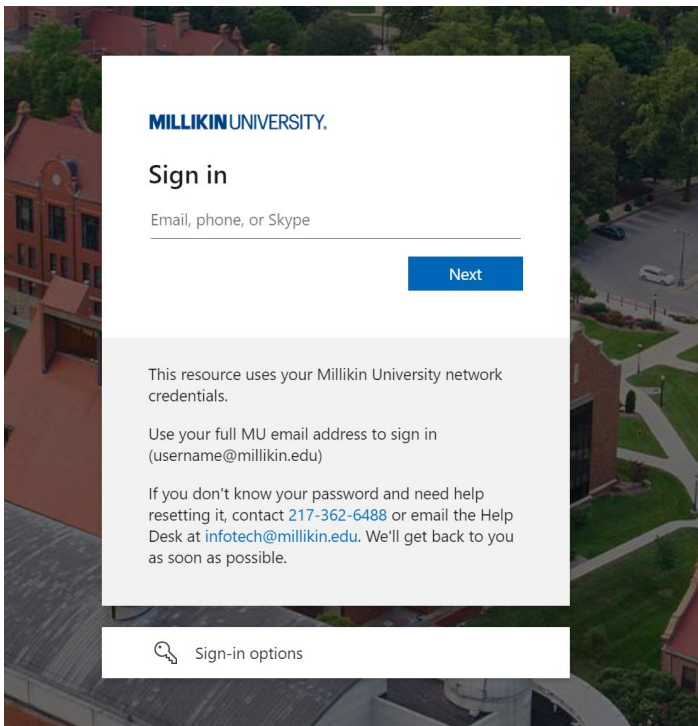


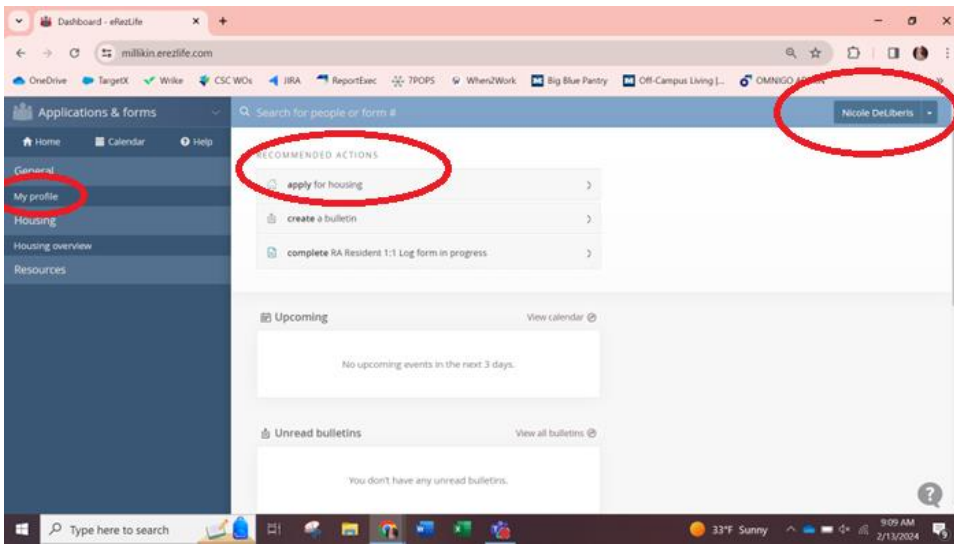
Submitting your Housing Application Through eRezLife

We are so excited for you to join our residential community! This document provides step-by-step instructions for how to submit a housing application through our housing software, eRezLife. If you have any specific questions on the system, your application, or housing in general, please do not hesitate to contact us at 217-424-6395, or email ndeliberis@millikin.edu.

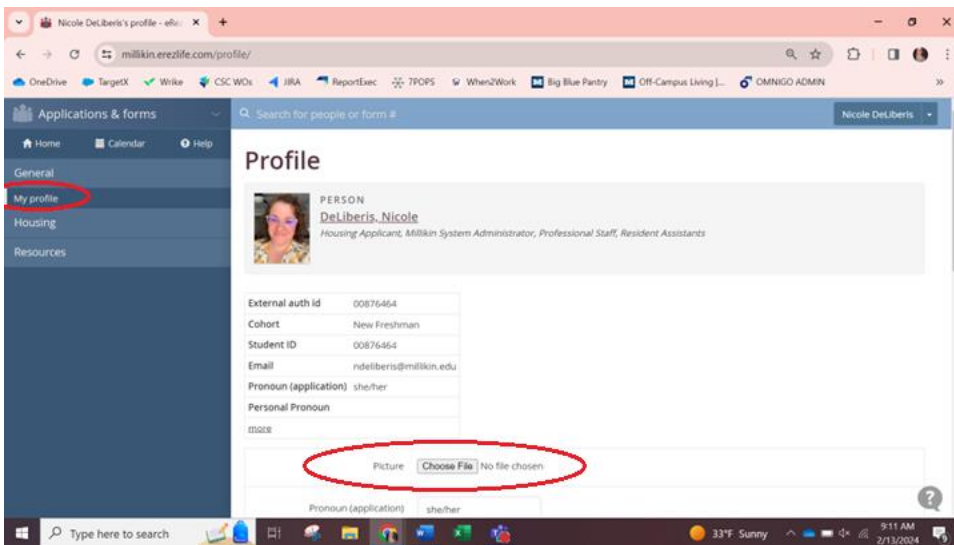
1. **Visit <http://millikin.erezlife.com> or click through your MyVIP page to apply for housing.** Your username and password are the same as your log-in for all other Millikin University software systems (like MyMillikin, Moodle, etc.). For most students, their username is their first initial and last name (i.e. "ndeliberis"). If you're having trouble logging in or need your password reset, you can call the Millikin University IT Help Desk at 217-362-6488.



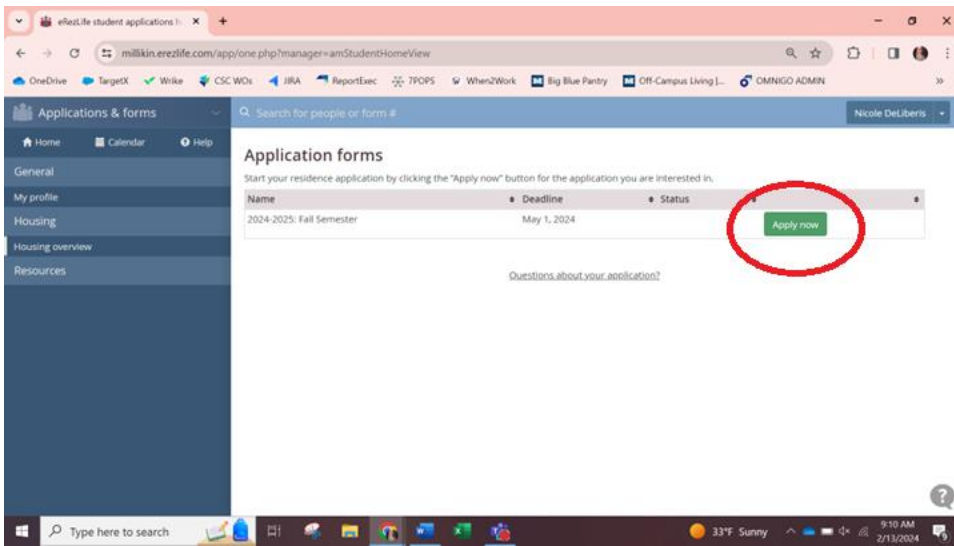
2. **View your home screen.** Once you successfully log in, you will see a home screen. Most of what you need in eRezLife will be in the menu on the left-hand side of the screen.



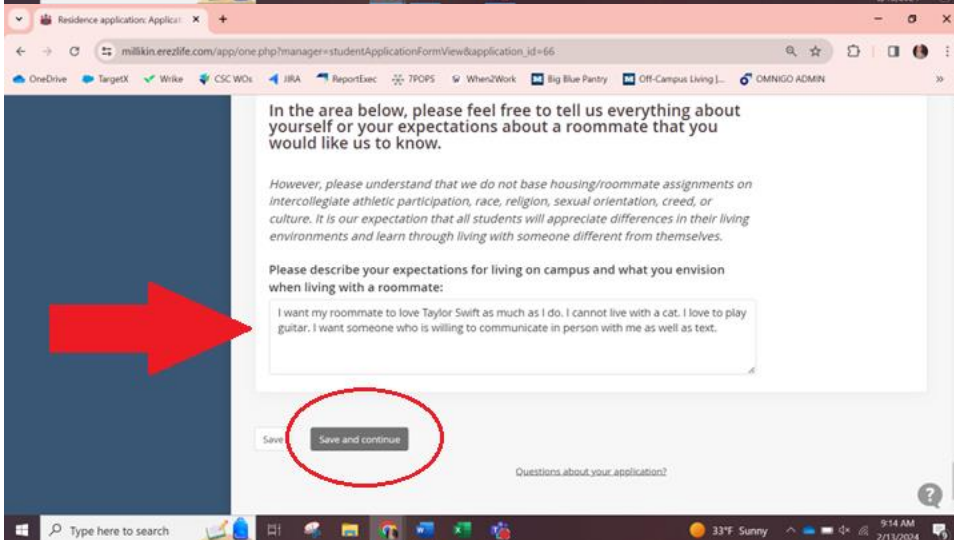
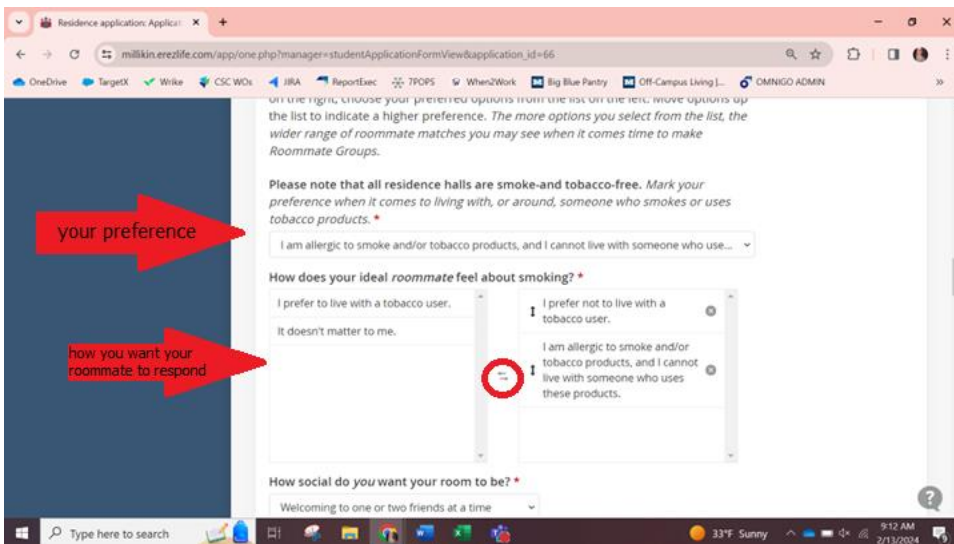
3. **Complete your profile.** On the left-hand menu, click "My profile" and complete the required information fields. Required fields are designated with an asterisk (*). The system will not allow you to submit a housing application until you complete your profile.



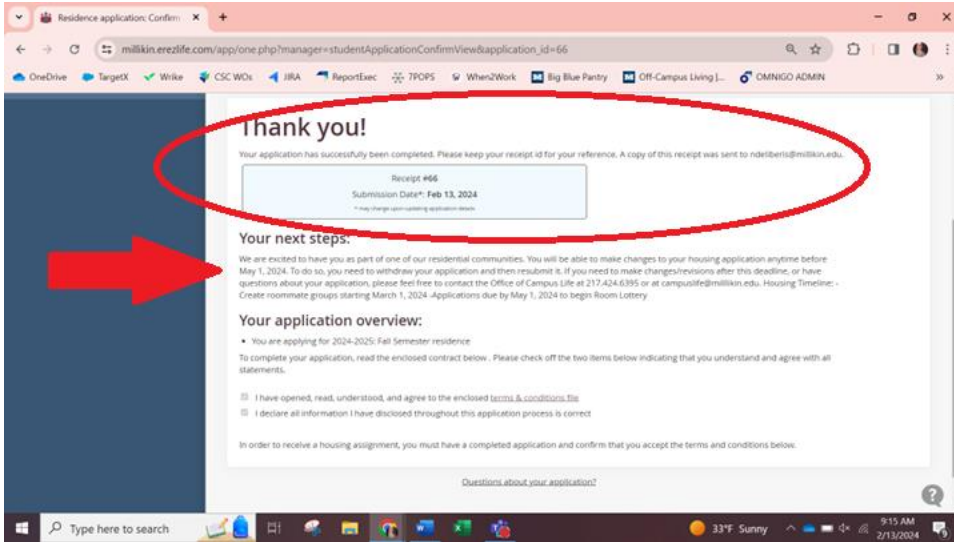
4. **Begin a housing application.** After your profile is complete, you can begin a housing application by clicking on "Housing overview" on the left-hand menu (which is under the "Housing" section heading). You will click the green "Apply now" button next to the application for new incoming first-year students for this academic year.



5. **Complete your housing application.** Go through the page that appears on your housing application and begin filling in the information. Required fields are designated with an asterisk (*). You will notice some fields will already be populated from the profile you completed. Fill out the other required fields, then click the "Save and continue" button at the bottom of the application.



6. **Complete confirmation page.** After filling out the required information on your housing application, you will be taken to a confirmation page. There are two checkboxes with statements you will need to check before you can click the "Submit application" button. The first checkbox indicates that you have opened, read, understood, and agree to our terms and conditions; the second indicates all the information you entered is correct. You may click the link to view that document, which displays all of the rules and policies for living on campus. After you are finished viewing the document, you can click the "back" button on your web browser to take you back to the confirmation page.



7. **Get ready for room & roommate selection.** After completing your housing application, you are ready to be placed in a room! The specifics of how this works depend on your situation. You will have the option to select your own room and find a roommate using the eRezLife software system. Instructions on how to find a roommate and pick a room can be found in the help document titled "**Room and Roommate Selection Instructions**" on the housing website.

Remember, if you have any specific questions, please do not hesitate to contact us. We are happy to help you in any way we can! Millikin University Office of Campus Life 217-424-6395 or email: ndeliberis@millikin.edu.