does not provide a way for you to communicate with your contacts. We
These will only be viewable by your approved contacts.

 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

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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

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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.

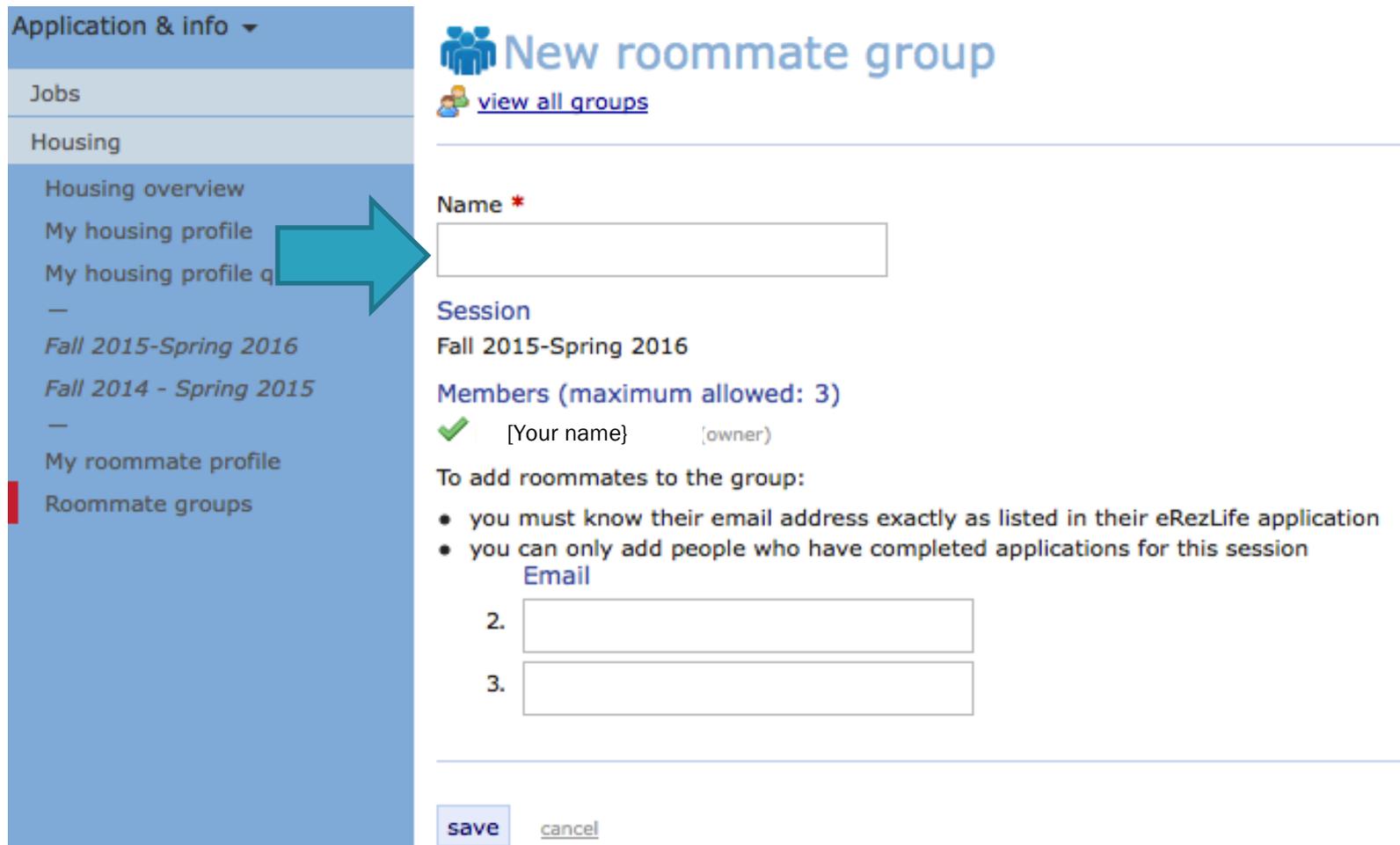
Fall 2015-Spring 2016

 [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, but we recommend initials of the students in the group, to avoid confusion.



Application & info ▾

Jobs

Housing

Housing overview

My housing profile

My housing profile q

—

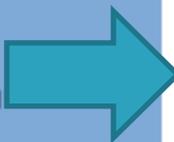
Fall 2015-Spring 2016

Fall 2014 - Spring 2015

—

My roommate profile

Roommate groups





New roommate group

 [view all groups](#)

Name *

Session

Fall 2015-Spring 2016

Members (maximum allowed: 3)

 [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.

3.

ROOMMATE GROUPS

- Add students 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 members who have successfully confirmed their place in the group.

Application & info ▾

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Fall 2015-Spring 2016

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My roommate profile

Roommate groups

New roommate group

 [view all groups](#)

Name *

Session

Fall 2015-Spring 2016

Members (maximum allowed: 3)

 [Your name] (owner)

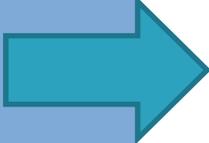
To add roommates to the group:

- 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.

3.



ROOMMATE GROUPS

Pay attention to the maximum number of members allowed per roommate group!

- This will vary based on your application type:
 - New students may have a max of 3 roommate group members
 - Returning (or current) students may have a max of 4 members
 - Graduate students may have a max of 2 members

Application & info ▾

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My roommate profile

Roommate groups

 **New roommate group**

 [view all groups](#)

Name *

Session

Fall 2015-Spring 2016

Members (maximum allowed: 3)

 [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.

3.

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 ▾

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Fall 2015-Spring 2016

Fall 2014 - Spring 2015

—

My roommate profile

Roommate groups

New roommate group

 [view all groups](#)

Name *

Session

Fall 2015-Spring 2016

Members (maximum allowed: 3)

 [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.

3.



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 other people accept their requests, you will see a green check mark next to their name.

