



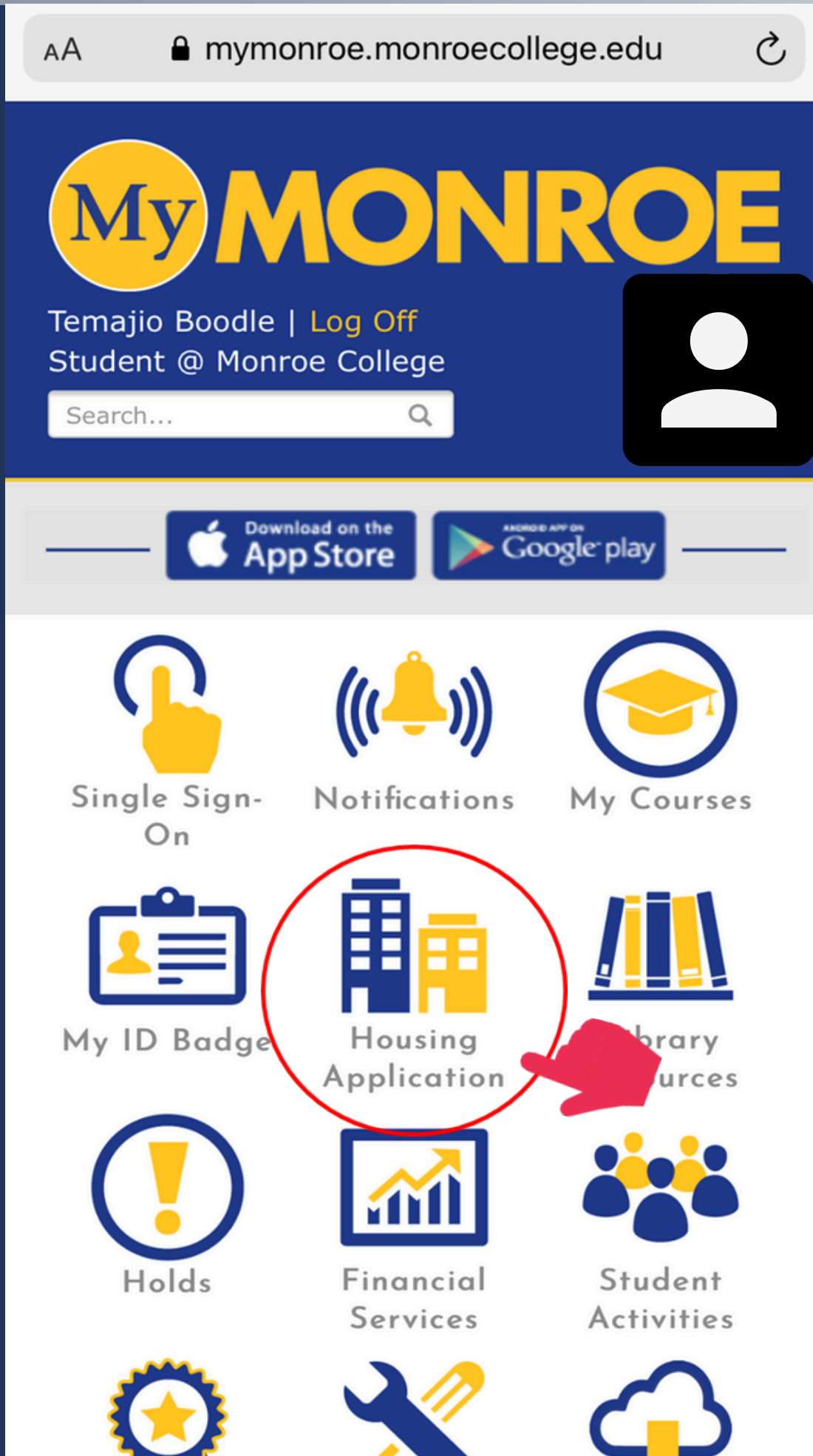
EREZLIFE: HOW TO GUIDE



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](https://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




12:21 LTE

AA login.microsoftonline.com

MONROE COLLEGE

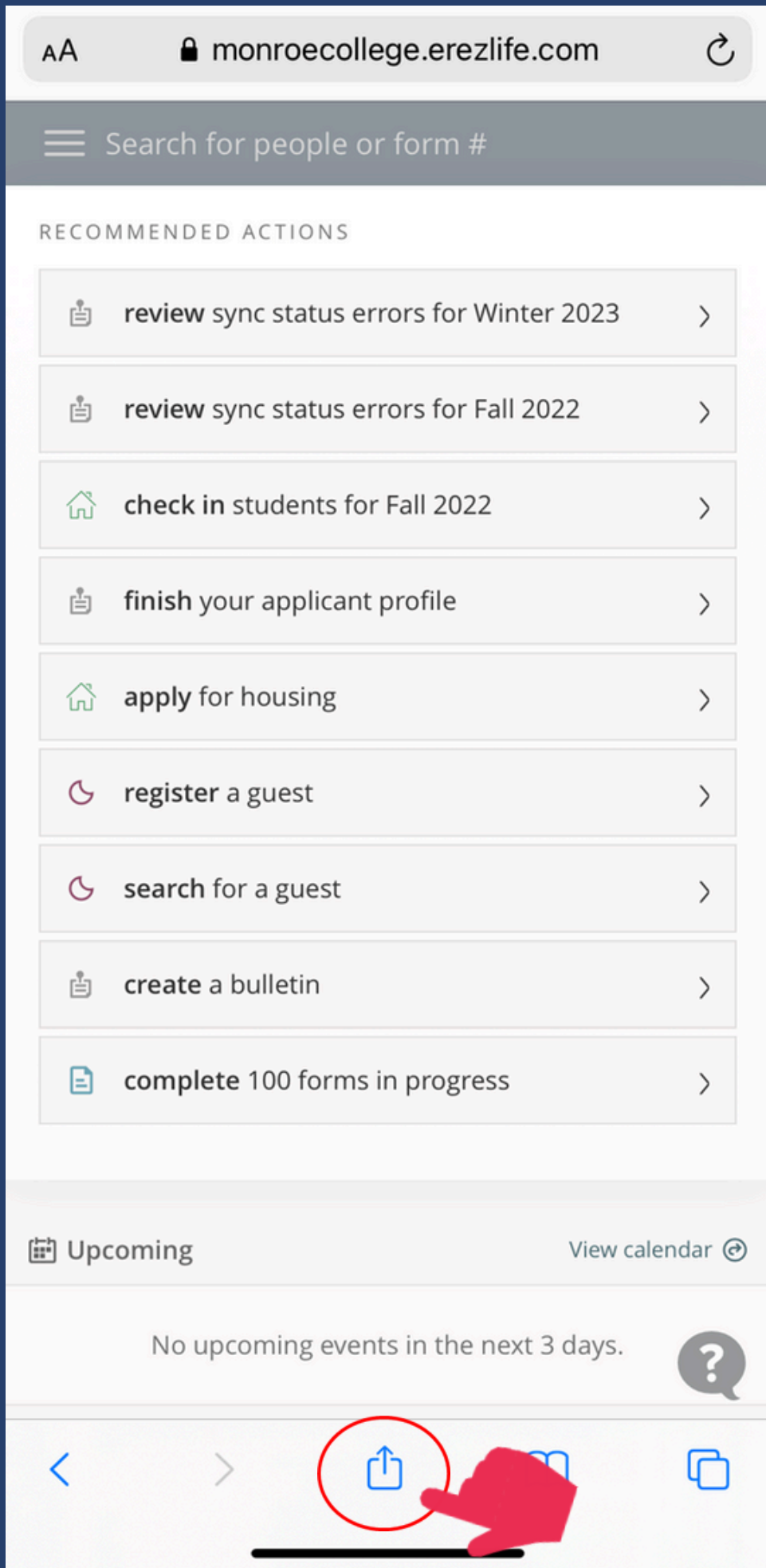
Sign in

[Can't access your account?](#)

 Sign-in options

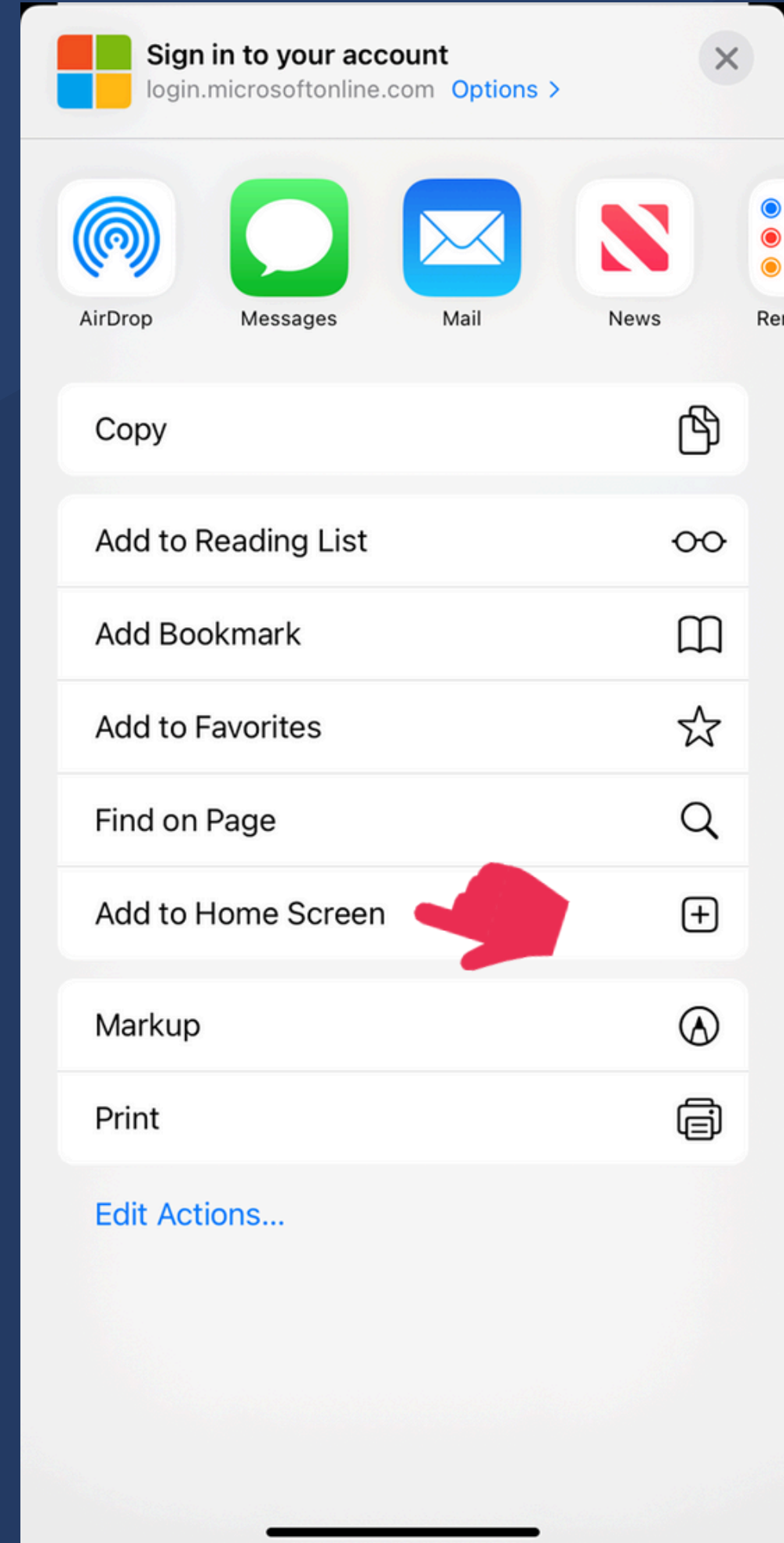
ACCESSING EREZLIFE

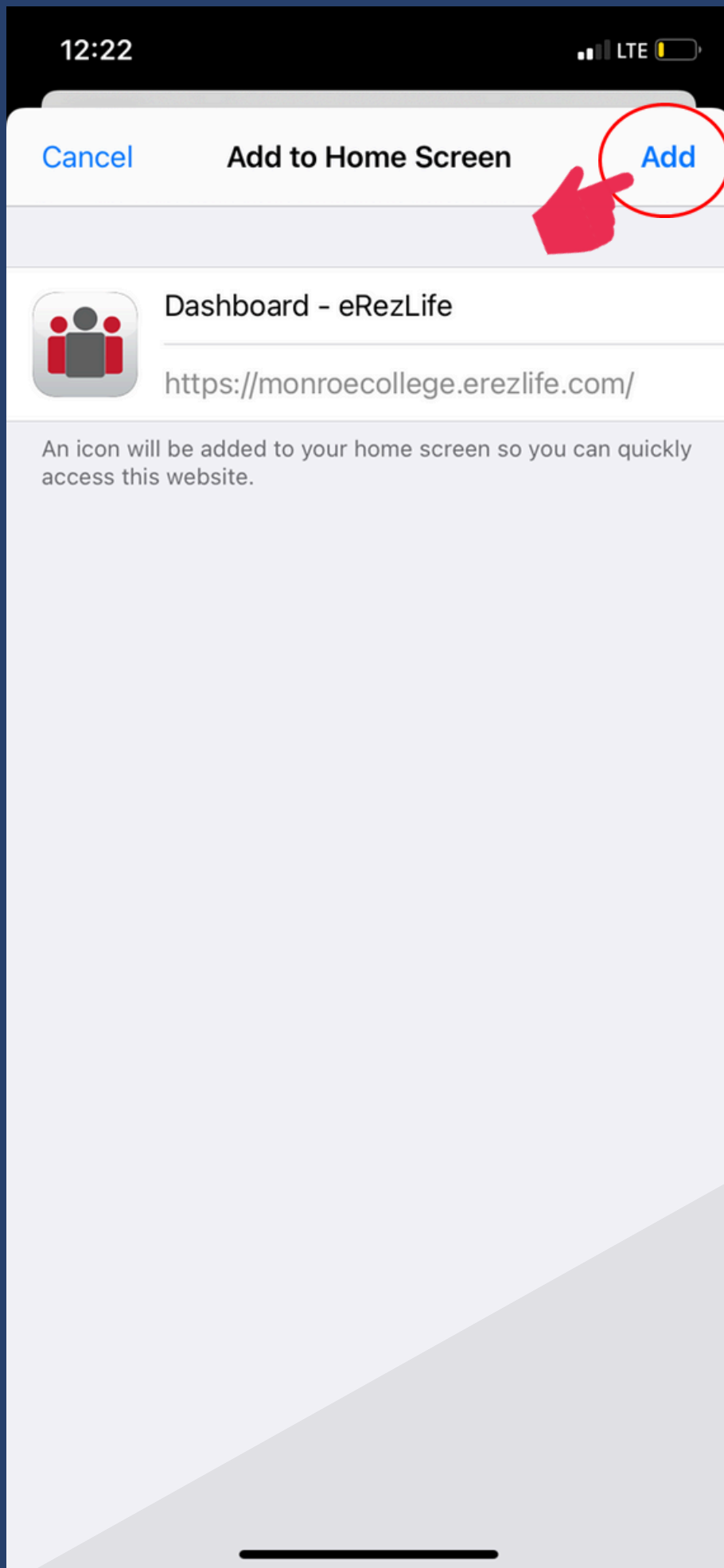
- You will then be taken to a Sign in screen
- Please use your Monroe College email to login and access the website
- Additionally, ensure that your phone number associated with your account is up-to-date



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

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



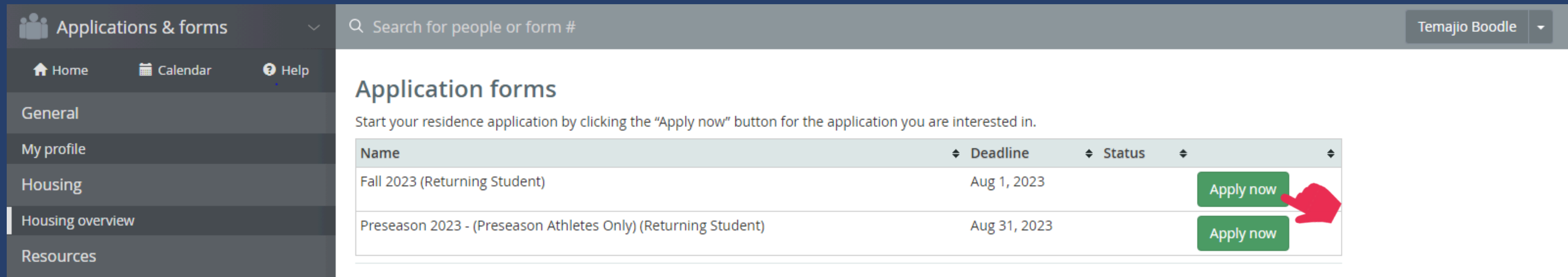


- Click the Add option
- The eRezLife link should now be added to your home screen as an app!



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



The screenshot shows the eRezLife interface. On the left is a navigation sidebar with 'Applications & forms' selected. The main content area is titled 'Application forms' and includes a search bar and a user name 'Temajio Boodle'. Below the title is a table of application forms with columns for Name, Deadline, and Status. Two rows are visible, each with an 'Apply now' button. A red hand icon points to the 'Apply now' button for the 'Fall 2023 (Returning Student)' application.

Name	Deadline	Status
Fall 2023 (Returning Student)	Aug 1, 2023	Apply now
Preseason 2023 - (Preseason Athletes Only) (Returning Student)	Aug 31, 2023	Apply now

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!

Applications & forms

Search for people or form #


Temajio Boodle

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 chosen

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.





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.



New roommate group

[View all groups](#)

Group name *

Session
Fall 2022

Members (maximum allowed: 6)

✓ Boodle, Temajio (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
- you can only add people of the same gender as yourself

Email

2.

3.

4.

5.

6.

[Save](#) [Cancel](#)





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
<input checked="" type="radio"/>	Roommate Group!	<input checked="" type="checkbox"/> Ludgate, April (owner) <input type="checkbox"/> Davis, Brooke Delete
<input type="radio"/>	No group	

'My Choice' Selection Received:

My choice	Group name	Applicants
<input checked="" type="radio"/>	Roommate Group!	<input checked="" type="checkbox"/> Ludgate, April (owner) <input checked="" type="checkbox"/> Davis, Brooke
<input type="radio"/>	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.



Pending items
Room lottery
You may now browse rooms and make your selection.



[Browse rooms](#)

4 rooms match your search

Suite 100
Room 100A    

Room 100B  

Suite 101
Room 101A  

Room 101B  

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.

Room 113

Details

Private Bathroom
No

Room Type
Single Quad

Choose this Bed

East Quad > Building B > 1AB > 101

You must confirm below before the assignment is finalized.

Step 1 Please review the details of the Bed you are picking.

Room 101
Private Bathroom
No
Room Type
Double

Step 2 Decide if you are bringing your roommate group with you.

Your roommate group
Demo, Roommate
Place roommates *

Yes, place my roommates nearby right now.
 No, remove me from the roommate group and only assign me.

Step 3 Confirm your choice to finalize this assignment.

Assign me now [Look at other rooms](#)



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

