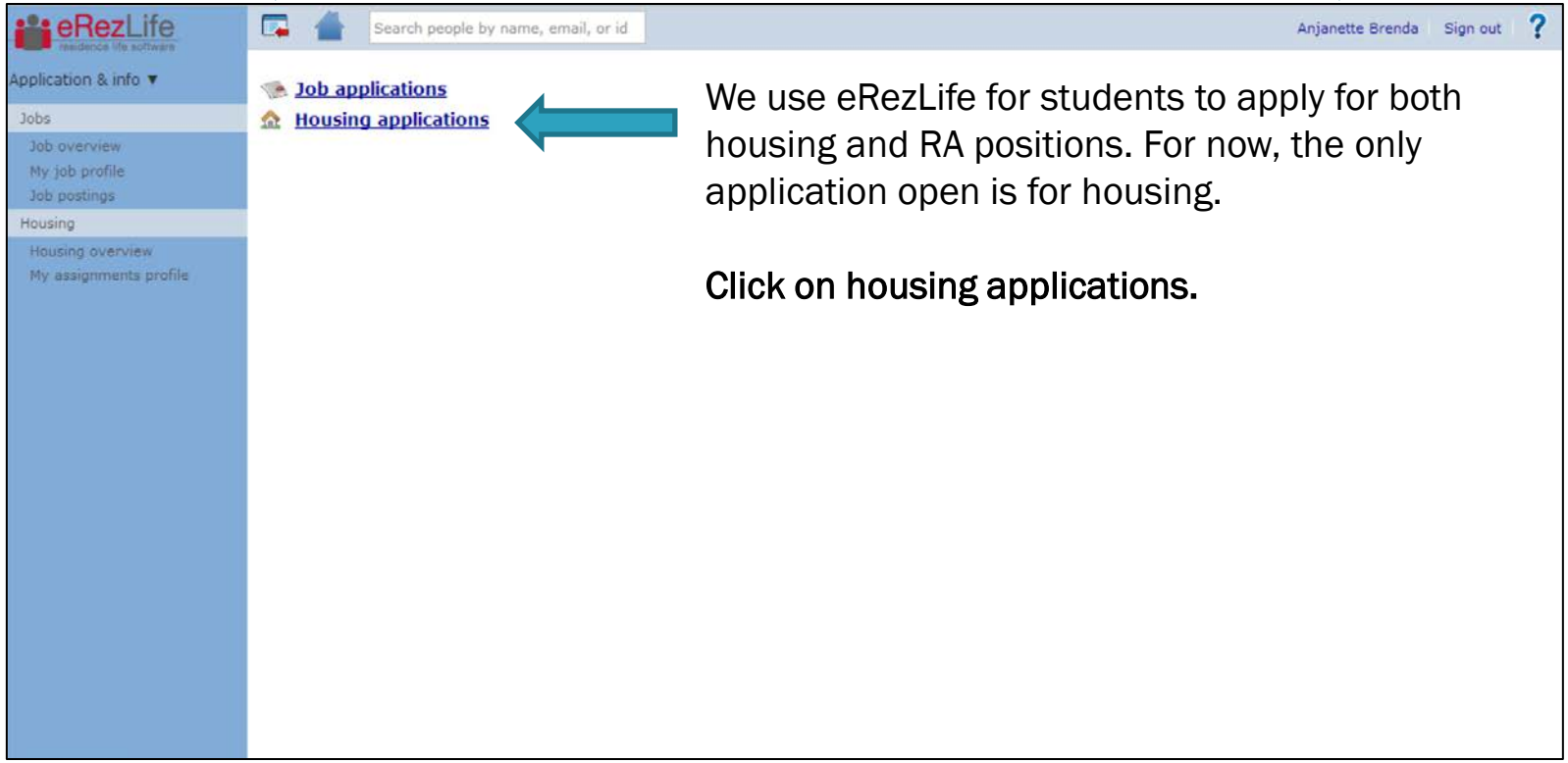
eRezLife Housing Application Process:

- 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

Your eRezLife Home Page:

This button hides the blue navigation bar on the left.

Your name should be here.

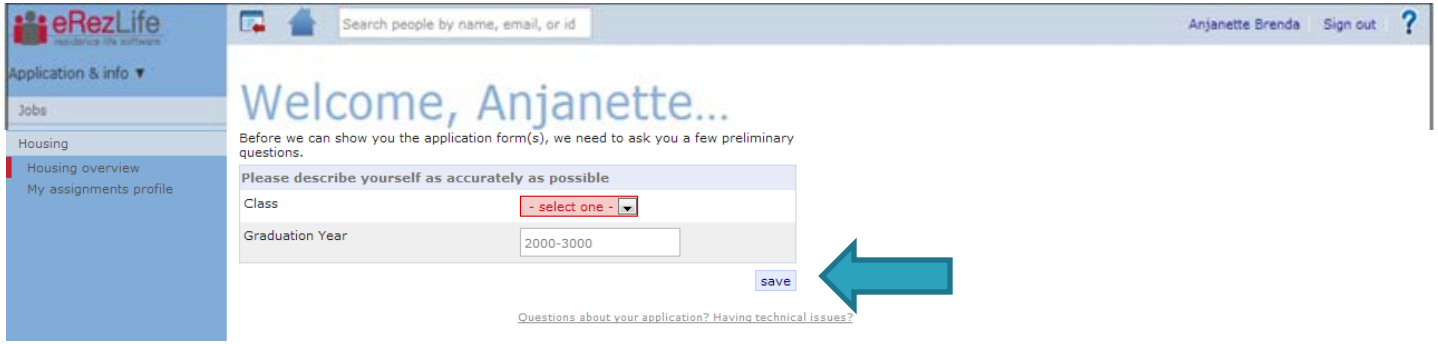


We use eRezLife for students to apply for both housing and RA positions. For now, the only application open is for housing.

Click on housing applications.

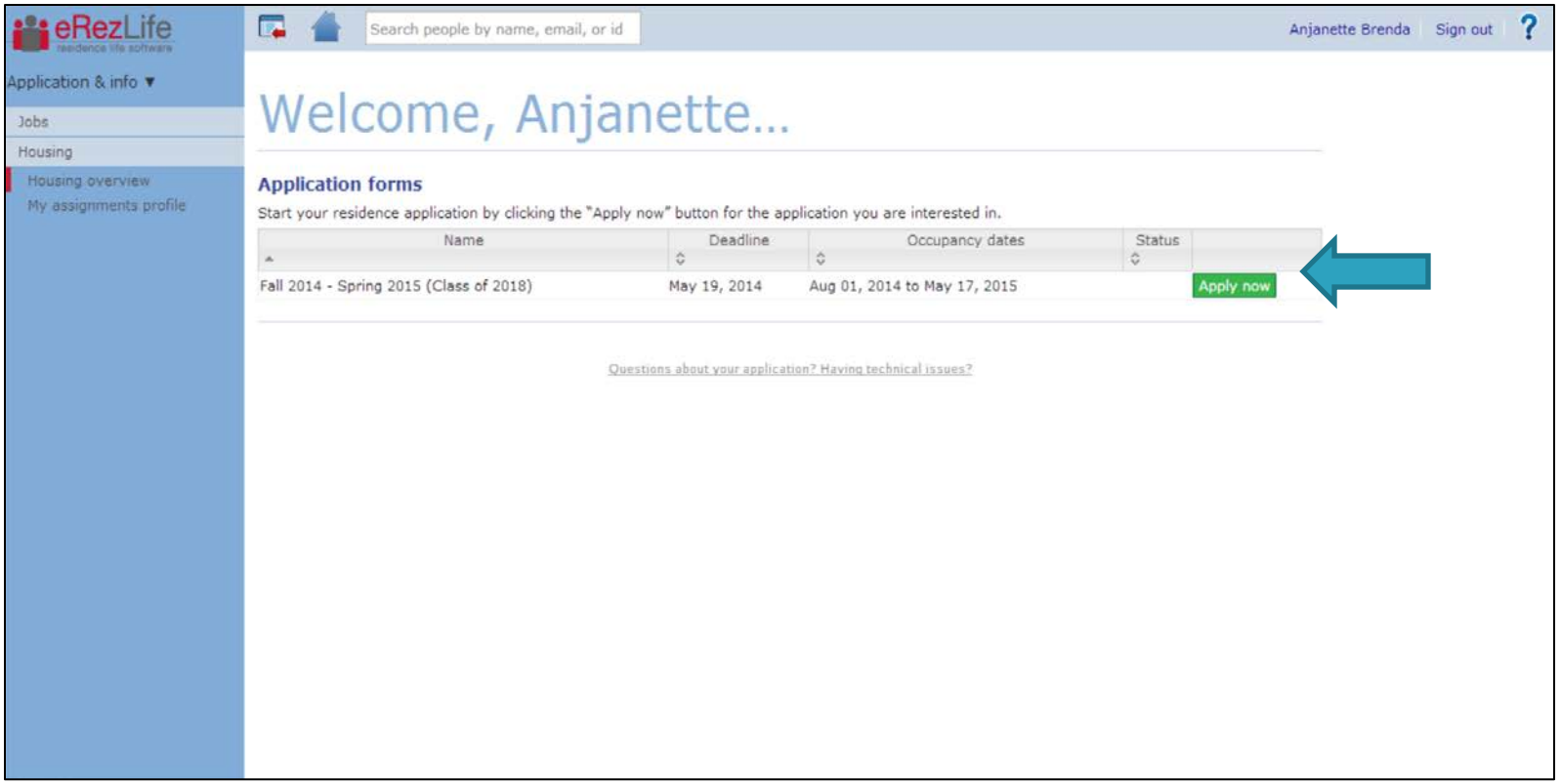
Welcome Message:

- In the drop down menu:
  - Please choose 1 for your class.
  - Please type 2018 for your graduation year.
  - If you make a mistake, please contact our office because we will have to correct it for you. The system will not let you apply unless both of these conditions are correct.
- Click save.



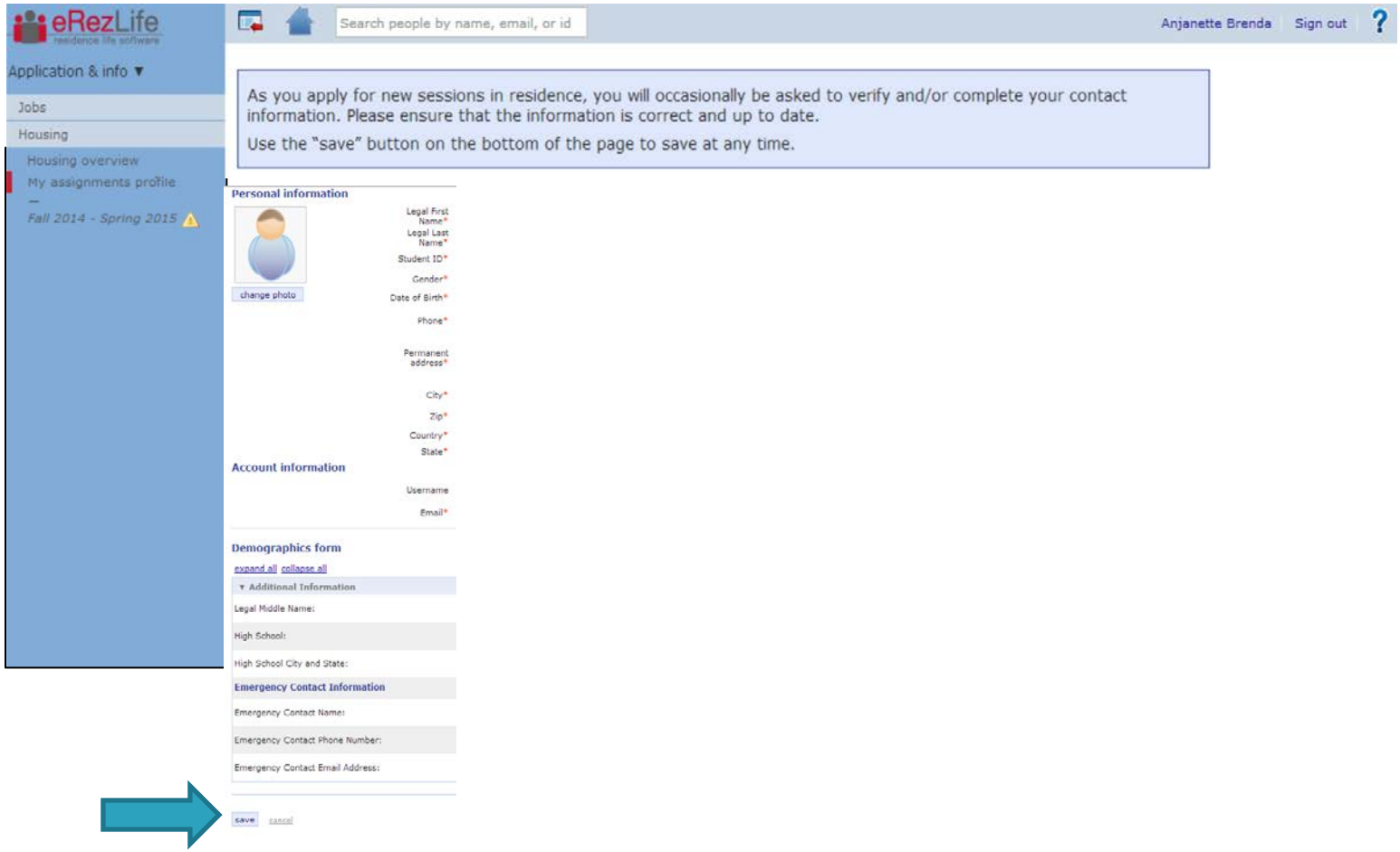
Application forms

- Confirm that you are applying for the housing for the occupancy dates listed.
- Then click on the Apply Now button.



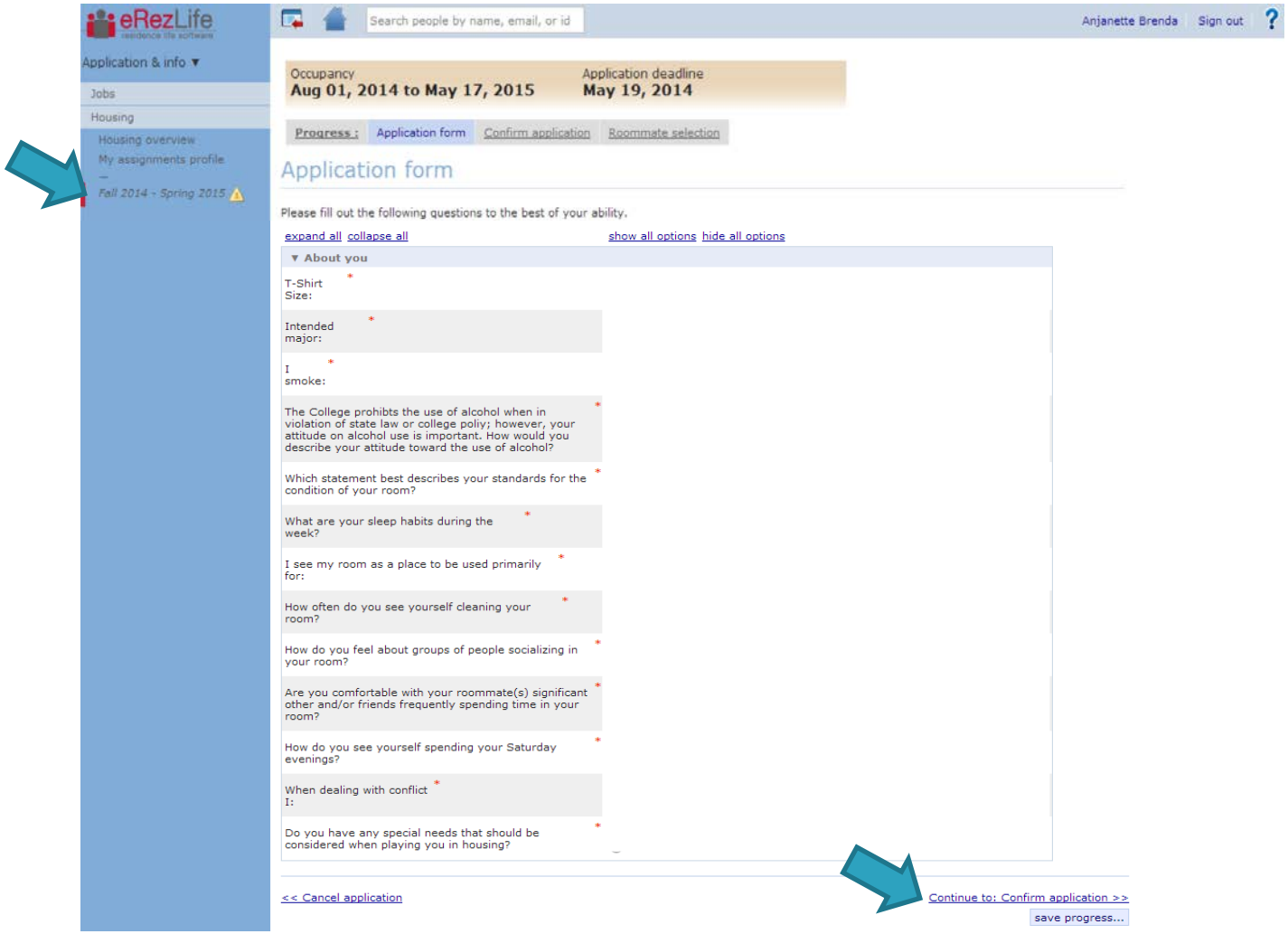
My Assignment Profile

- 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.



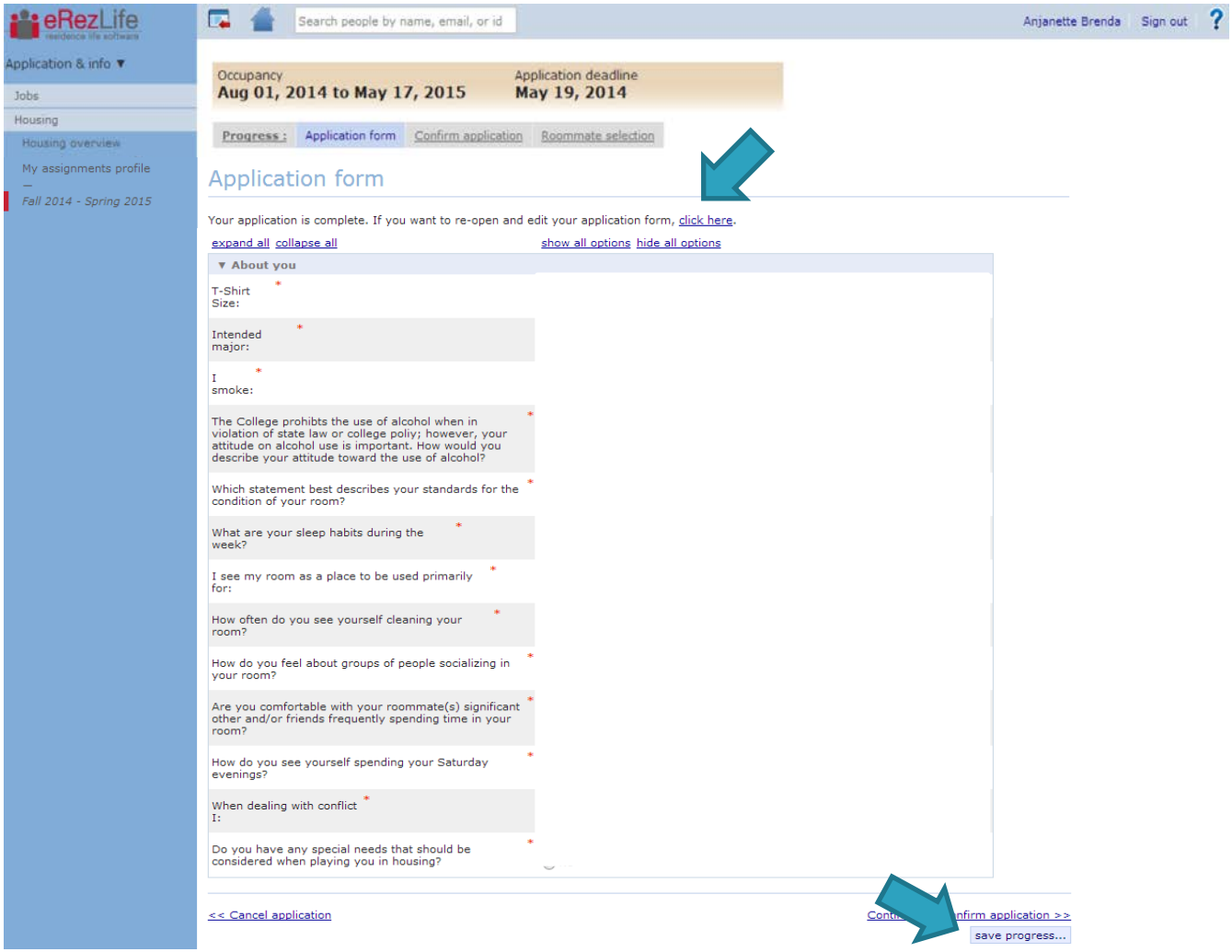
Application for Fall 2014-Spring 2015

- Click on the Fall 2014-Spring 2015 link on the left side.
- Complete the application form.
- Then click continue and confirm application link on the bottom right hand side.



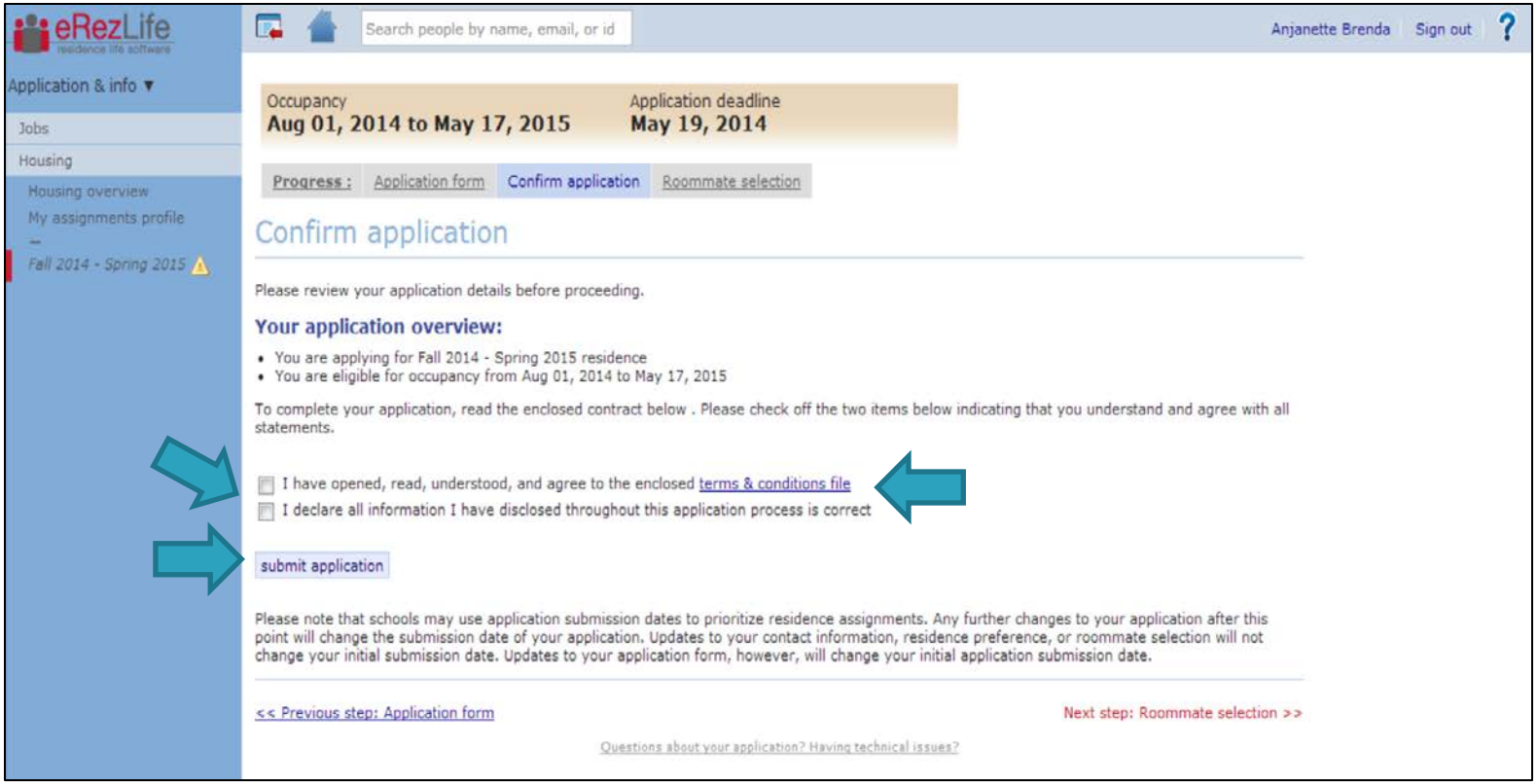
Update Your Application

- If you want to go back later and change the answers to your questions, you return to this page to edit your application.
- Then save.



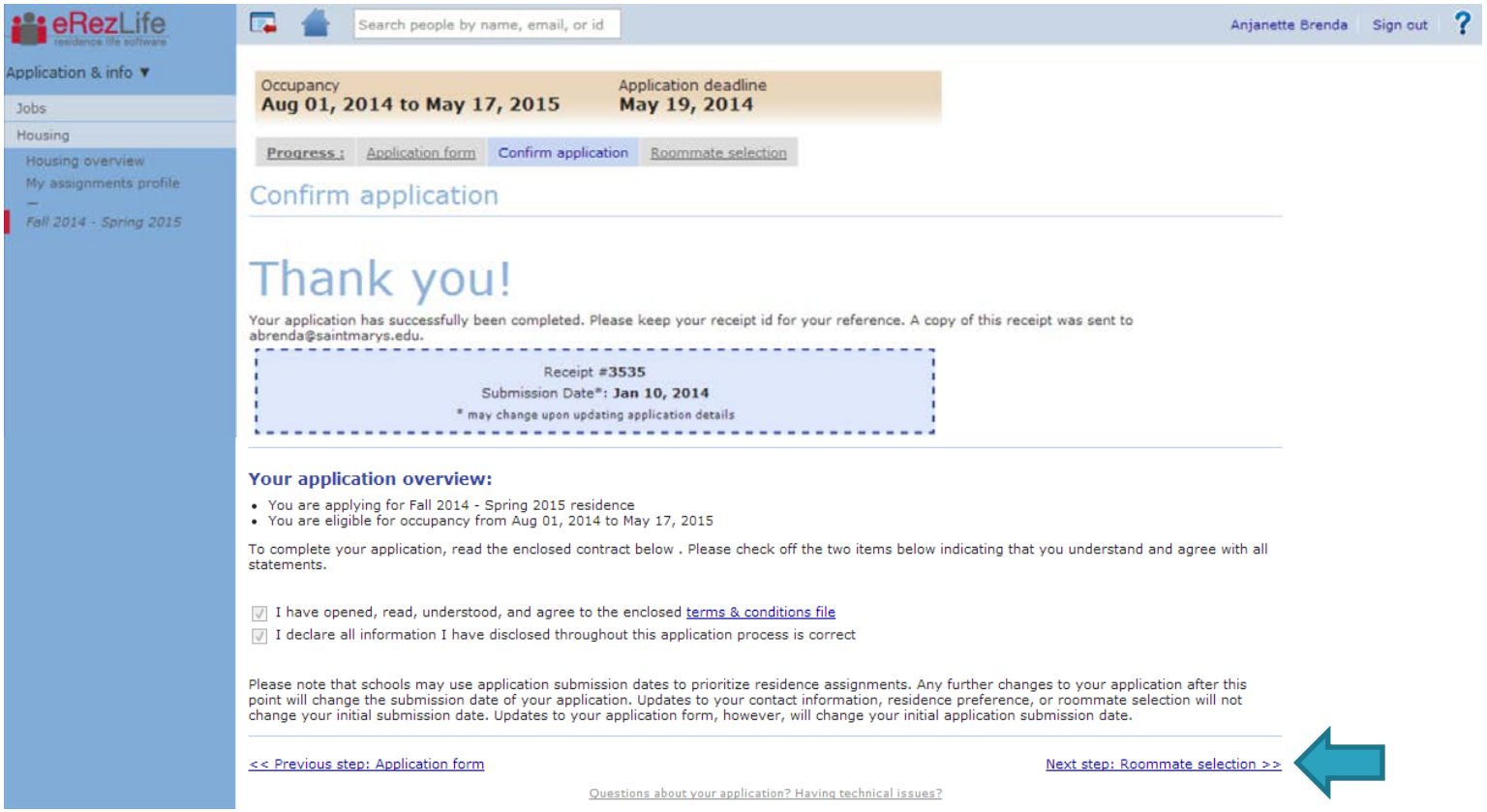
Confirm Application

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



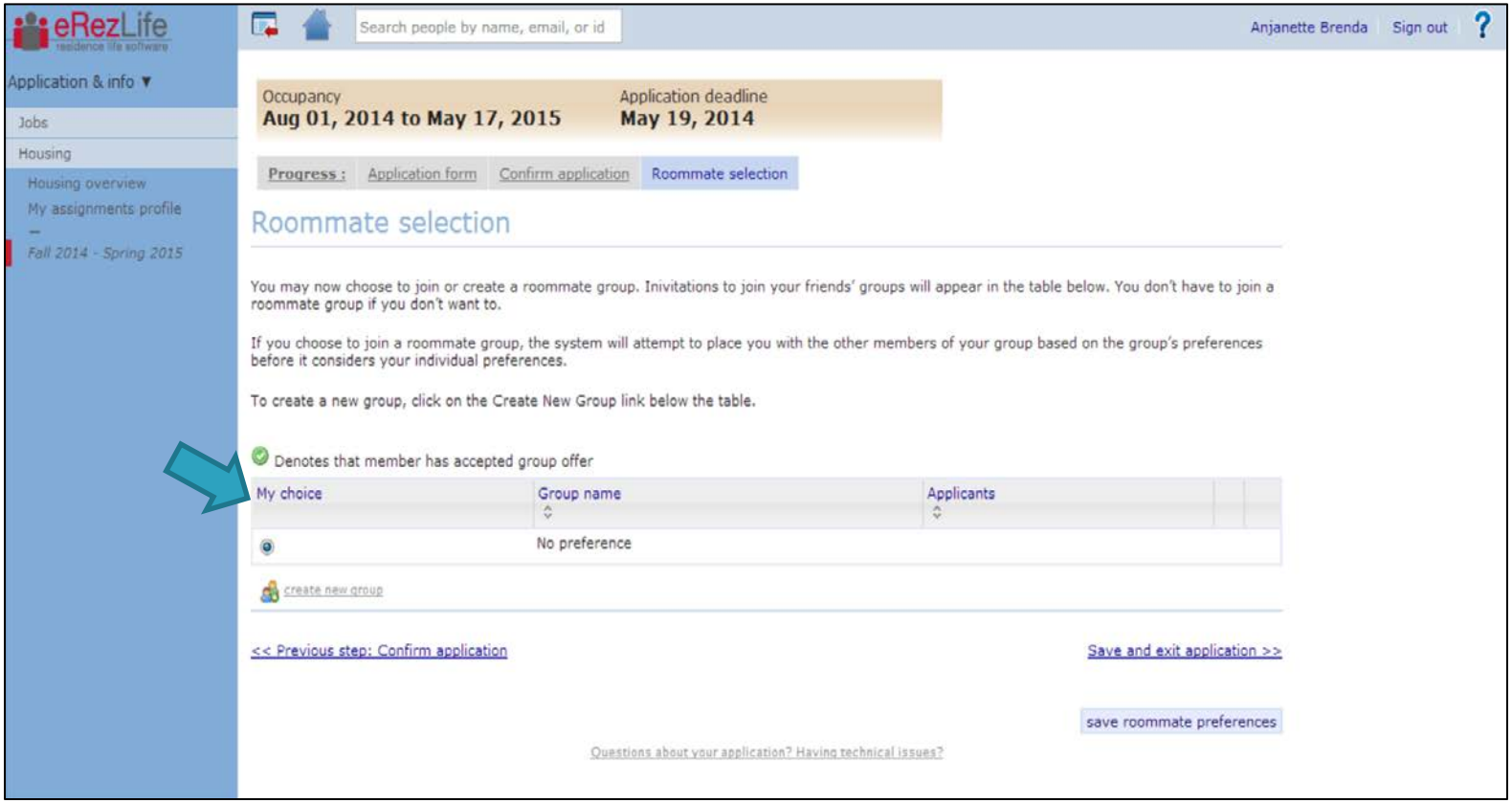
Application Confirmation

- Your screen will refresh with a confirmation.
- You will also get a confirmation email sent to your Saint Mary's email address.
- If you have already arranged to room with someone, please click on the Next Step: Roommate selection link.
  - If needed, you can come back later and update your application.



Roommate Selection

- To form a roommate group, click on the create a new group link.
- Each person that is added to your group, will be sent an email asking them to confirm this.
- You can create roommate groups up to 4 people however please know there is no guarantee that the specific room type will be available at the time you select a room
- You can create more than 1 roommate group.
  - For example, you first created a group with just 1 other student. Then you decided that you wanted to live in a triple with 2 other students, you could create a new group to include the 3rd student.

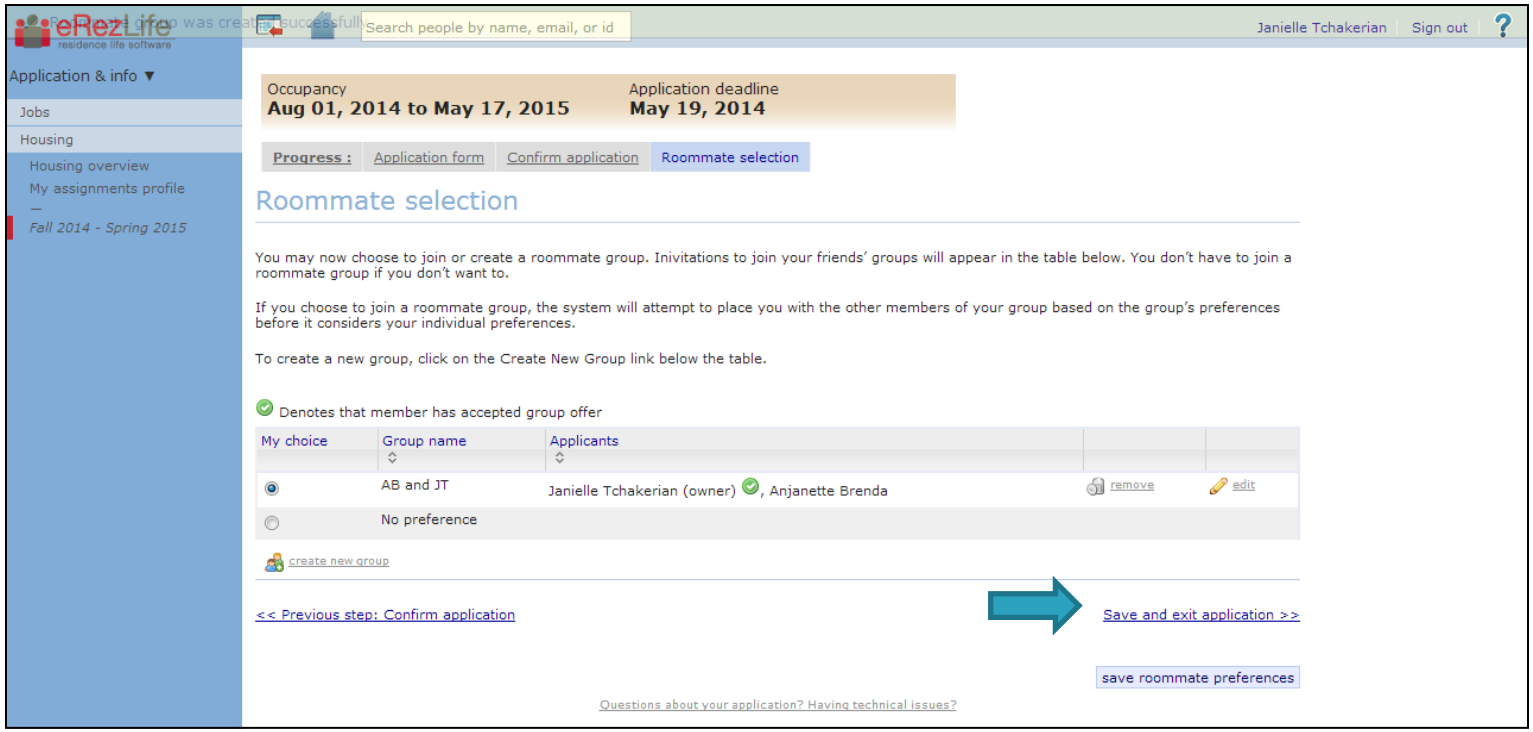


Roommate Group Information

- In order to add someone to a roommate group, you will need their Saint Mary's email address and legal first name (the system does not recognize preferred or nicknames).
- You can name the group anything you want but we would encourage you to use student initials to keep it simple and to avoid any confusion.
- You do not list yourself in the group as the system has already done that (you are listed as 1. in the group).
- You have added a student successfully when you see a green check mark next to their name.
- To add another student to the group, click on the green plus sign.
- When you are done, click on the save button.

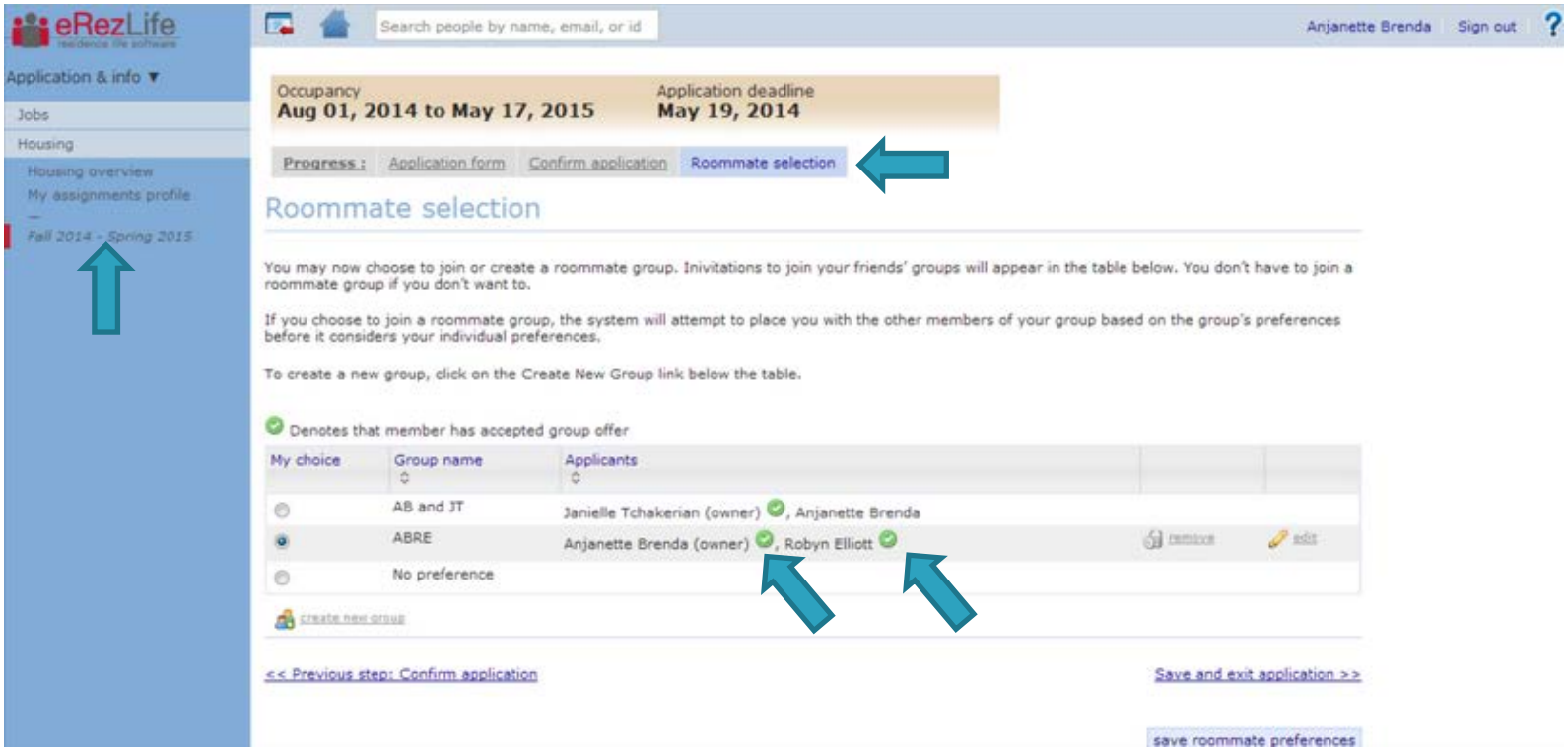
Roommate Selection

- Once you are done with the roommate selection, please save and exit.
- The system will then email the other member(s) of the group asking them to confirm the invitation.
- When you are done, save and exit the application on the bottom right.



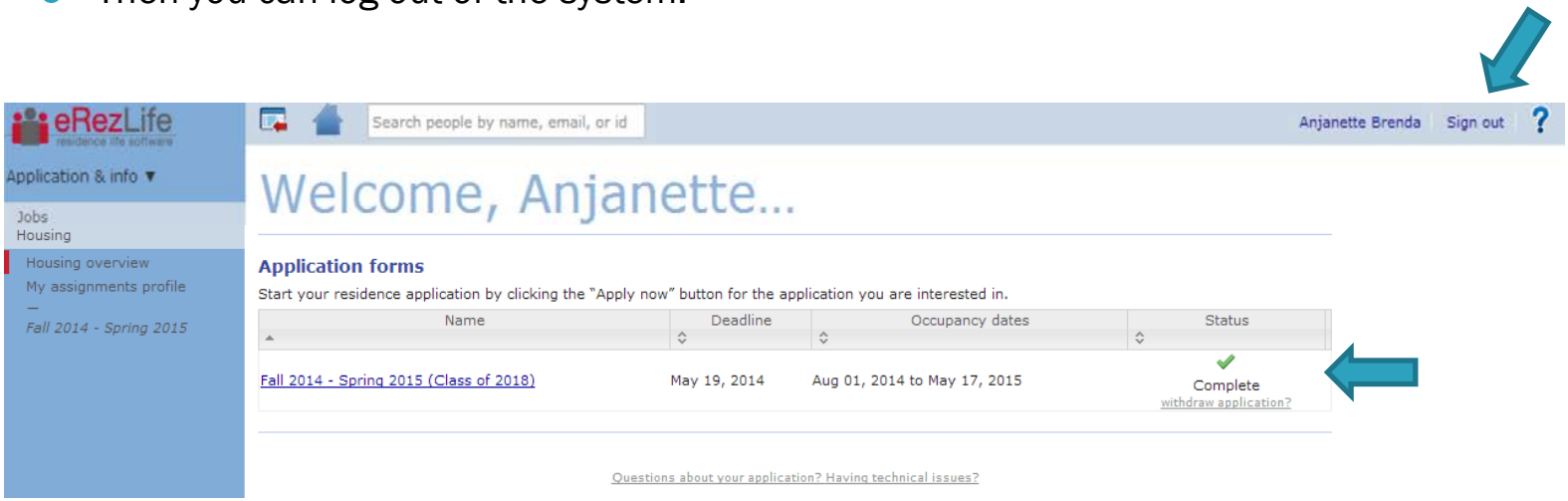
To Accept a roommate Request

- Log back into the system.
- Click on the fall 2014-spring 2015 on the left hand side. Then click on the roommate selection tab.
- Accept the roommate request.
- As people accept the request, you will see a green check mark next to their name.



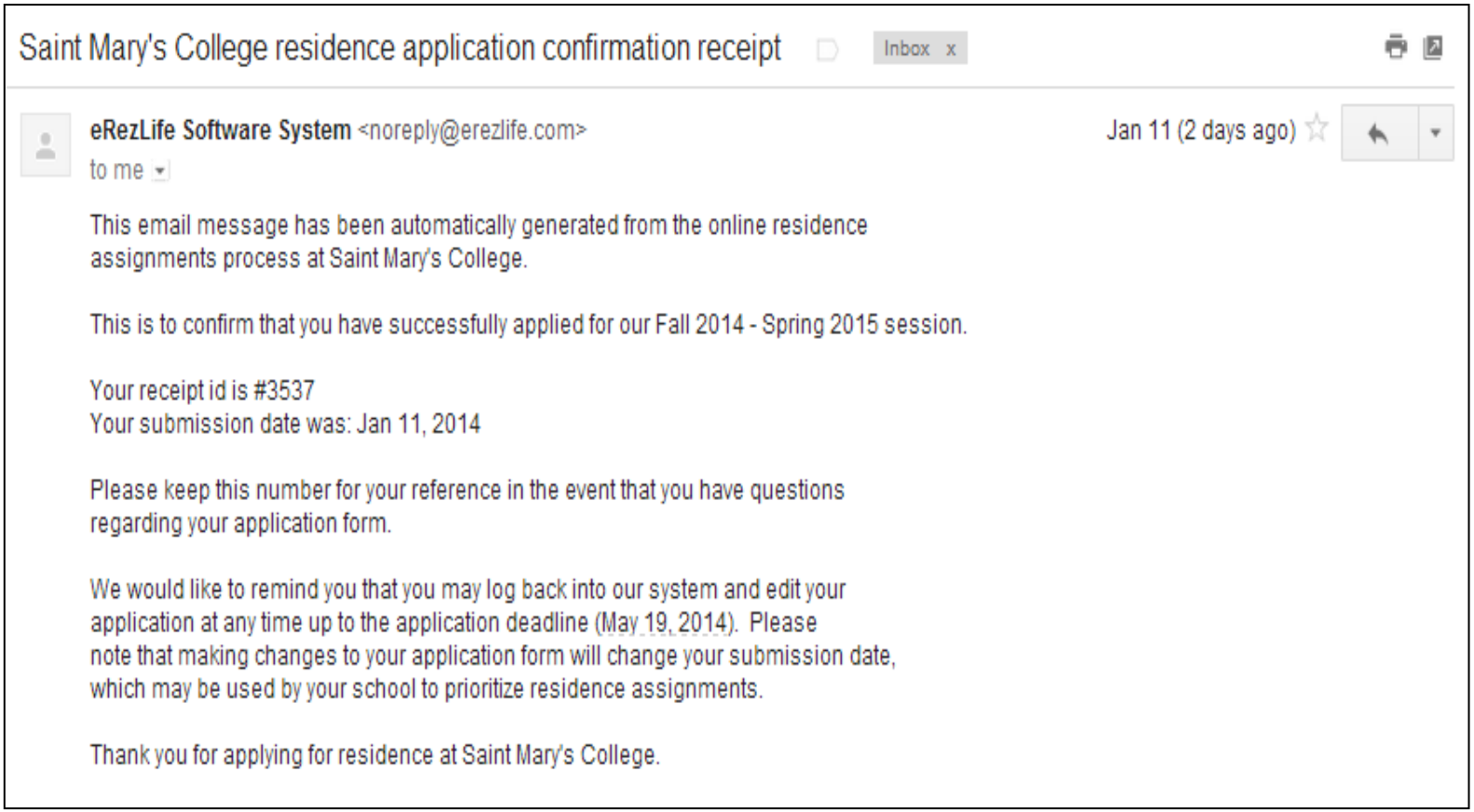
Housing Overview

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



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

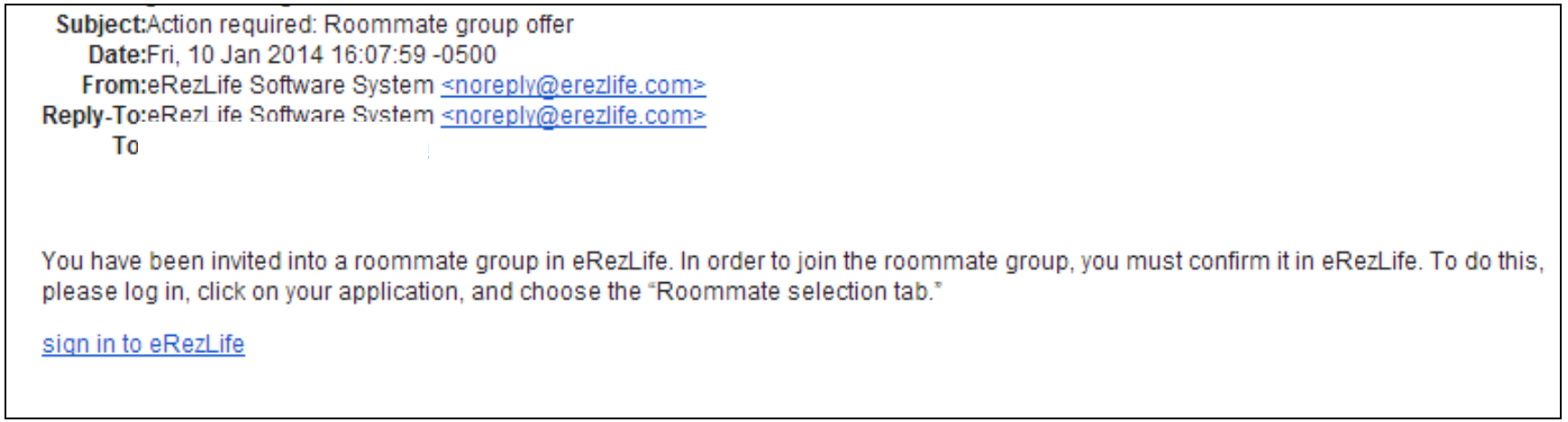
Please keep this number for your reference in the event that you have questions regarding your application form.

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.

A Roommate Request

- When someone has requested you as a roommate, the system will notify you.
- Log back into the system and confirm that you wish to be a member of this roommate 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

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

Housing Application Next Steps:

- All housing applications are due May 17, 2014.
- 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.