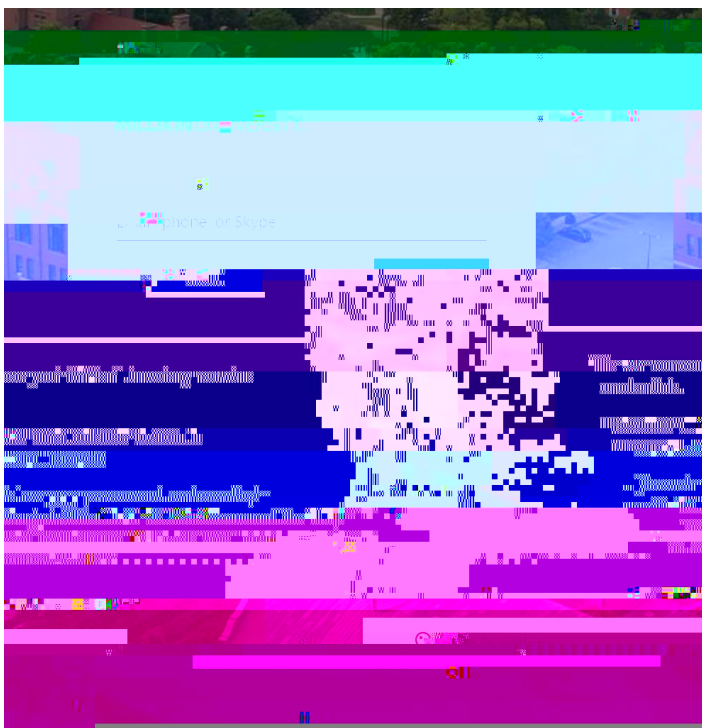# Submitting your Housing Application Through eRezLife

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.

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