



**EREZ LIFE
INSTRUCTIONS**

STEP 1

- Go to <https://us.erezlife.com/point-training>
- Click on green **ACTIVATE ACCOUNT**

iRezLife
Student Assignments

Point
UNIVERSITY
www.point.edu

Email

Password

Sign in

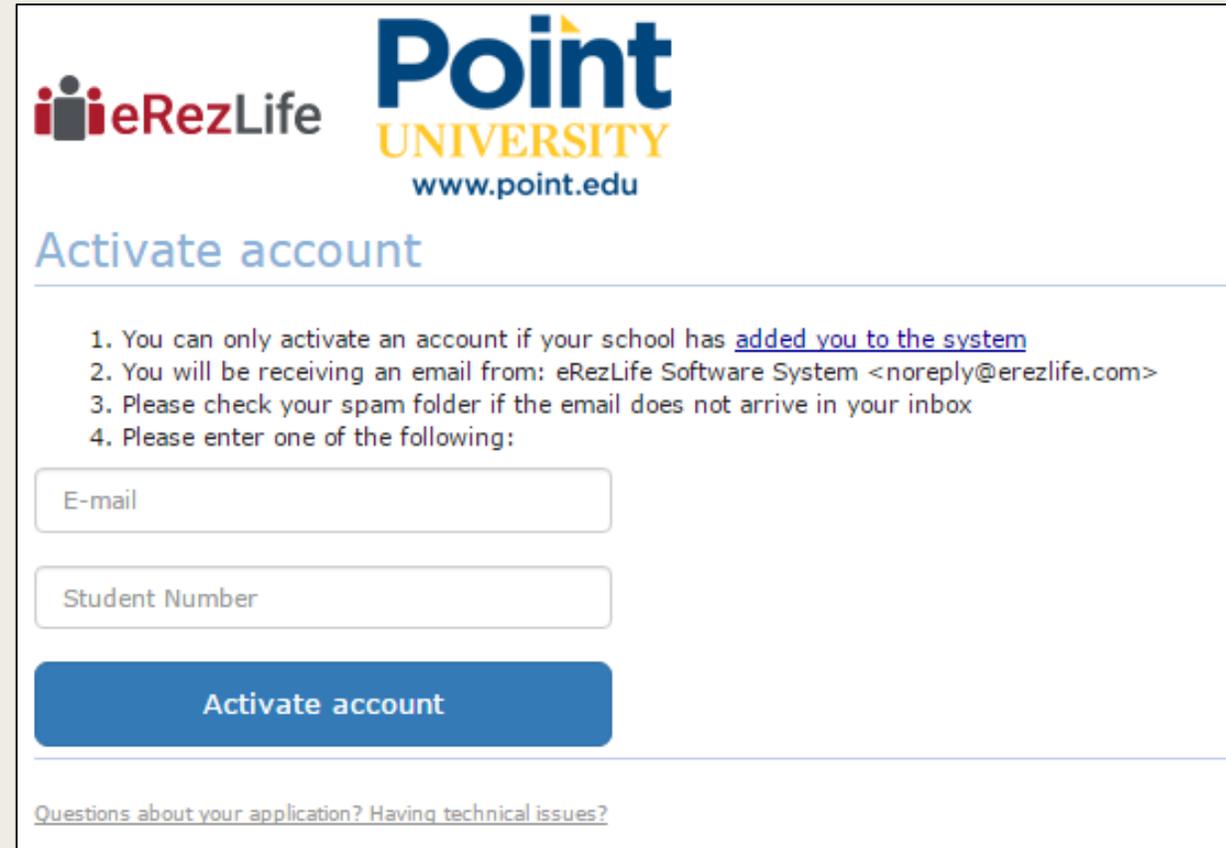
[Forgot my password](#)

First time at eRezLife?
Please activate an account to sign in.

activate account

Step 2

- Enter your personal email in the email box
- Enter your student ID Number in the student number box. This number was sent to you in a housing email when you were accepted and it is unique to you as a student at Point University.
- Click activate account
- You will receive an email at the account you entered with a link to create a password.



The screenshot shows the 'Activate account' page for Point University's eRezLife system. At the top left is the eRezLife logo, and at the top right is the Point University logo with the website address www.point.edu. The main heading is 'Activate account'. Below this, there are four numbered instructions: 1. You can only activate an account if your school has [added you to the system](#); 2. You will be receiving an email from: eRezLife Software System <noreply@erezlife.com>; 3. Please check your spam folder if the email does not arrive in your inbox; 4. Please enter one of the following: Below the instructions are two input fields: 'E-mail' and 'Student Number'. A blue 'Activate account' button is positioned below the input fields. At the bottom of the form, there is a link: [Questions about your application? Having technical issues?](#)

Step 3

- Answer preliminary questions regarding academic status and class status for the upcoming school year.



The screenshot shows the iRezLife application interface. On the left is a blue sidebar with the following menu items: Applications & forms, Home (with a house icon), Housing, Housing overview, My housing profile, and Bulletins & resources. The main content area has a light blue header with the iRezLife logo. Below the header, the text reads: "Before we can show you the application form(s), we need to ask you a few preliminary questions." The form contains a section titled "Please describe yourself as accurately as possible" with two dropdown menus: "How would you best describe your academic status for 2017-2018?" and "What is your class status by Point University credit hours? (including transfer)". Both dropdowns currently show "- select one -". A "save" button is located below the second dropdown. At the bottom right, there is a link: "Questions about your application? Having technical issues?"

Step 4

- When you have selected your academic year and class status the next screen will be where you officially apply for housing. For the 2017-2018 school year, occupancy dates should read: **August 19, 2017 - May 11, 2018**
- **Click the green Apply Now button**

Application forms

Start your residence application by clicking the "Apply now" button for the application you are interested in.

Name	↕ Deadline	↕ Occupancy dates	↕ Status	↕
Fall 2017 - Spring 2018 (Seniors/Juniors)	Mar 13, 2017 (Aug 31, 2017)	Aug 19, 2017 to May 11, 2018		Apply now

Step 5

- Enter personal information on the next screen and click save at the bottom.

The screenshot displays the iRezLife web application interface. On the left is a blue sidebar with navigation options: Applications & forms, Home, Housing (selected), Housing overview, My housing profile, Fall 2017 - Spring 2018 (with a warning icon), My roommate profile, and Bulletins & resources. The main content area shows a profile summary with a redacted name box, followed by a list of fields: Student Number, Title, E-mail, Other E-mail, Gender, and Date of Birth, with a 'more' link. Below this is a larger form with fields for Student Number *, Title *, First Name *, Middle Name *, and Last Name *, with a large redacted area covering the input fields. The 'Student Number' field in the lower form has a red asterisk, indicating it is required.

Step 6

- After your personal information has been saved, click on the *Fall 2017-Spring 2018* link. It will have an orange triangle next to it.



Step 7

- On Residence Building Preference screen, order where you would most like to live by clicking and dragging from the box marked “Available Residences” to the box marked “Your Preferred Residences”.
- Rank selections from most preferred to least preferred.
- Then click continue to application form.

Occupancy **Aug 19, 2017 to May 11, 2018** Application deadline **Mar 13, 2017**

Progress: Residence building preference Application form Confirm application

Residence building preference

Choose where you would most like to live from the list on the left. Rank your selections accordingly from most to least preferred.

Available residences	Your preferred residences
Skyhawks Hall > Stairwell 3	Abbey Glen > D
Skyhawks Hall > Stairwell 4	LLC
The River > 300	Skyhawks Hall > Stairwell 1
The River > 400	Skyhawks Hall > Stairwell 2

[« Withdraw application](#)  [Continue to: Application form >>](#)

Step 8

- On the application form, you will select your personal preferences when it comes to study, sleep, cleanliness, etc. Please answer these questions honestly as it will help us best select your roommate.
- You will also select a meal plan on this screen.
- When done, click continue application at the bottom of the screen.

The screenshot displays the iRezLife application form interface. On the left is a blue sidebar with navigation links: Applications & forms, Home, Housing, Housing overview, My housing profile, Fall 2017 - Spring 2018 (with a warning icon), My roommate profile, and Bulletins & resources. The main content area has a light blue header with the iRezLife logo. Below the header, a tan box shows 'Occupancy: Aug 19, 2017 to May 11, 2018' and 'Application deadline: Mar 13, 2017'. A progress bar below this shows 'Residence building preference', 'Application form' (highlighted), and 'Confirm application'. The title 'Application form' is displayed in blue. Below the title, it says 'Please fill out the following questions to the best of your ability.' There are links for 'expand all', 'collapse all', 'show all options', and 'hide all options'. The 'About Me' section contains five questions, each with a dropdown menu: 'What are your study habits in your room?', 'How often do you study?', 'How often do you socialize in your room?', 'When do you go to bed?', and 'What are your sleeping habits?'. Each question is marked with a red asterisk.

Step 9

- On the confirm application screen, you will review your selected application choices.
- If everything is correct, click the three check mark boxes and method of payment drop down box and click submit application.
- If anything needs to be changed, click the previous step button.

The screenshot shows the 'Confirm application' page on the iRezLife website. The page layout includes a left sidebar with navigation links, a top header with occupancy and deadline information, and a main content area with a progress bar and application overview. Red arrows highlight the 'submit application' button, the 'previous step' button, and the three agreement checkboxes.

iRezLife
Applications & forms

Home

Housing

Housing overview

My housing profile

—

Fall 2017 - Spring 2018 ⚠

—

My roommate profile

Bulletins & resources

Occupancy: **Aug 19, 2017 to May 11, 2018** | Application deadline: **Mar 13, 2017**

Progress: Residence building preference | Application form | **Confirm application**

Confirm application

Please review your application details before proceeding.

Your application overview:

- You are applying for Fall 2017 - Spring 2018 residence
- You are eligible for occupancy from Aug 19, 2017 to May 11, 2018
- Your first choice for housing is Abbey Glen > C

To complete your application, read the enclosed contract below and ensure that your residence deposit is received no later than Mar 13, 2017. Please check off the three items below indicating that you understand and agree with all statements.

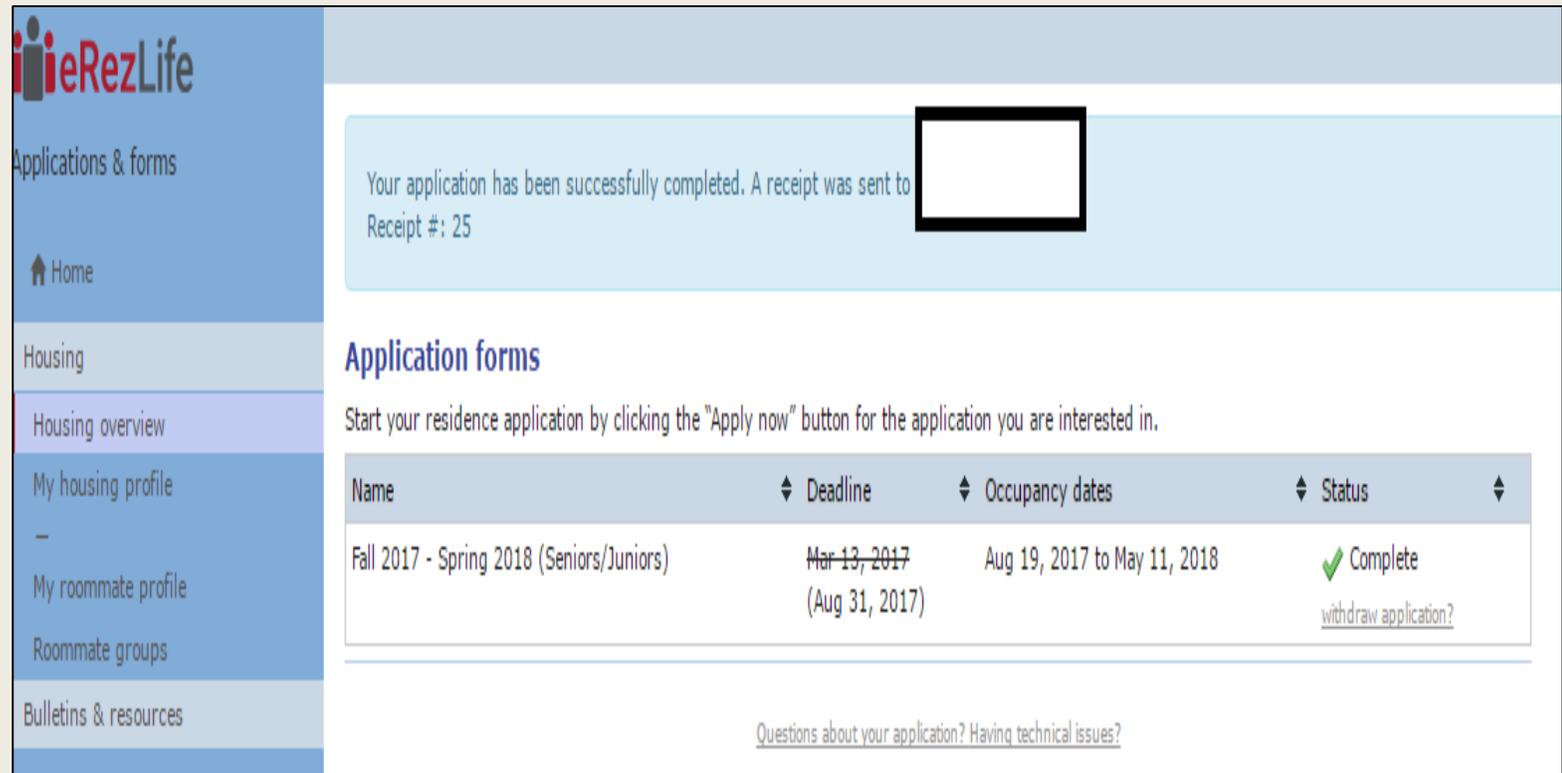
- I have opened, read, understood, and agree to the enclosed [terms & conditions file](#)
- I declare all information I have disclosed throughout this application process is correct
- I have submitted/will submit my residence deposit by and it will be received by Mar 13, 2017

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.

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

Step 10

- When your application is successfully submitted, the next screen will show “Complete” under Status and a confirmation email will be sent to your email address.



The screenshot shows the iieRezLife website interface. On the left is a blue sidebar with navigation links: Applications & forms, Home, Housing, Housing overview, My housing profile, My roommate profile, Roommate groups, and Bulletins & resources. The main content area has a light blue header with the text: "Your application has been successfully completed. A receipt was sent to [redacted] Receipt #: 25". Below this is a section titled "Application forms" with the instruction: "Start your residence application by clicking the 'Apply now' button for the application you are interested in." A table lists the application details:

Name	Deadline	Occupancy dates	Status
Fall 2017 - Spring 2018 (Seniors/Juniors)	Mar 13, 2017 (Aug 31, 2017)	Aug 19, 2017 to May 11, 2018	Complete withdraw application?

At the bottom of the page, there is a link: [Questions about your application? Having technical issues?](#)

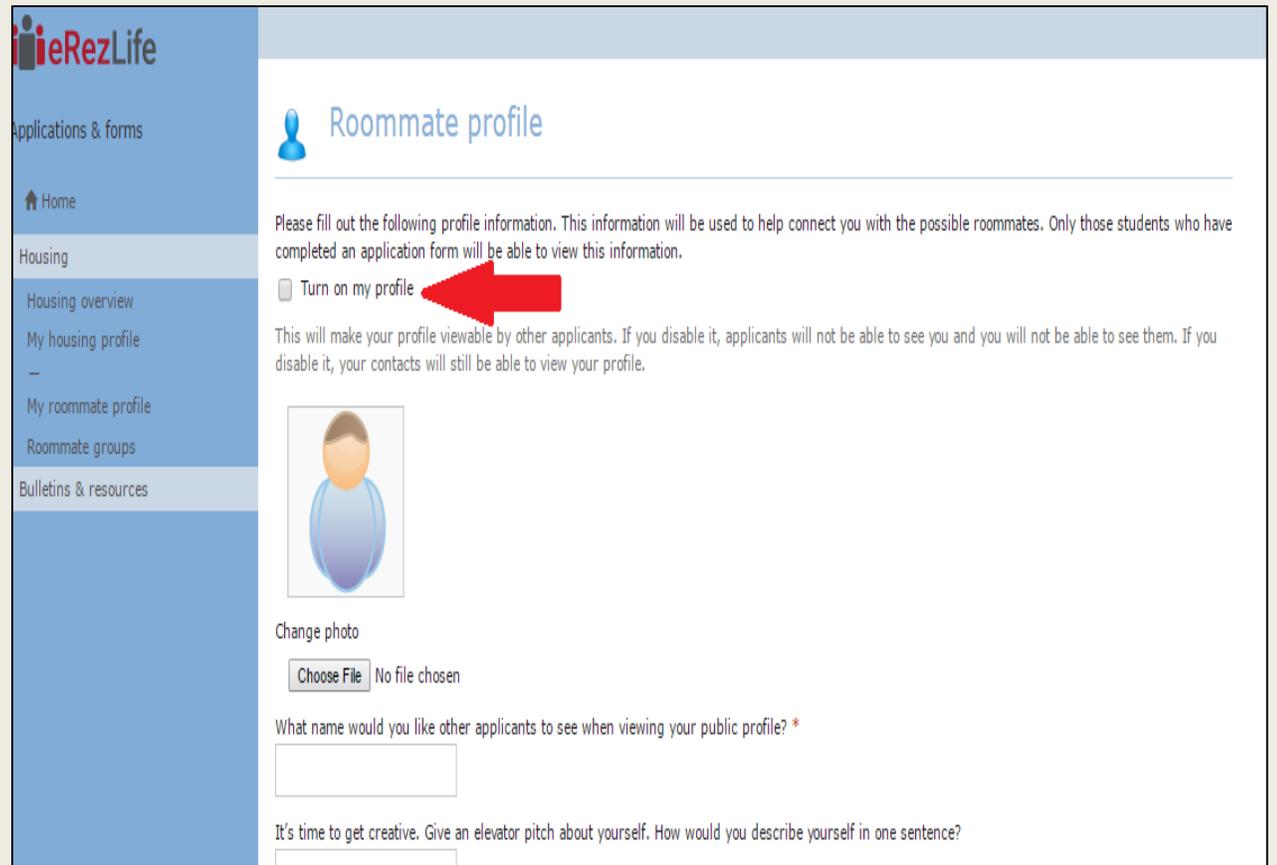
Step 11

- After submitting your application, you will click on *My Roommate Profile* under the *Housing* tab on the left side of the screen.



Step 12

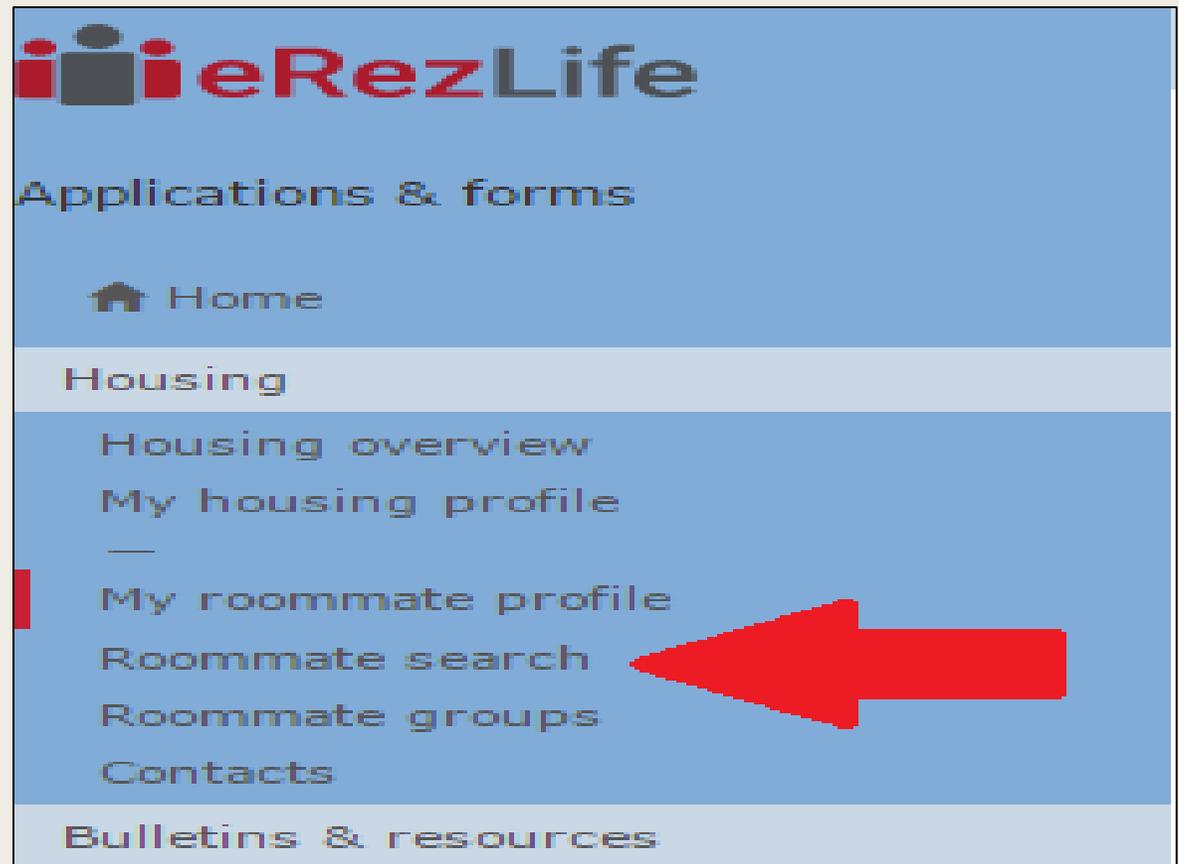
- On the roommate profile screen, you can customize your profile and choose what information prospective roommates can see. Click turn on profile.
- You can also choose how prospective roommates can contact you.
- Click save at the bottom.



The screenshot shows the 'Roommate profile' settings page on the iRezLife website. The left sidebar contains navigation links: Applications & forms, Home, Housing, Housing overview, My housing profile, My roommate profile, Roommate groups, and Bulletins & resources. The main content area is titled 'Roommate profile' and includes a blue person icon. Below the title, there is a paragraph of instructions: '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.' A checkbox labeled 'Turn on my profile' is present, with a red arrow pointing to it. Below this checkbox is another paragraph: '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.' There is a placeholder for a profile picture with the text 'Change photo' and a 'Choose File' button. Below that is a text input field with the label 'What name would you like other applicants to see when viewing your public profile? *'. At the bottom, there is another text input field with the label 'It's time to get creative. Give an elevator pitch about yourself. How would you describe yourself in one sentence?'.

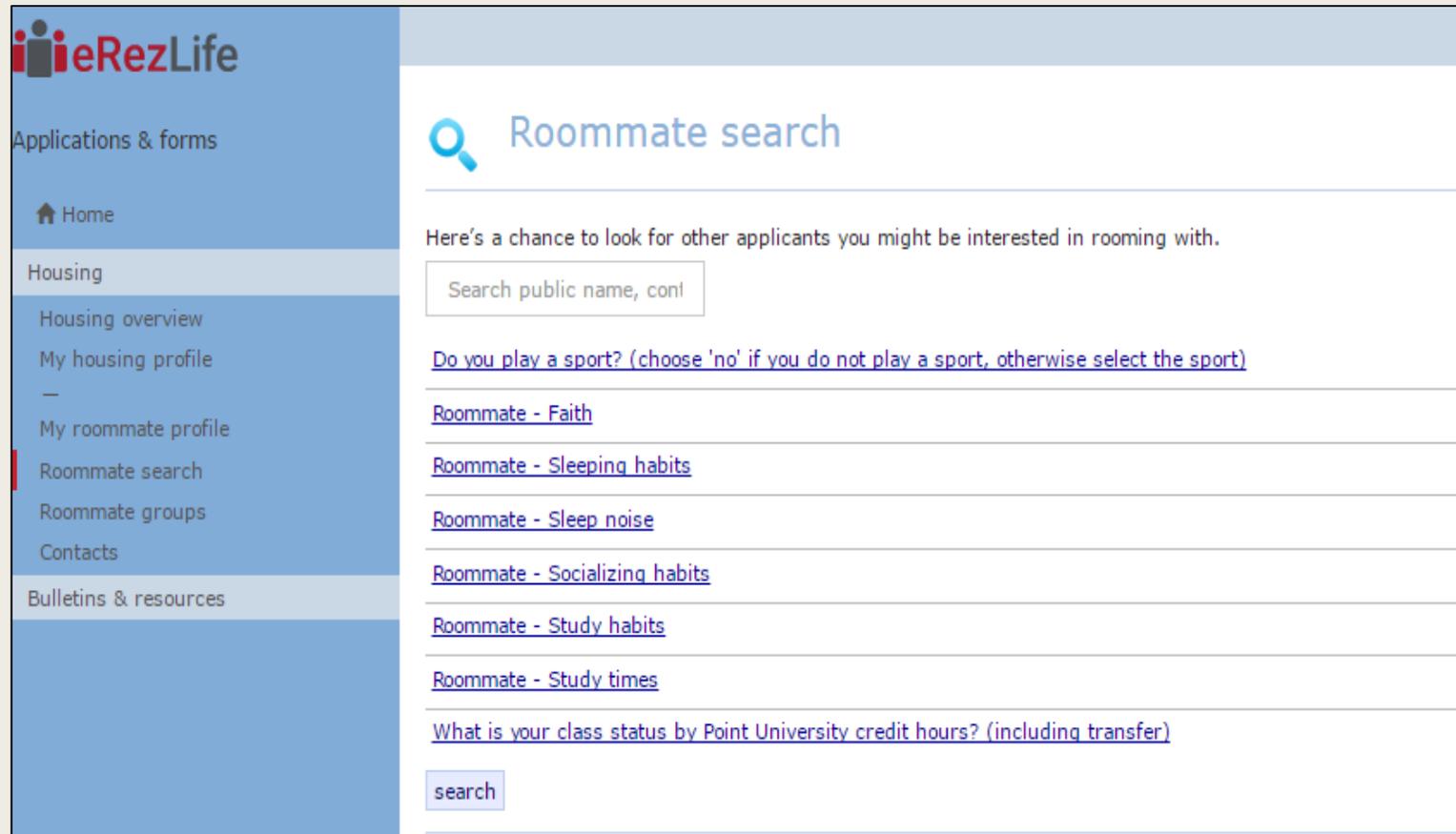
Step 13

- When you have saved your roommate profile, click on the *Roommate Search* tab on the left side to find roommates.



Step 14

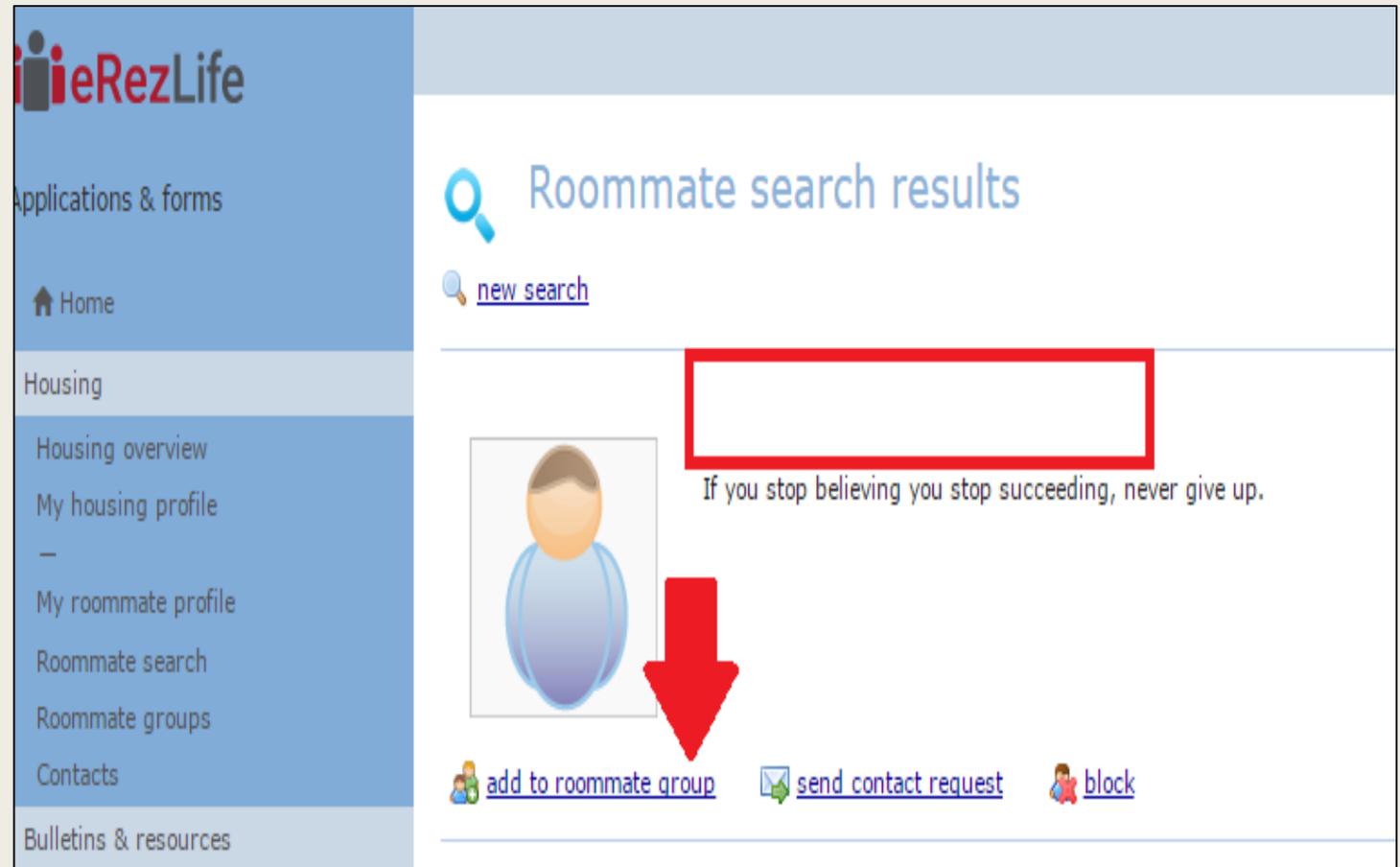
- You can search for roommates by name or preferences.



The screenshot displays the iRezLife website interface. On the left is a blue navigation sidebar with the following menu items: Applications & forms, Home, Housing (highlighted), Housing overview, My housing profile, My roommate profile, Roommate search (highlighted with a red bar), Roommate groups, Contacts, Bulletins & resources, and a bottom section. The main content area is titled "Roommate search" and includes a search input field with the placeholder text "Search public name, cont". Below the search field is a question: "Do you play a sport? (choose 'no' if you do not play a sport, otherwise select the sport)". A list of search filters is provided, each with a blue link: "Roommate - Faith", "Roommate - Sleeping habits", "Roommate - Sleep noise", "Roommate - Socializing habits", "Roommate - Study habits", and "Roommate - Study times". At the bottom of the search area is another question: "What is your class status by Point University credit hours? (including transfer)" and a "search" button.

Step 15

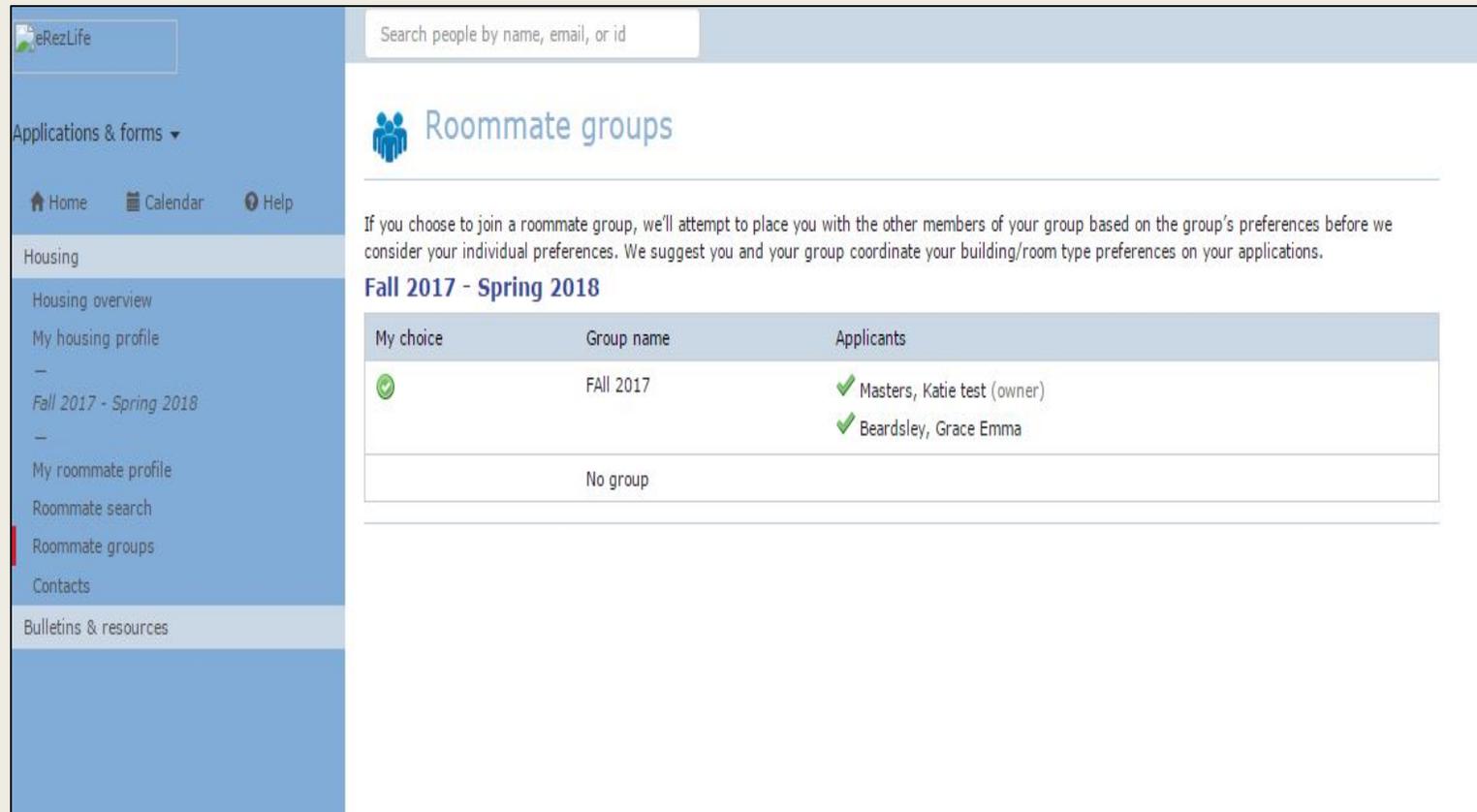
- Create roommate groups by clicking “Add to Roommate Group” when viewing someone’s profile and add people to your group.



The screenshot displays the iRezLife website interface. On the left is a blue sidebar menu with the following items: Applications & forms, Home, Housing (highlighted), Housing overview, My housing profile, My roommate profile, Roommate search, Roommate groups, Contacts, and Bulletins & resources. The main content area is titled "Roommate search results" and includes a "new search" link. A red box highlights a search result area, and a red arrow points down to the "add to roommate group" button. Other buttons visible are "send contact request" and "block". A quote is visible: "If you stop believing you stop succeeding, never give up."

Step 16

- Once you have selected your roommate groups, invitations will be sent to those individuals you have selected. Check under “My Choice” to confirm your preferred group. When other members confirm your invite, you will see a checkmark next to your name and their name.



eRezLife

Search people by name, email, or id

Roommate groups

If you choose to join a roommate group, we'll attempt to place you with the other members of your group based on the group's preferences before we consider your individual preferences. We suggest you and your group coordinate your building/room type preferences on your applications.

Fall 2017 - Spring 2018

My choice	Group name	Applicants
✓	FALL 2017	✓ Masters, Katie test (owner) ✓ Beardsley, Grace Emma
	No group	