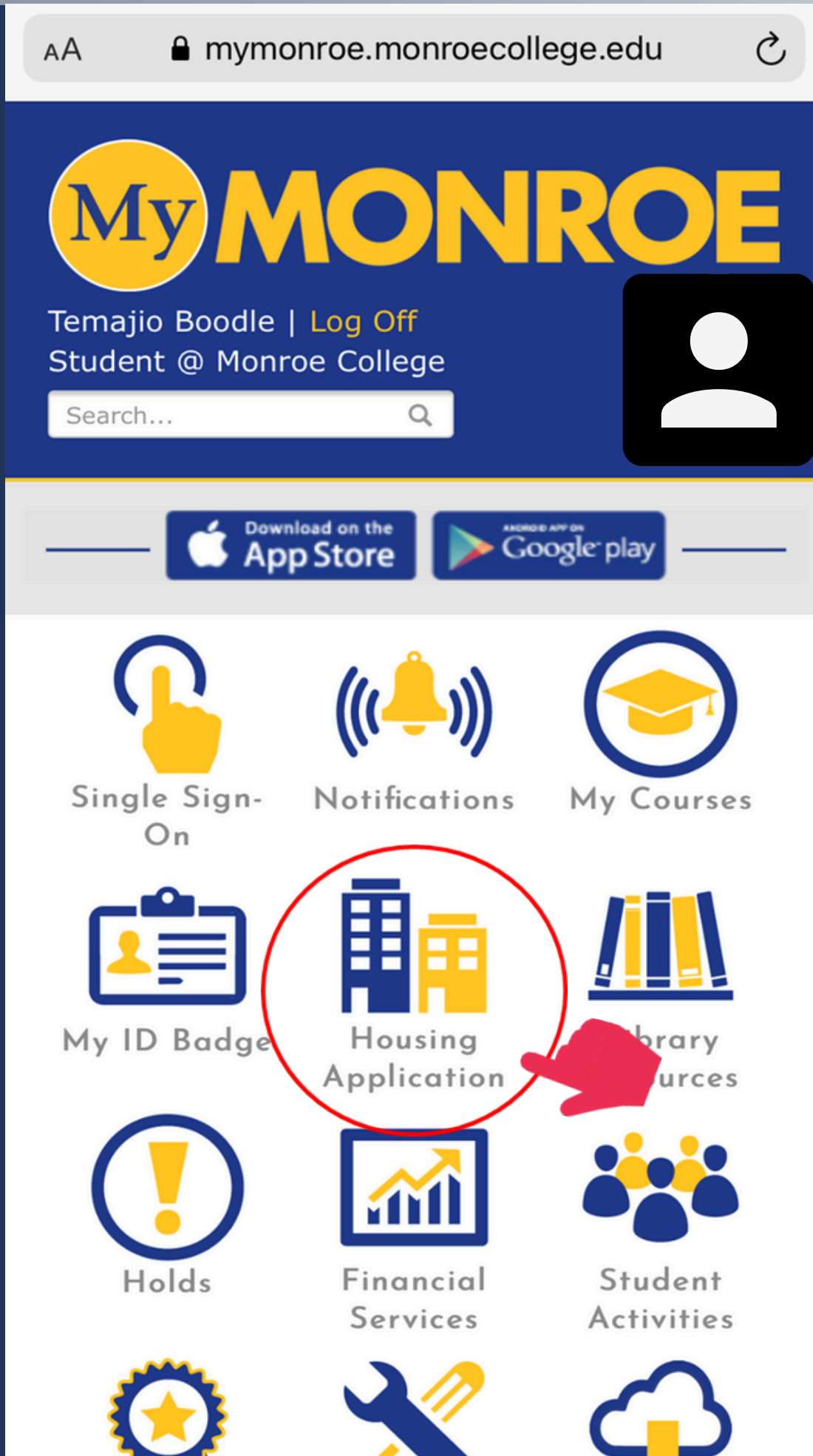# EREZLIFE: HOW TO GUIDE

AGENDA

- Accessing eRezLife

- Applying for Housing

- Updating your Roommate Profile

- Creating a Roommate Group

- Navigating the Room Selection Process

ACCESSING EREZLIFE

- In order to log into the eRezLife website go to Mymonroe.monroecollege.edu

- Click the Housing Application Widget, and you will be directed to the eRezLife website

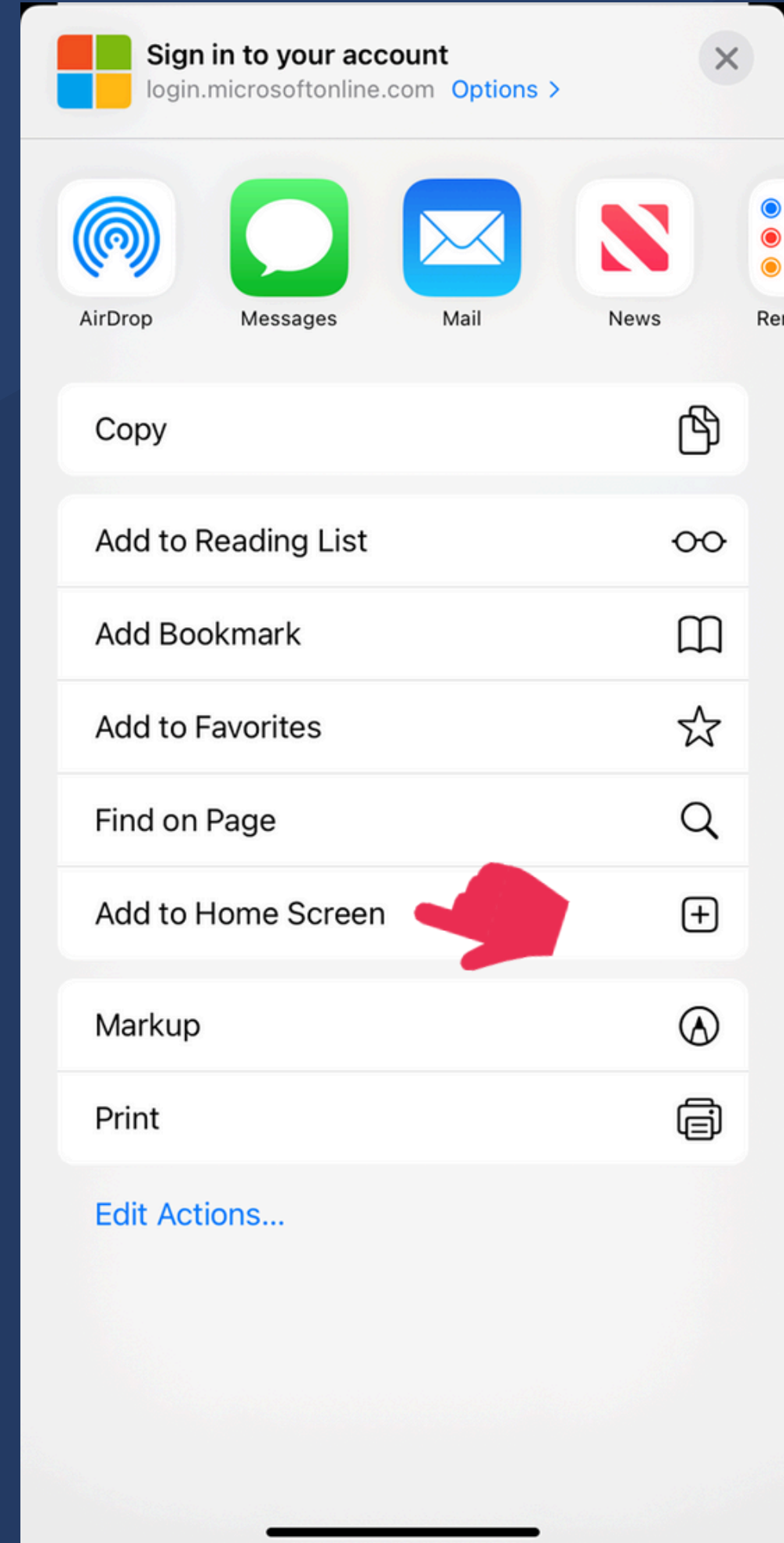- Or directly access the eRezlife website at monroecollege.erezlife.com
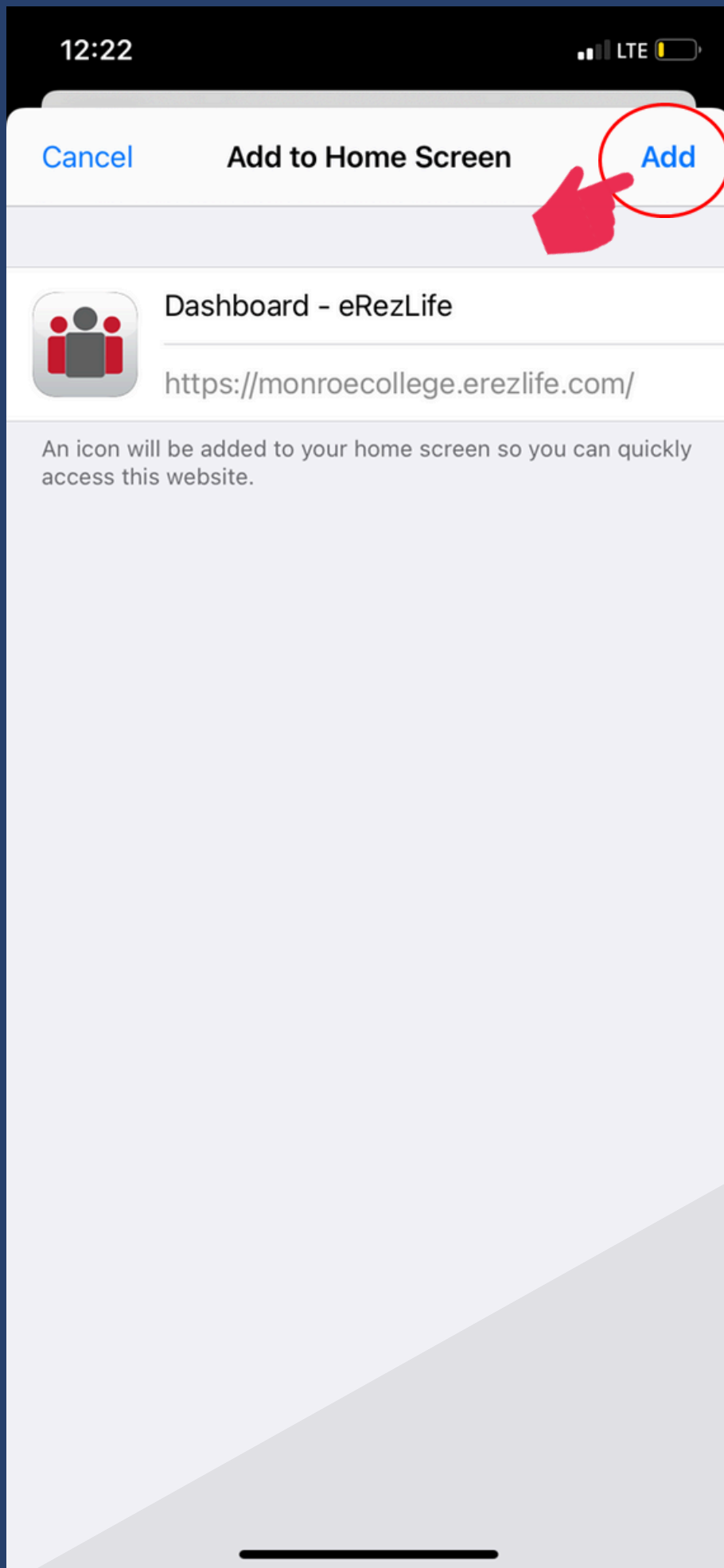
ACCESSING EREZLIFE

- You will then be taken to a Sign in screen

- Please use your Monroe College email to login and access the website

- Additionally, ensure that your phone number associated with your account is up-to-date

Left phone screen:

AA | monroecollege.erezlife.com | ↻

☰ Search for people or form #

RECOMMENDED ACTIONS

📋 **review** sync status errors for Winter 2023 →

📋 **review** sync status errors for Fall 2022 →

🏠 **check in** students for Fall 2022 →

📋 **finish** your applicant profile →

🏠 **apply** for housing →

🌙 **register** a guest →

🌙 **search** for a guest →

📋 **create** a bulletin →

📄 **complete** 100 forms in progress →

📅 Upcoming   View calendar ⊕

No upcoming events in the next 3 days.   ❓

Center:

• Click the share button on the bottom of your phone screen

• A list of share options will appear, choose add to home screen

Right phone screen:

🪟 **Sign in to your account**   ✕
login.microsoftonline.com Options >

AirDrop   Messages   Mail   News

Copy   📄

Add to Reading List   ◯◯

Add Bookmark   📖

Add to Favorites   ☆

Find on Page   🔍

Add to Home Screen   ⊞

Markup   ✏

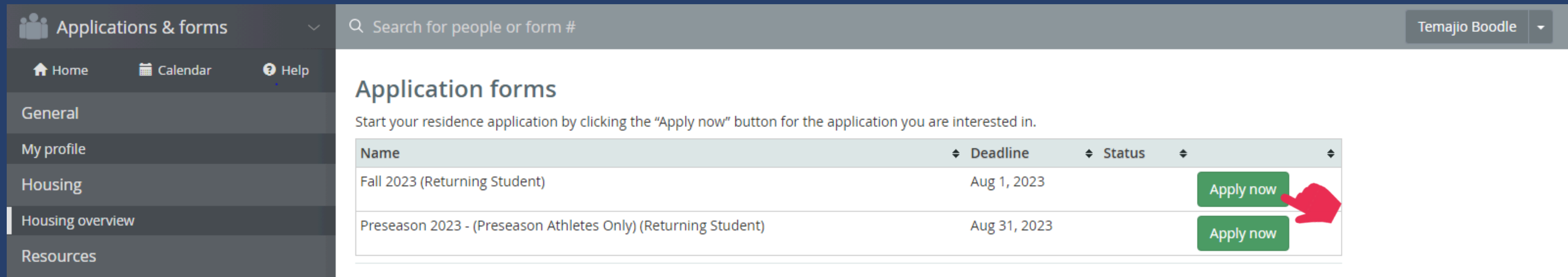Print   🖨

Edit Actions...

• Click the Add option

• The eRezLife link should now be added to your home screen as an app!

APPLYING FOR HOUSING

1. Login to your eRezLife Account: @ monroecollege.erezlife.com
2. All housing application forms are available under the Housing Tab in Housing Overview
3. Click the "Apply now" button beside the housing you wish to apply

APPLYING FOR HOUSING

Winter 2023 (Returning Student)

Application deadline: **Jan 7, 2023**

Application form	Confirm application

Please fill out the following questions to the best of your ability.

[Show all options] [Hide all options]   [Expand all] [Collapse all]

Instructions

Welcome!

The Residence Life team at Monroe College looks forward to welcoming you to campus. Whether you are a returning student or about to begin your first semester with us, below is important information to help you prepare for living on campus.

Housing Application Form

All students who are interested in living on campus must complete a Housing Application Form. When asked to specify your housing status, please use the following guide:

1. Once you have moved forward by choosing "Apply Now", you will be taken to the application form.

2. Complete all questions on the application form. Mandatory questions on the application are marked with a red asterisk mark (*).

3. Please note that if you simply wish to save current data, you may click "save" at any step. If you wish to continue you can choose "Save and continue".

APPLYING FOR HOUSING

Winter 2023 (Returning Student)

Application deadline: **Jan 7, 2023**

Application form	Confirm application

Please review your application details before proceeding.

Your application overview:

- You are applying for Winter 2023 residence

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

1. On the Confirm Application page, carefully review your application details and check off the statements listed indicating that you understand and agree with all terms.

2. Hit submit application and you will be transferred to a thank you page, including your receipt of completion number.

ROOMMATE PROFILE

- Once you have completed your application you will create a roommate profile that your roommates can view prior to coming to campus!

- You can include your name, number, email and social media accounts if you would like to!

ROOMMATE GROUPS

- Once you have completed your roommate profile you are able to invite other housing applicants with complete applications to your roommate group using their student emails.

- Please note that only one member of the group has to place the group in a room.

ROOMMATE GROUPS

- Once a roommate group is created both members must select the specific group as 'My choice'.

Awaiting 'My Choice' Selection:

My choice	Group name	Applicants	
✅	Roommate Group!	✔ Ludgate, April (owner) Davis, Brooke	Delete
⚪	No group		

'My Choice' Selection Received:

My choice	Group name	Applicants
✅	Roommate Group!	✔ Ludgate, April (owner) ✔ Davis, Brooke
⚪	No group	

ROOM SELECTION PROCESS

1. Once you are eligible to enter the Room Selection Process at, you will see a 'Browse Rooms' button at the top of the Housing Overview page.

2. Click the 'Browse Rooms' button to browse rooms and make your selection.

3. You may search for specific rooms by building, floor and room type.

4. Click the 🛏 icon to select your room. You will not be able to select on any unavailable rooms indicated by the 🚫 icon.

ROOM SELECTION PROCESS

1. A dialog window will be prompted with details of the selected room. Click the 'choose this bed' option.

2. Review the details of your room reservation. Click on 'Assign me now' to confirm your assignment or click the 'look at other rooms' link to browse other rooms.

3. If you have a roommate group, you can also pull them in and place your group together.

SO, WHAT'S NEXT?

UPCOMING ACCEPTED STUDENT EVENTS

- Fall 24 Room Selection:

  August 1, 2024 @ 5:00PM

- Dorm Life at Monroe Webinar:

  July 1, 2024 @ 8:00PM

  July 15, 2024 @ 8:00PM

  July 29, 2024 @ 8:00PM

- Fall 24 International Student Move-In Day:

  August 28-29, 2024 @ 9:00AM - 11:00PM

- Fall 24 Domestic & Continuing Student Move-In Day:

  August 31, 2024 @ 9:00AM - 2:00PM

- Fall 24 Parent Orientation:

  TBH

- Fall 24 Housing Orientation:

  TBH