

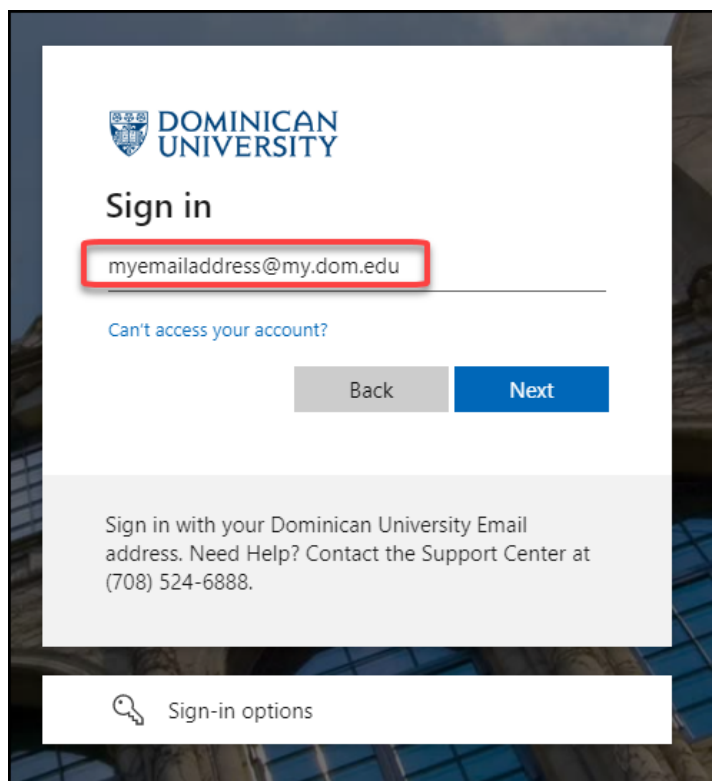
# eRezlife Usage

## Summary

eRezlife is used by Students to create online applications for housing, and by the Resident Life staff for managing applications, student room assignments, etc.

## How to access eRezlife

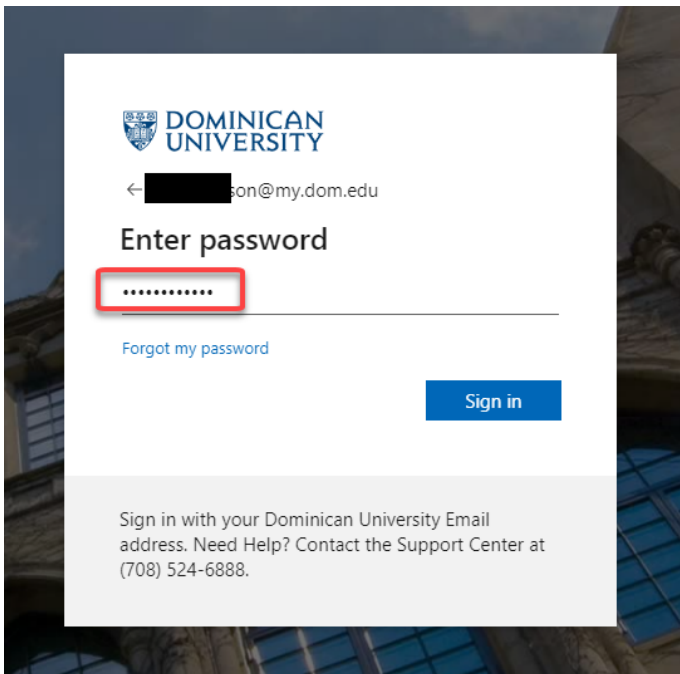
1. Open a web browser
2. Navigate to the following link: <https://dom.erezlife.com/>
3. One of two students will appear. If you already signed in to a Dominican application (such as Canvas or myDU), you will enter into eRezlife with no further sign-in requirements. If you are not already signed in, you will be presented with the Dominican Single Sign-in form:

A screenshot of the Dominican University Sign in form. The form is white with a blue border. At the top left is the Dominican University logo. Below it is the text "Sign in". A text input field contains the email address "myemailaddress@my.dom.edu", which is highlighted with a red rectangular border. Below the input field is a link that says "Can't access your account?". At the bottom of the form are two buttons: "Back" (grey) and "Next" (blue). Below the buttons is a grey box containing the text: "Sign in with your Dominican University Email address. Need Help? Contact the Support Center at (708) 524-6888." At the very bottom of the form is a white box with a magnifying glass icon and the text "Sign-in options".

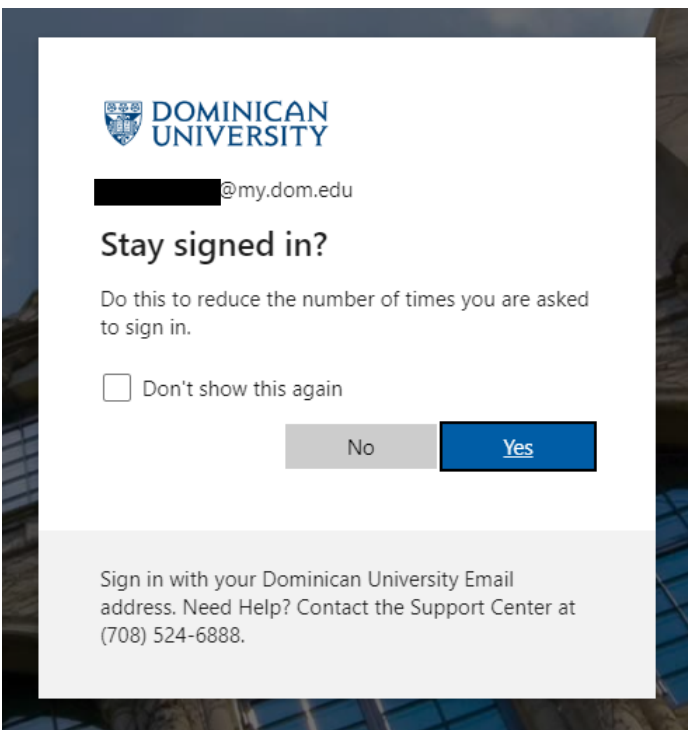
Enter your DOMINICAN email address and click 'Next'.



DOMINICAN UNIVERSITY

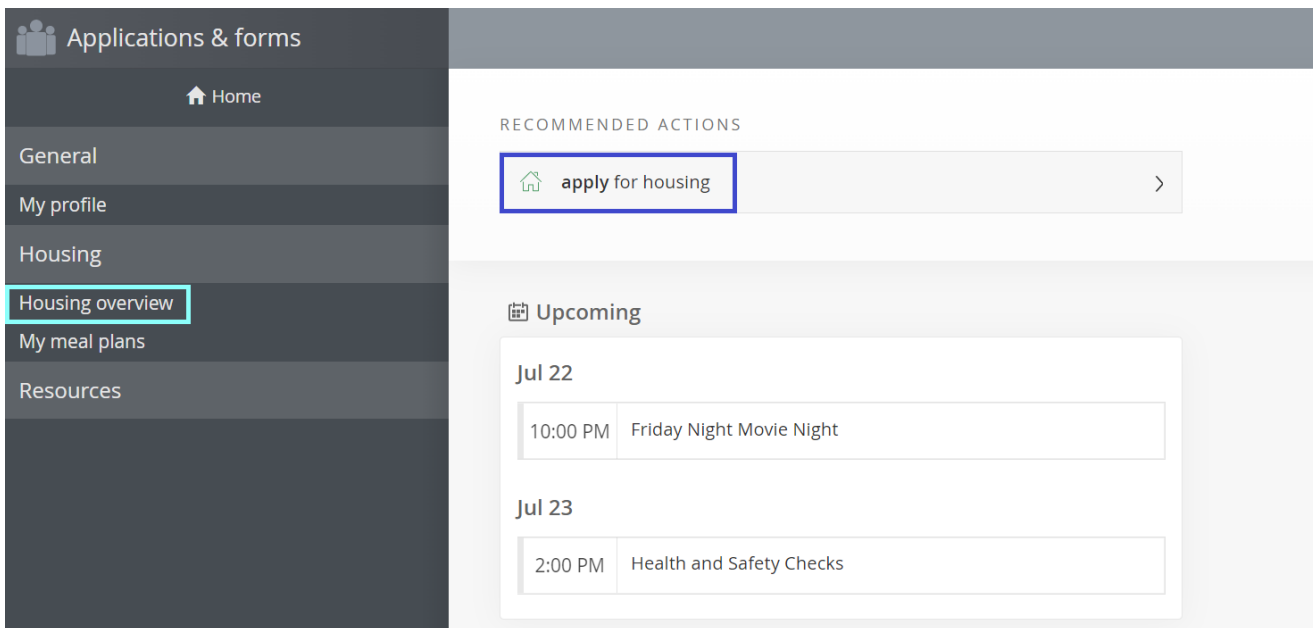
A screenshot of the Dominican University login page. At the top left is the Dominican University logo. Below it is an email address field containing a redacted email address followed by "@my.dom.edu". The heading "Enter password" is centered. Below the heading is a password field with a red rectangular border around it, containing a series of dots. To the left of the password field is a link that says "Forgot my password". To the right of the password field is a blue button labeled "Sign in". At the bottom of the white login box is a footer with the text: "Sign in with your Dominican University Email address. Need Help? Contact the Support Center at (708) 524-6888."

Enter your Dominican Password and click the ‘Sign In’ button.

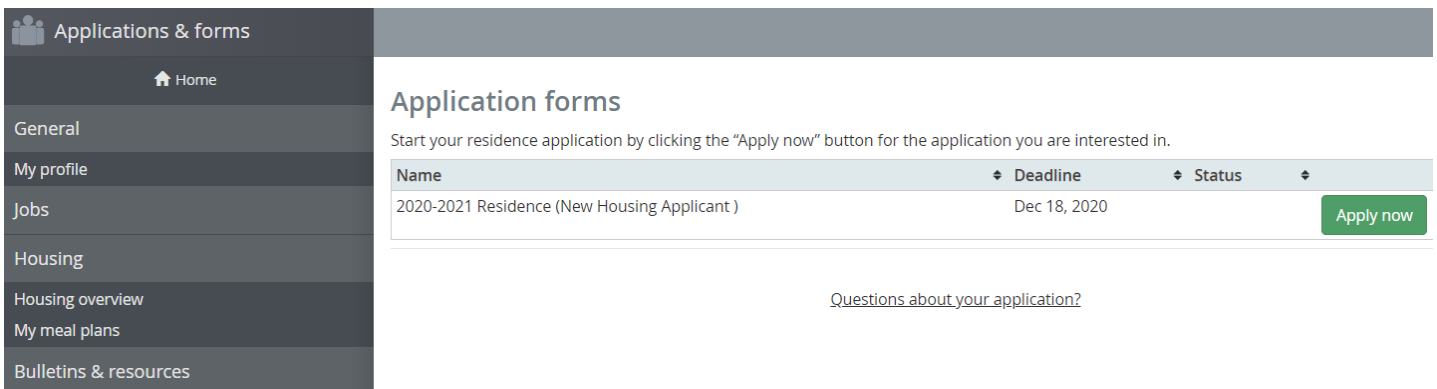
A screenshot of the Dominican University "Stay signed in?" screen. At the top left is the Dominican University logo. Below it is an email address field containing a redacted email address followed by "@my.dom.edu". The heading "Stay signed in?" is centered. Below the heading is the text: "Do this to reduce the number of times you are asked to sign in." Below this text is a checkbox labeled "Don't show this again". To the right of the checkbox are two buttons: a grey button labeled "No" and a blue button labeled "Yes". At the bottom of the white login box is a footer with the text: "Sign in with your Dominican University Email address. Need Help? Contact the Support Center at (708) 524-6888."

Make your selections here based on your comfort level of keeping the connection open.

4. You will then enter in to the eRezlife application. All housing application forms are available under the **Housing Overview** tab. You will also have a recommended action to ‘**Apply for housing**’ that will take you to the housing overview.



5. Select the option to start your housing application. Click the “Apply now” button beside the housing you wish to apply (note that your selections may differ from the example photo).



6. If you haven’t completed your *housing profile* and profile questions, you may be required to complete both the housing profile and housing profile questions before proceeding to the housing application form.

Applications & forms

Home

General

My profile

Jobs

Housing

Housing overview


My meal plans

2020-2021 Residence ⚠

My roommate profile

Bulletins & resources

Miller, Liza



Student ID

202089

Email

dana.freeman+test7@erezlife.com

Gender

female

Class Level

Freshman

First name \*

Liza

Last name \*

Miller

Student ID \*

202089

Email \*

dana.freeman+test7@ere:

Gender \*

female ▼

Class Level \*

Freshman ▼

Picture \*

Choose File

No file chosen

Middle name

Save

7. Once you have completed the housing profile and profile questions, you will be re-directed to your homepage. You can then use the recommended action or the housing overview to reopen the application. Select your **Residence building preference** by choosing the building that you would most like to live from the list on the left. You can reorder or remove preferences in the box on the left. Click “**Save**” to save your data, or click “**Save and continue**” to proceed.

### Hall and Room Selection

Please indicate your residence hall and room preference by ranking your first and second choice.

Final billing will be based on the housing assignment.

Please note that prices listed are per year and include the required meal plan.

Power Hall	↑ Coughlin Hall
	↑ Murray Hall
	↑ Mazzuchelli Hall

Room preferences will be prioritized but are not guaranteed.

Murray Hall - Suite Double: \$7,400	↑ Coughlin Hall - Double: \$6,065
Power - Double: \$6,065	↑ Murray Hall - Double Cluster: \$7,125
Power Hall - Single: \$6,065	↑ Mazzuchelli - Single: \$6,065

#### Roommate Request- Optional

If you choose, after you have completed your application you can form a roommate group if there is someone you wish to share a room with. They must also have completed and application in order to be invited to your roommate group.

8. Complete all **questions on the application form**. Mandatory questions on the application are marked with a red asterisk mark (\*). After completing your application form, click **“Save”** to your data, or click **“Save and continue”** to continue with your housing application process.
9. On the Confirm Application page, carefully review your application details and check off the three terms listed indicating that you understand and agree with all statements.
10. Please ensure to select a method of payment for your residence deposit and click the **“submit application”** button to proceed.

# Thank you!

Your application has successfully been completed. Please keep your receipt id for your reference. A copy of this receipt was sent to [REDACTED]@my.dom.edu.

Receipt #4

Submission Date\*: Mar 21, 2023

\* may change upon updating application details

## Your next steps:

[Click here to pay your deposit](#)

## Your application overview:

- You are applying for Academic Year 2023-2024 residence
- Your first choice for housing is Coughlin Hall

To complete your application, read the enclosed contract below and ensure that your residence deposit is received no later than Apr 12, 2023 . 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 online payment and it will be received by Apr 12, 2023

[Questions about your application?](#)

**11.** You will notice that your housing application status is updated to complete under the Housing Overview tab. You may click the “**withdraw application**” link if you change your mind.