

# 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 the login 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 'NOTRE DAME, IN' underneath. The central form is titled 'eRezLife account information' and includes a 'username' field with a light green background, a 'password' field, and 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 includes a top navigation bar with the eRezLife logo, a search bar, and the user name 'Anjanette Brenda' with a 'Sign out' link and a help icon. A left-hand navigation menu is visible, with sections for 'Jobs' and 'Housing'. The main content area shows two links: 'Job applications' and 'Housing applications'. A teal arrow points to the 'Housing applications' link.

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:

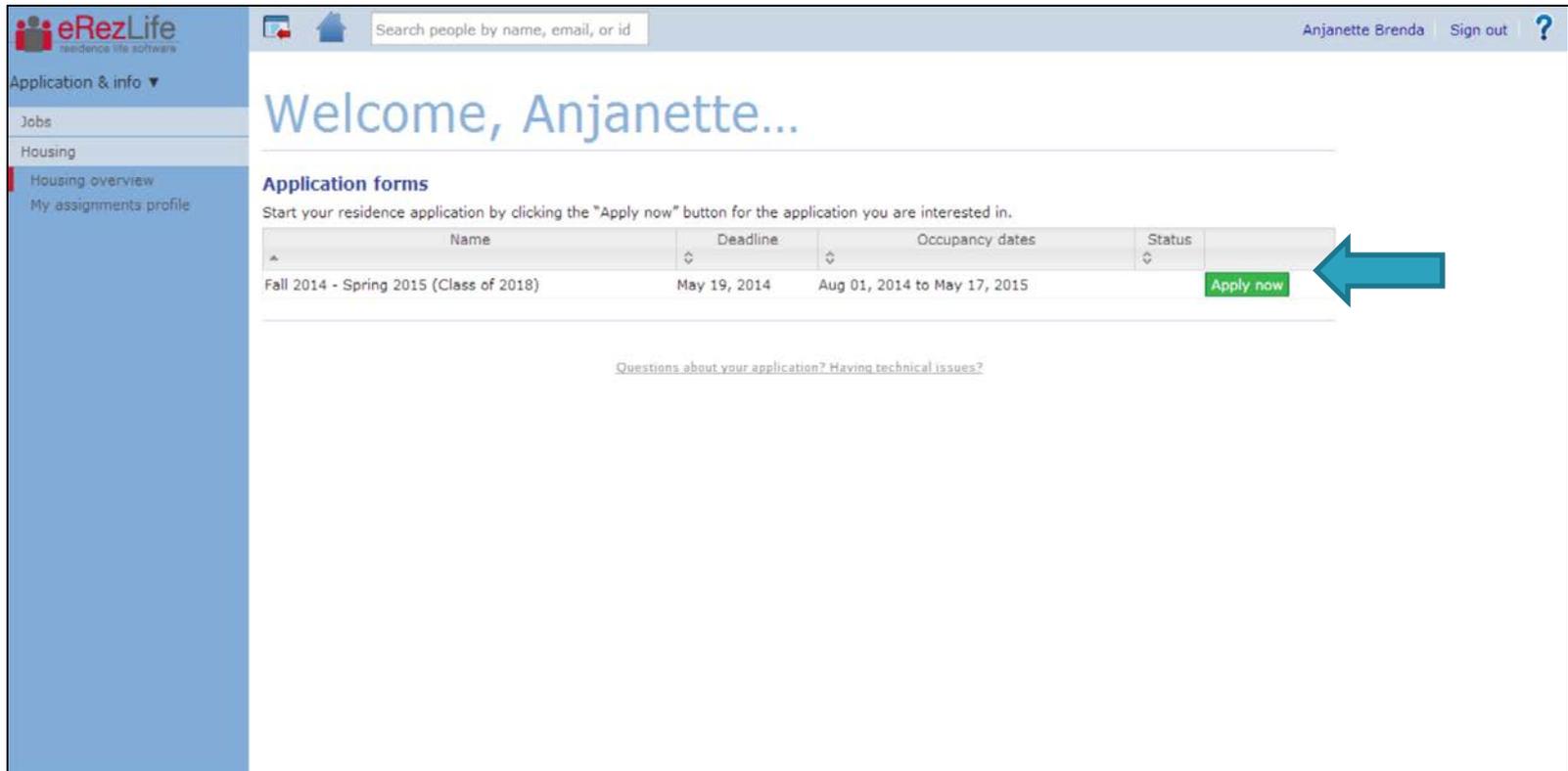
- In the drop down menu:
  - Please choose 1 for your class.
  - Please type 2018 for your graduation year.
  - If you make a mistake, please contact our office because we will have to correct it for you. The system will not let you apply unless both of these conditions are correct.
- Click save.

The screenshot shows the eRezLife application interface. The user is Anjanette Brenda. The main heading is "Welcome, Anjanette...". Below this, there is a message: "Before we can show you the application form(s), we need to ask you a few preliminary questions." The form asks the user to "Please describe yourself as accurately as possible". There are two input fields: "Class" with a dropdown menu showing "- select one -" and "Graduation Year" with a text input field containing "2000-3000". A "save" button is located below the form. A red box highlights the Class dropdown menu, and a blue arrow points to the save button. At the bottom of the form, there is a link: "Questions about your application? Having technical issues?".



# APPLICATION FORMS

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



The screenshot displays 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 shows a menu with 'Application & info' expanded, containing 'Jobs', 'Housing', 'Housing overview', and 'My assignments profile'. The main content area features a 'Welcome, Anjanette...' message and an 'Application forms' section. Below this, a table lists available applications. A blue arrow points to the 'Apply now' button in the final column of the table.

Name	Deadline	Occupancy dates	Status	
Fall 2014 - Spring 2015 (Class of 2018)	May 19, 2014	Aug 01, 2014 to May 17, 2015		<a href="#">Apply now</a>

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



# 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.

The screenshot displays the eRezLife 'My assignments profile' page. At the top left is the eRezLife logo. A search bar is located at the top center. The user's name 'Anjanette Brenda' and a 'Sign out' link are at the top right. A blue notification box contains the text: 'As you apply for new sessions in residence, you will occasionally be asked to verify and/or complete your contact information. Please ensure that the information is correct and up to date. Use the "save" button on the bottom of the page to save at any time.' The left sidebar shows navigation options: 'Application & info', 'Jobs', 'Housing', 'Housing overview', 'My assignments profile', and 'Fall 2014 - Spring 2015'. The main content area is divided into three sections: 'Personal information' with fields for Legal First Name, Legal Last Name, Student ID, Gender, Date of Birth, Phone, Permanent address, City, Zip, Country, and State; 'Account information' with fields for Username and Email; and 'Demographics form' with a sub-section 'Additional Information' containing fields for Legal Middle Name, High School, and High School City and State. Below this is the 'Emergency Contact Information' section with fields for Emergency Contact Name, Emergency Contact Phone Number, and Emergency Contact Email Address. A 'save' button is located at the bottom left, highlighted with a red arrow.



# 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.

**eRezLife**  
residence life software

Search people by name, email, or id

Anjanette Brenda Sign out ?

Application & info ▾

Jobs

Housing

Housing overview

My assignments profile

Fall 2014 - Spring 2015 ⚠

Occupancy  
**Aug 01, 2014 to May 17, 2015**

Application deadline  
**May 19, 2014**

Progress : Application form Confirm application Roommate selection

## 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 often do you see yourself cleaning your room? \*

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 needs that should be considered when playing you in housing? \*

<< [Cancel application](#)

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

[save progress...](#)



# 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.

The screenshot displays the eRezLife application interface. At the top left is the eRezLife logo. A search bar is located at the top center. The user's name, 'Anjanette Brenda', and a 'Sign out' link are at the top right. The left sidebar contains navigation options: 'Application & info', 'Jobs', 'Housing', 'Housing overview', 'My assignments profile', and 'Fall 2014 - Spring 2015'. The main content area features a progress bar with four steps: 'Progress', 'Application form', 'Confirm application', and 'Roommate selection'. A blue arrow points to the 'Application form' step. Below the progress bar, the 'Application form' title is followed by a message: 'Your application is complete. If you want to re-open and edit your application form, [click here](#).' Below this message are links for 'expand all', 'collapse all', 'show all options', and 'hide all options'. The form itself is titled 'About you' and contains several questions, each with a red asterisk indicating it is required. The questions are: '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 often do you see yourself cleaning your room?', '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:', and 'Do you have any special needs that should be considered when playing you in housing?'. At the bottom of the form, there are two buttons: '<< Cancel application' and 'Confirm application >>'. A blue arrow points to the 'save progress...' button located below the 'Confirm application >>' button.

# CONFIRM APPLICATION

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

**eRezLife**  
residence life software

Application & info ▾

- Jobs
- Housing
- Housing overview
- My assignments profile
- 
- Fall 2014 - Spring 2015 ⚠

Search people by name, email, or id

Anjanette Brenda | Sign out ?

Occupancy: **Aug 01, 2014 to May 17, 2015** | Application deadline: **May 19, 2014**

Progress : [Application form](#) | **[Confirm application](#)** | [Roommate selection](#)

## Confirm application

Please review your application details before proceeding.

**Your application overview:**

- You are applying for Fall 2014 - Spring 2015 residence
- You are eligible for occupancy from Aug 01, 2014 to May 17, 2015

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](#)

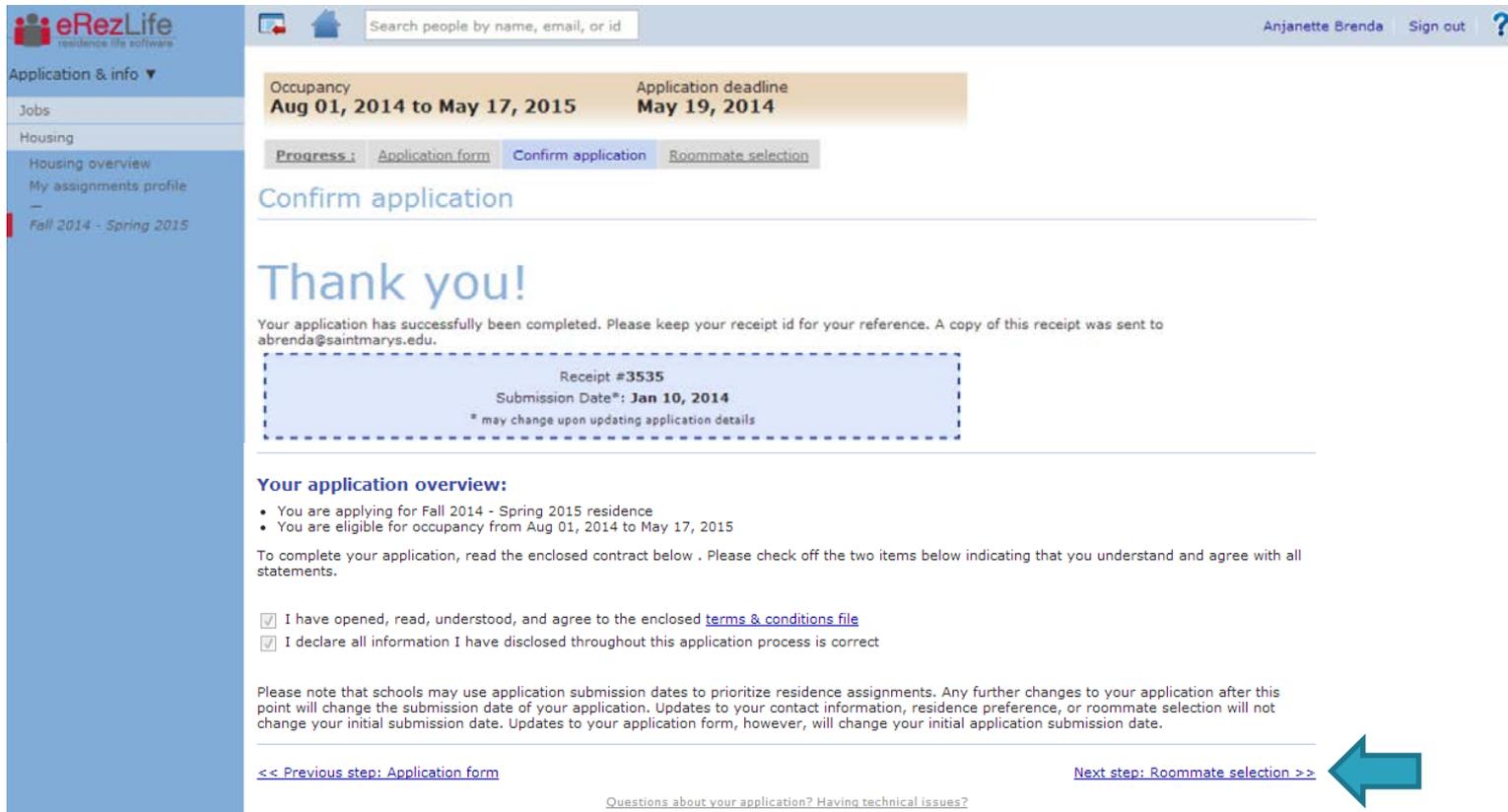
Please note that schools may use application submission dates to prioritize residence assignments. Any further changes to your application after this point will change the submission date of your application. Updates to your contact information, residence preference, or roommate selection will not change your initial submission date. Updates to your application form, however, will change your initial application submission date.

[<< Previous step: Application form](#) | [Next step: Roommate selection >>](#)

[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.
- 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.



The screenshot shows the eRezLife application confirmation page. The header 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 navigation links for 'Application & info', 'Jobs', 'Housing', 'Housing overview', 'My assignments profile', and 'Fall 2014 - Spring 2015'. The main content area displays the application status: 'Occupancy Aug 01, 2014 to May 17, 2015' and 'Application deadline May 19, 2014'. A progress bar shows 'Confirm application' as the current step. Below this, a large 'Thank you!' message states that the application is completed and provides a receipt ID of #3535, submitted on Jan 10, 2014. A 'Your application overview' section lists the application details and includes two checked checkboxes for agreement with terms and conditions. At the bottom, there are links for 'Previous step: Application form' and 'Next step: Roommate selection >>'. A large blue arrow points to the 'Next step' link, and a blue circle is located in the bottom right corner of the page.

Application & info ▾

Jobs

Housing

Housing overview

My assignments profile

Fall 2014 - Spring 2015

Search people by name, email, or id

Anjanette Brenda Sign out ?

Occupancy **Aug 01, 2014 to May 17, 2015** Application deadline **May 19, 2014**

Progress : [Application form](#) [Confirm application](#) [Roommate selection](#)

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

Receipt #3535  
Submission Date\*: **Jan 10, 2014**  
\* may change upon updating application details

### Your application overview:

- You are applying for Fall 2014 - Spring 2015 residence
- You are eligible for occupancy from Aug 01, 2014 to May 17, 2015

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](#) [Next step: Roommate selection >>](#)

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

# 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 3<sup>rd</sup> student.

The screenshot shows the eRezLife application interface. The left sidebar contains navigation options: Application & info, Jobs, Housing, Housing overview, My assignments profile, and Fall 2014 - Spring 2015. The main content area displays the 'Roommate selection' step, with progress indicators for 'Application form', 'Confirm application', and 'Roommate selection'. A table below explains the 'My choice' column, showing a green checkmark for 'Accepted group offer' and a blue circle for 'No preference'. A blue arrow points to the 'create new group' link. Navigation links for 'Previous step: Confirm application' and 'Save and exit application' are visible, along with a 'save roommate preferences' button and a footer link for technical issues.

Occupancy: **Aug 01, 2014 to May 17, 2015** Application deadline: **May 19, 2014**

Progress: Application form Confirm application Roommate selection

## Roommate selection

You may now choose to join or create a roommate group. Invitations to join your friends' groups will appear in the table below. You don't have to join a roommate group if you don't want to.

If you choose to join a roommate group, the system will attempt to place you with the other members of your group based on the group's preferences before it considers your individual preferences.

To create a new group, click on the Create New Group link below the table.

✔ Denotes that member has accepted group offer

My choice	Group name	Applicants
<input type="radio"/>	No preference	

[create new group](#)

[<< Previous step: Confirm application](#) [Save and exit application >>](#)

[save roommate preferences](#)

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

# 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.

The screenshot shows a 'Create roommate group' dialog box. The 'Group name' field contains 'AB and JT'. Under 'Settings', the option 'keep the group together, even if the placement is less than ideal' is selected. The 'Members' section lists '1 You (owner)' with email 'abrenda@saintmarys.ec' and 'anjanette' with a green checkmark and a green plus sign. The dialog has 'save' and 'cancel' buttons at the bottom. Arrows point to the 'save' button, the plus sign, and the checkmark.



# 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.

The screenshot shows the eRezLife application interface. The top navigation bar includes the eRezLife logo, a search bar, and user information for Janielle Tchakerian. The left sidebar shows the navigation menu with 'Application & info' selected. The main content area displays the 'Roommate selection' step, which includes occupancy and application deadline information, a progress bar, and instructions for selecting a roommate group. A table lists available groups, and a 'Save and exit application >>' button is highlighted with a red arrow.

Occupancy: **Aug 01, 2014 to May 17, 2015** Application deadline: **May 19, 2014**

Progress: [Application form](#) [Confirm application](#) **Roommate selection**

## Roommate selection

You may now choose to join or create a roommate group. Invitations to join your friends' groups will appear in the table below. You don't have to join a roommate group if you don't want to.

If you choose to join a roommate group, the system will attempt to place you with the other members of your group based on the group's preferences before it considers your individual preferences.

To create a new group, click on the Create New Group link below the table.

✔ Denotes that member has accepted group offer

My choice	Group name	Applicants		
<input checked="" type="radio"/>	AB and JT	Janielle Tchakerian (owner) ✔, Anjanette Brenda	<a href="#">remove</a>	<a href="#">edit</a>
<input type="radio"/>	No preference			

[create new group](#)

[<< Previous step: Confirm application](#)  [Save and exit application >>](#)

[save roommate preferences](#)

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



# 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.

Application & info ▾

Jobs

Housing

Housing overview

My assignments profile

Fall 2014 - Spring 2015

Search people by name, email, or id

Anjanette Brenda Sign out ?

Occupancy **Aug 01, 2014 to May 17, 2015** Application deadline **May 19, 2014**

Progress : [Application form](#) [Confirm application](#) [Roommate selection](#)

## Roommate selection

You may now choose to join or create a roommate group. Invitations to join your friends' groups will appear in the table below. You don't have to join a roommate group if you don't want to.

If you choose to join a roommate group, the system will attempt to place you with the other members of your group based on the group's preferences before it considers your individual preferences.

To create a new group, click on the Create New Group link below the table.

✔ Denotes that member has accepted group offer

My choice	Group name	Applicants		
<input type="radio"/>	AB and JT	Janielle Tchakerian (owner) ✔, Anjanette Brenda		
<input checked="" type="radio"/>	ABRE	Anjanette Brenda (owner) ✔, Robyn Elliott ✔	<a href="#">remove</a>	<a href="#">edit</a>
<input type="radio"/>	No preference			

[create new group](#)

[<< Previous step: Confirm application](#) [Save and exit application >>](#)

[save roommate preferences](#)

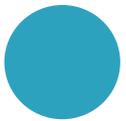
# HOUSING OVERVIEW

- 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.

The screenshot displays the eRezLife interface. At the top, the user is identified as 'Anjanette Brenda' with a 'Sign out' button and a help icon. The main heading is 'Welcome, Anjanette...'. Below this, the 'Application forms' section provides instructions: 'Start your residence application by clicking the "Apply now" button for the application you are interested in.' A table lists the application forms:

Name	Deadline	Occupancy dates	Status
<a href="#">Fall 2014 - Spring 2015 (Class of 2018)</a>	May 19, 2014	Aug 01, 2014 to May 17, 2015	Complete <small>withdraw application?</small>

At the bottom of the page, there is a link: [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

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 **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](mailto:noreply@erezlife.com)>

**Reply-To:**eRezLife Software System <[noreply@erezlife.com](mailto: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](mailto:reslife@saintmarys.edu).

