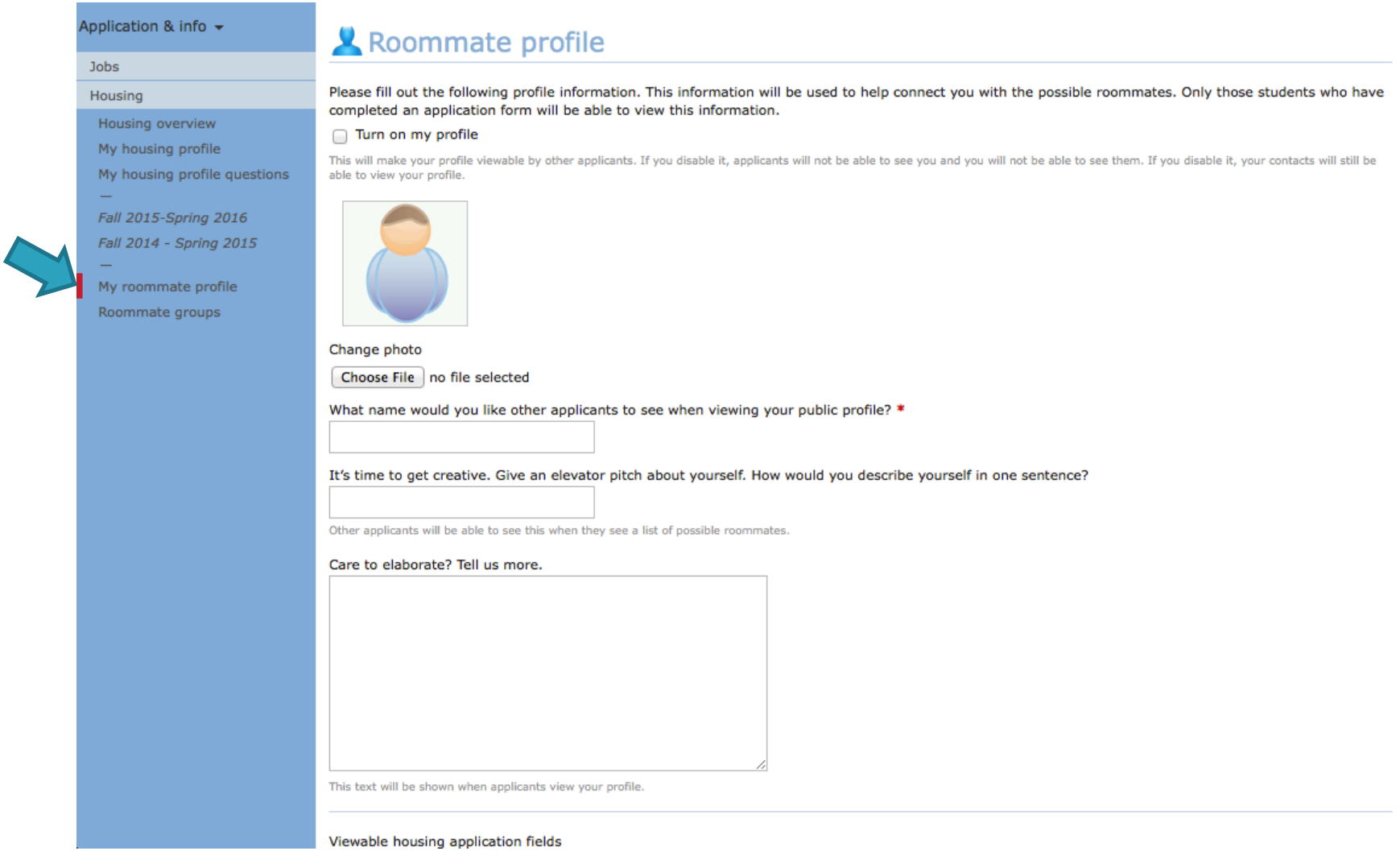
eRezLife Housing Application Process: Roommate Groups

- 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.

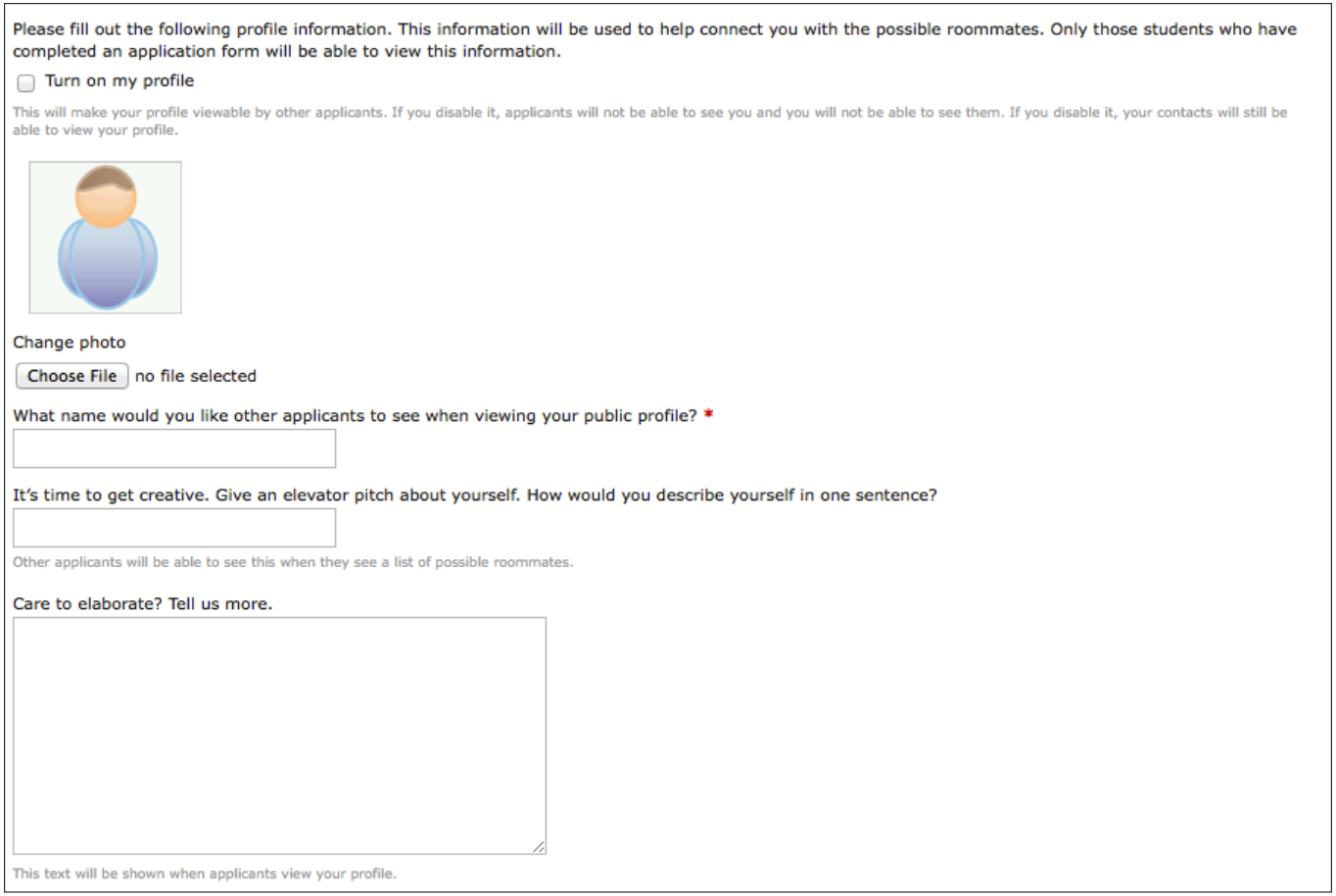
Roommate Profile

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



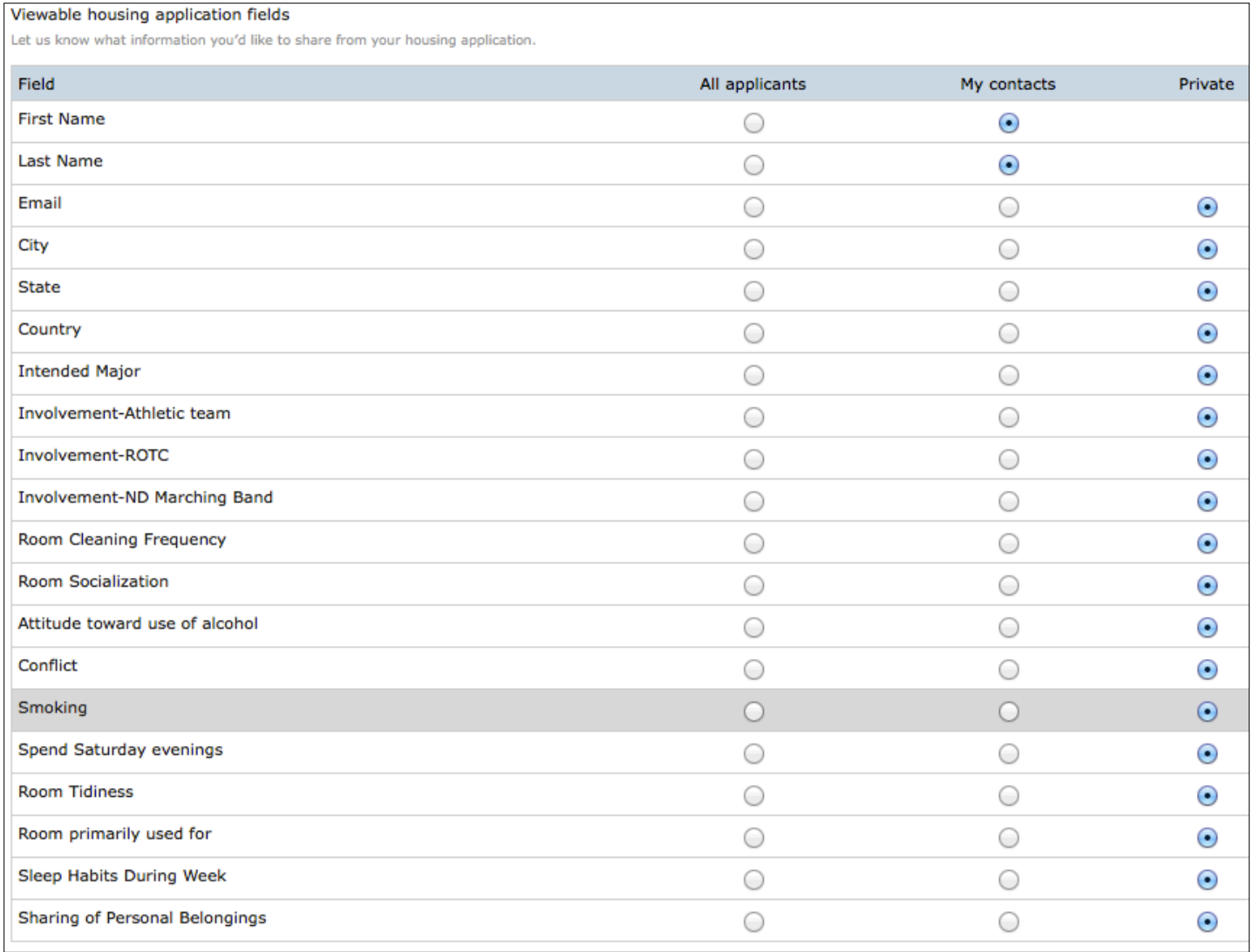
Roommate Profile

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



Roommate Profile

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



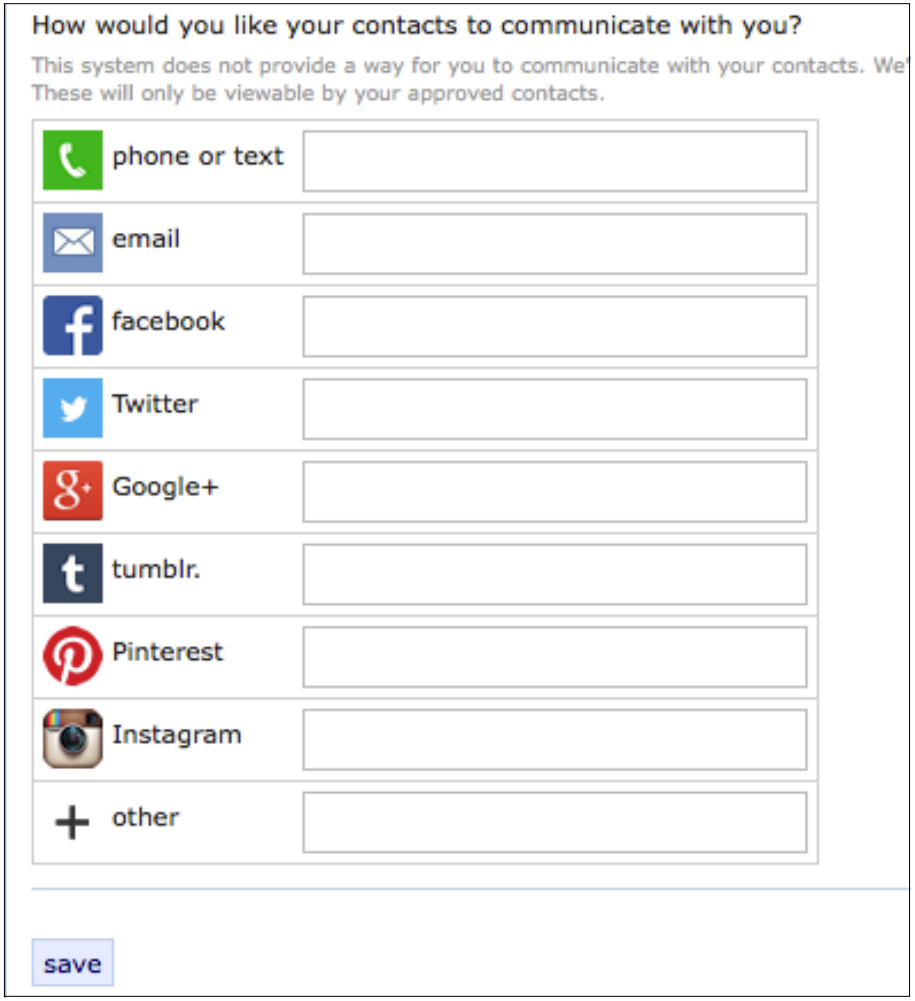
Viewable housing application fields

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

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

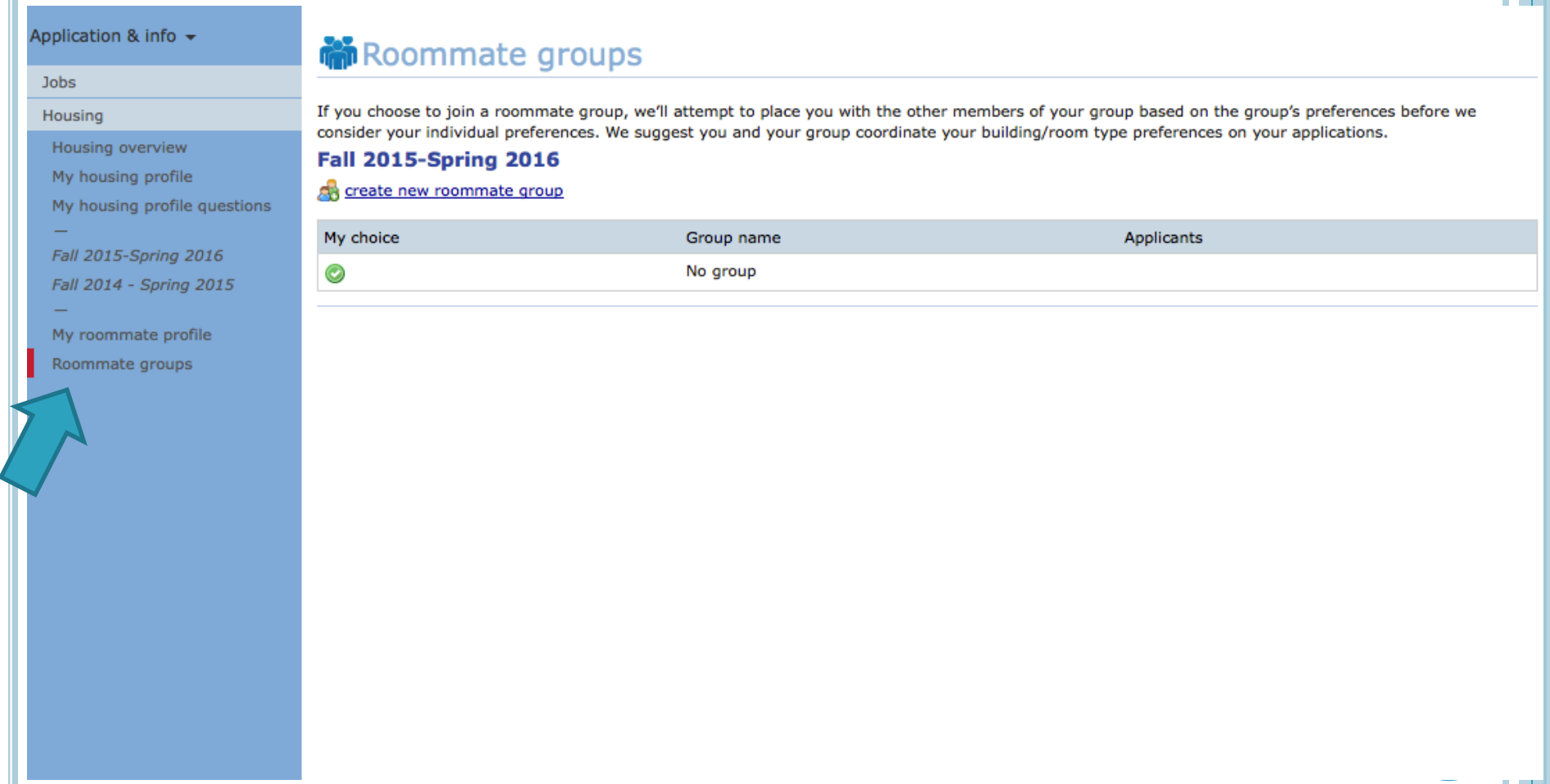
Roommate Profile

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



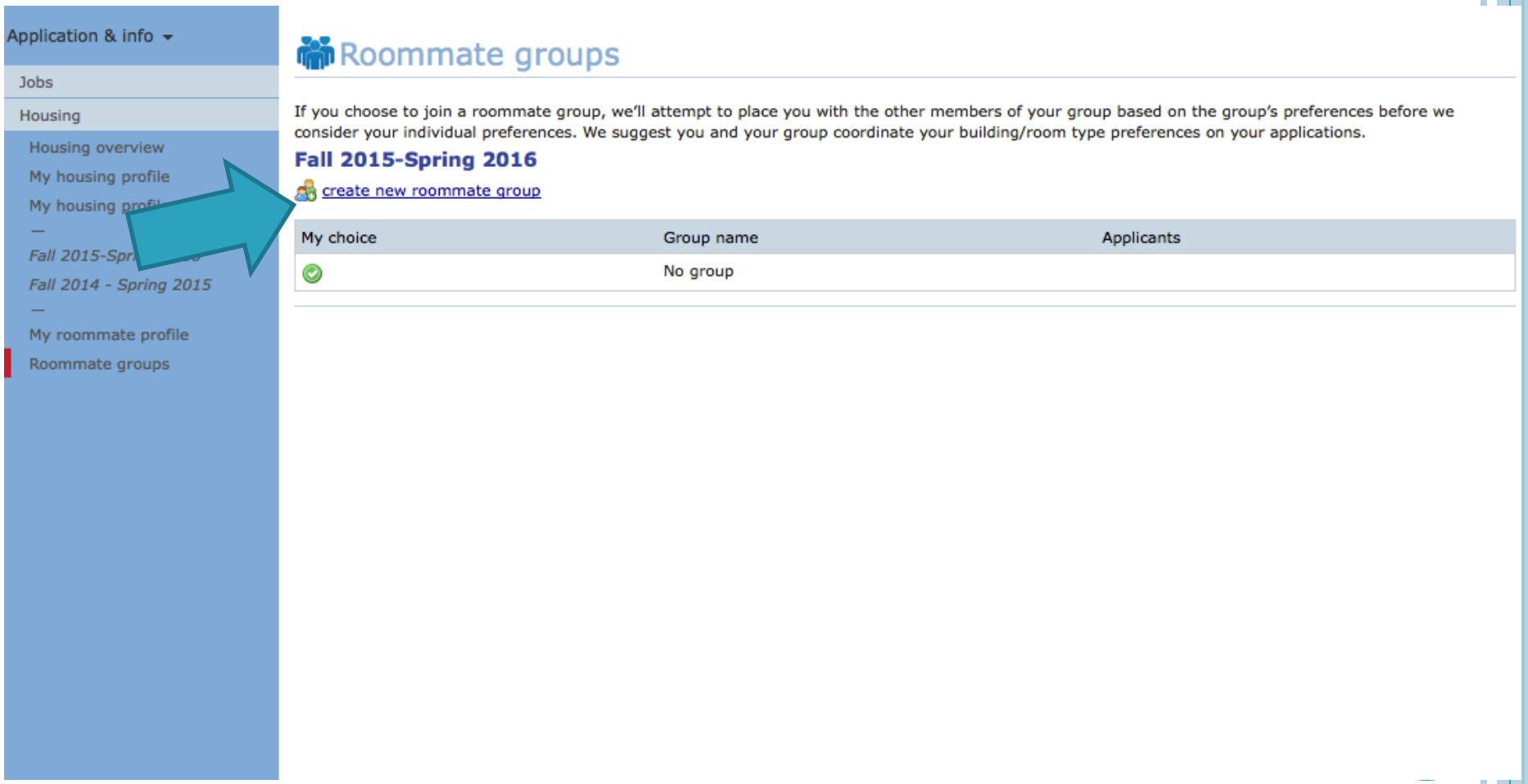
Roommate Groups

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



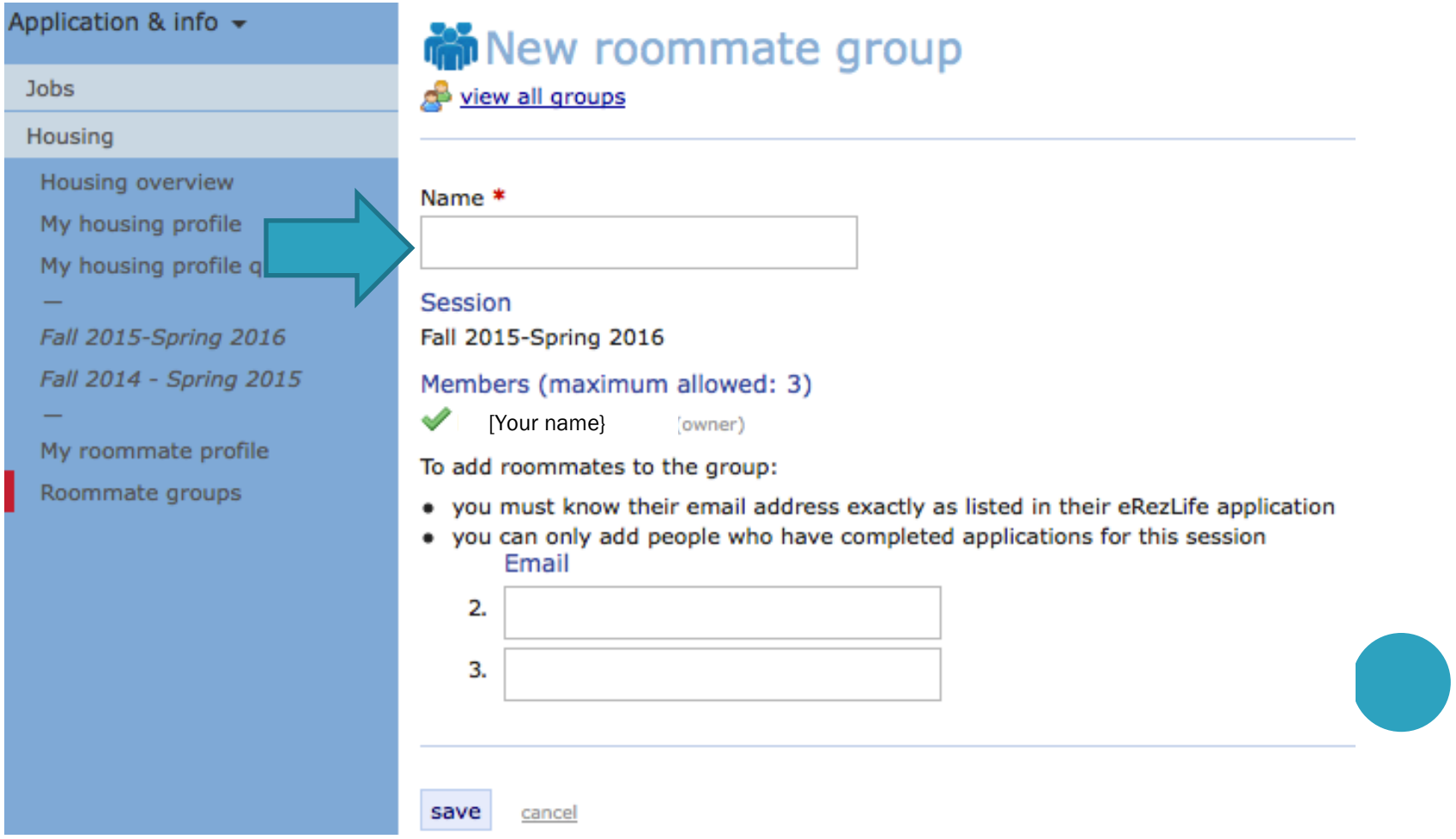
Roommate Groups

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



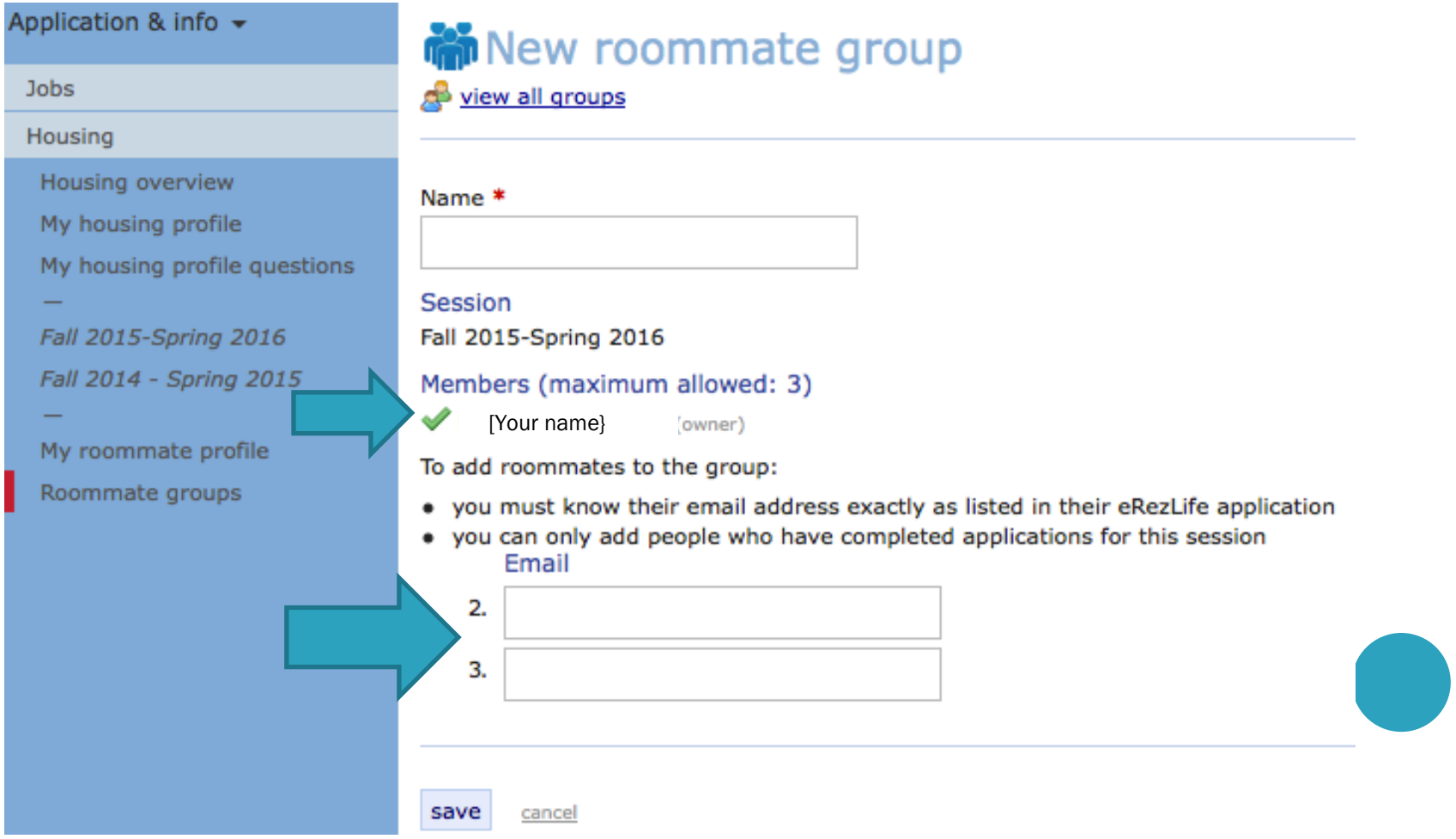
Roommate Groups

- 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.



Roommate Groups

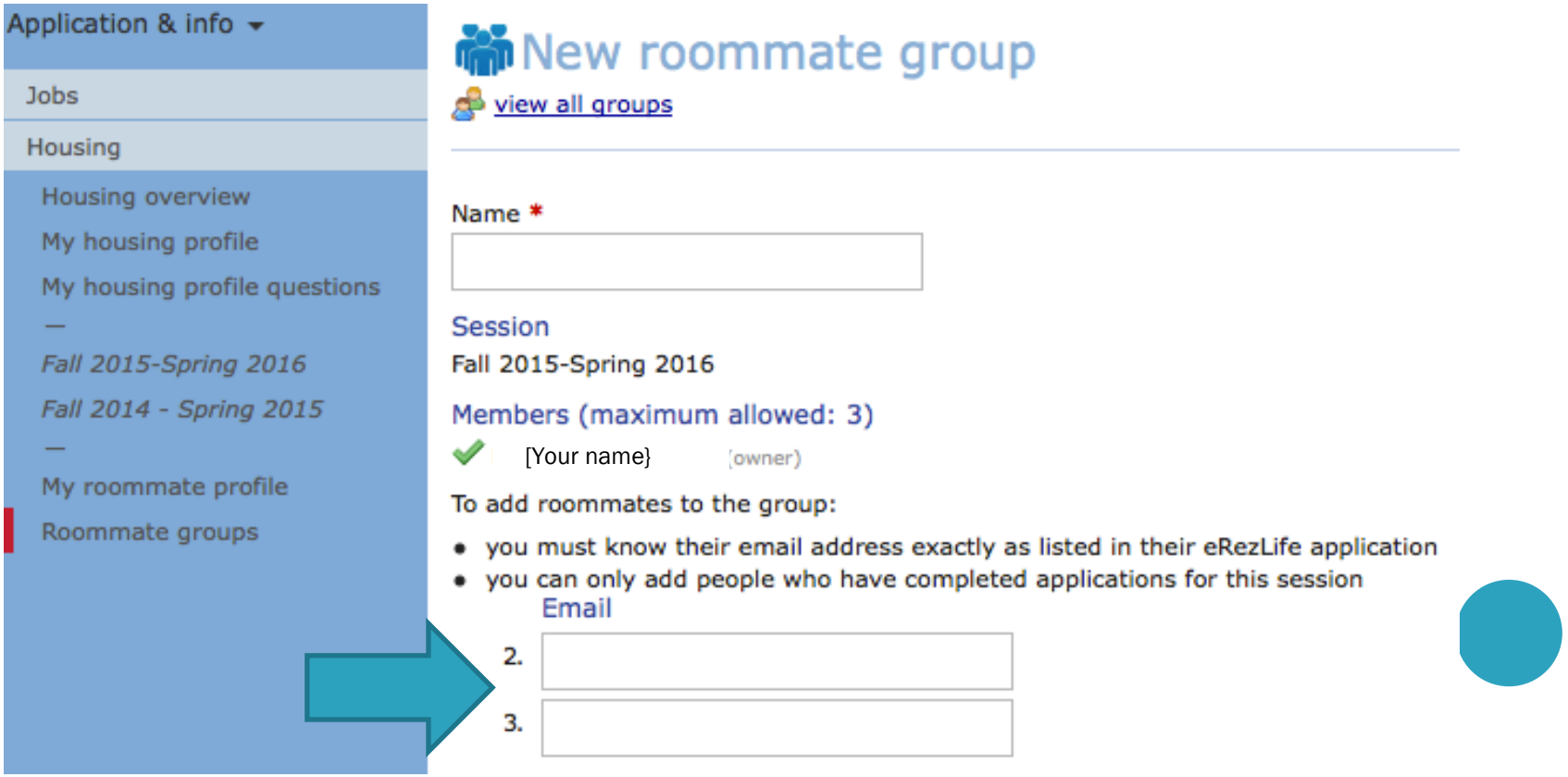
- Add students to the group using their Saint Mary's email addresses.
- Do not add yourself: the system has already added you as the owner.
- A green checkmark will appear beside the name of members who have successfully confirmed their place in the group.



Roommate Groups

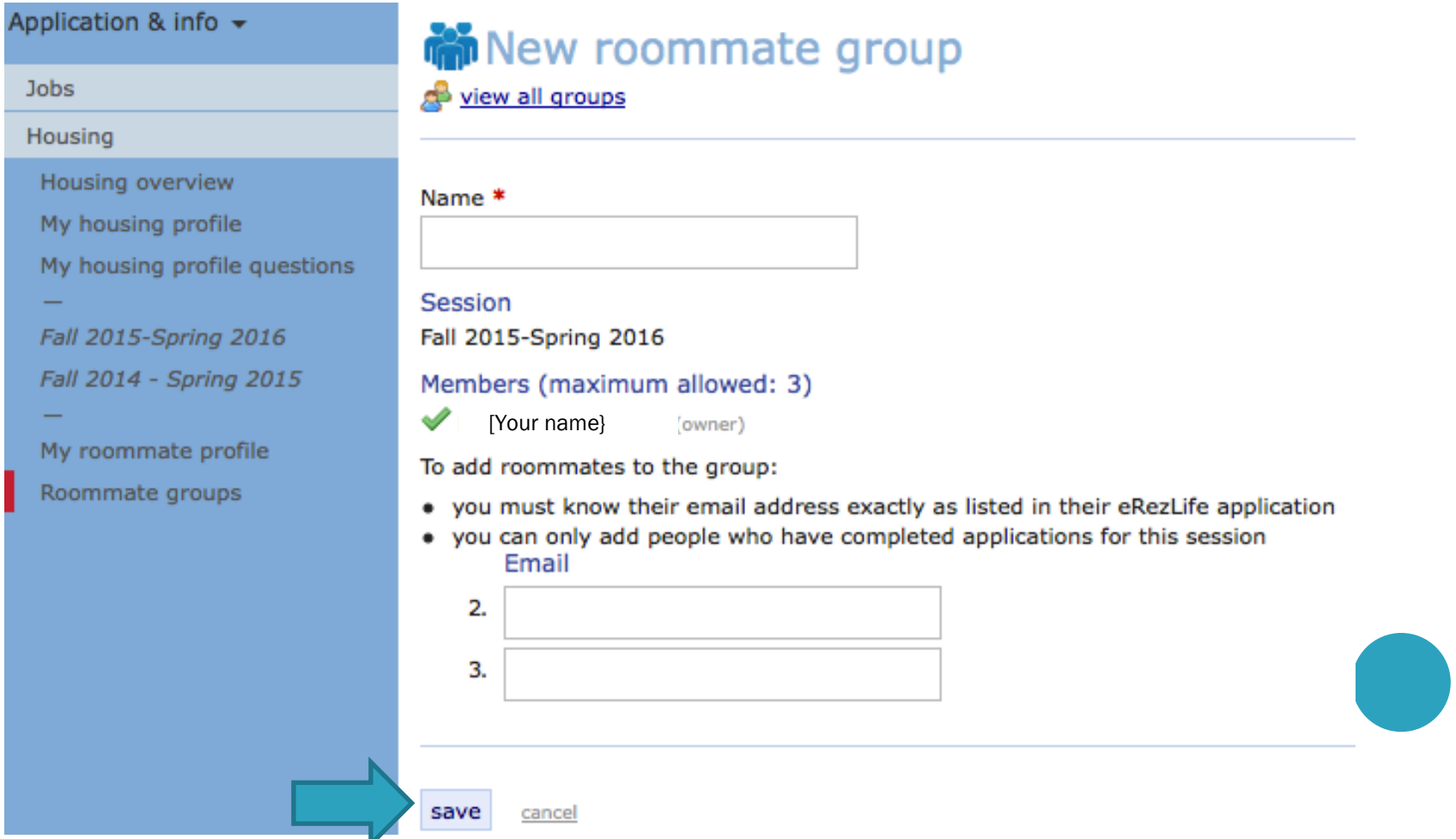
Pay attention to the maximum number of members allowed per roommate group!

- 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



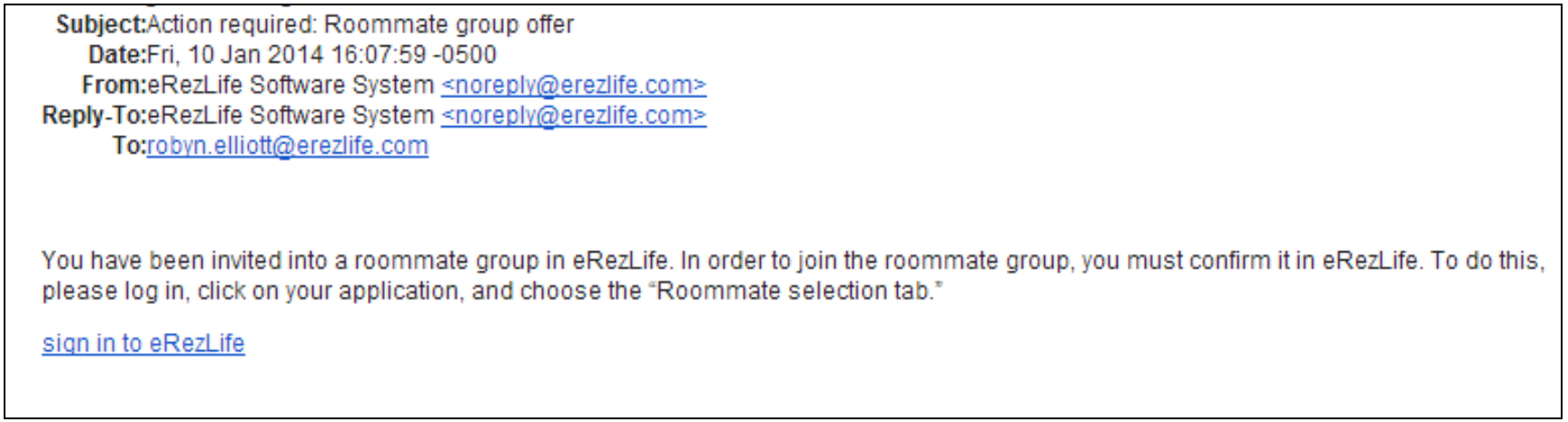
Roommate Groups

- 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.



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.