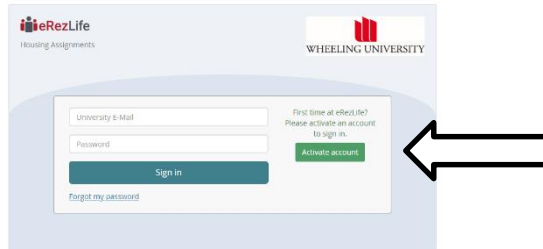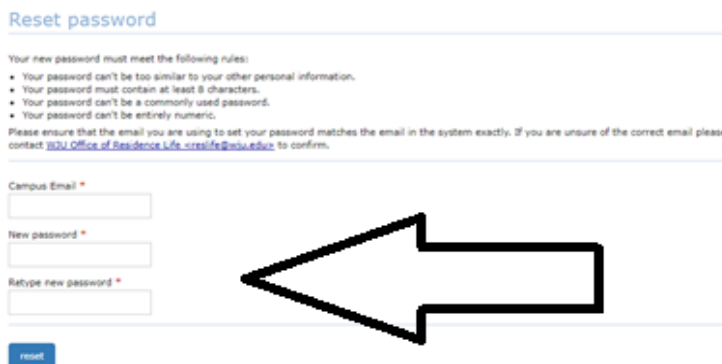# COMPLETING YOUR WHEELING UNIVERSITY HOUSING APPLICATION
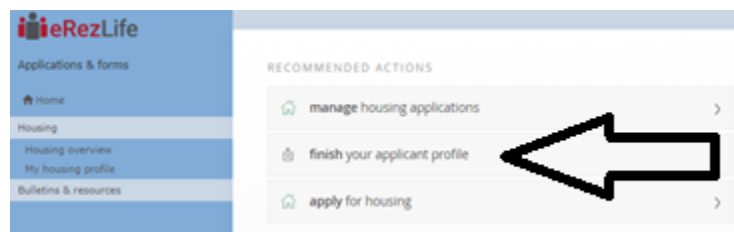
1. Go to wju.erezlife.com
2. Type in University E-Mail Address
3. Click "Activate Account"
4. Type in your Wheeling University email and your student ID (include the leading "0" – example "0123456"
5. Click "Activate Account"

6. An automatically generated e-mail will be sent to your University e-mail account
7. Open automatically generated e-mail and click the provided link
8. Follow the instructions to generate and confirm your account password
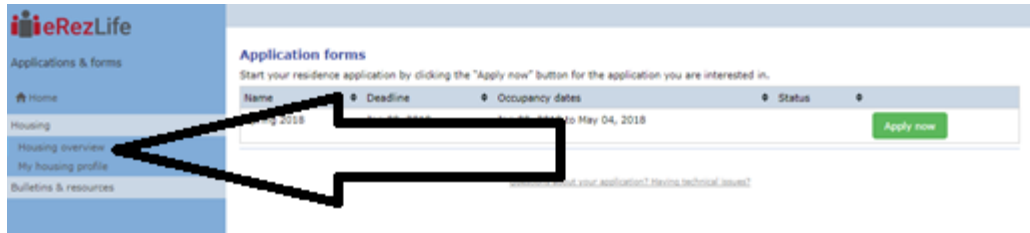9. Click "Reset" You will then automatically be signed into your User Account

10. Click "Finish Applicant Profile" and then complete the required fields (e.g. Insurance Provider, Emergency Contact Information, and any Medications/Allergies).
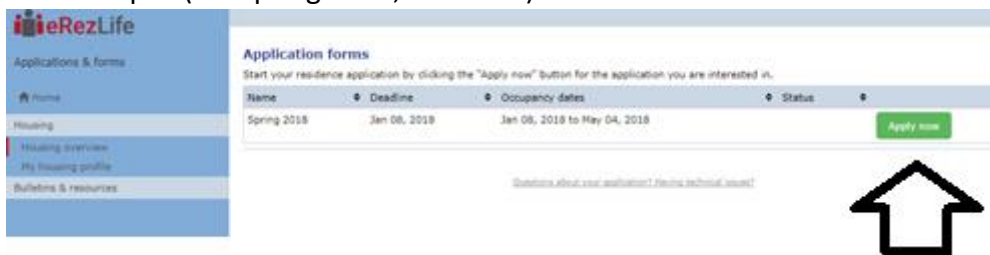
11. Click "Save"

12. Click "Housing Overview" along the left side

13. Click "Apply Now" Be sure you're applying for the semester in which you will begin living on campus (i.e. Spring 2020, Fall 2020)
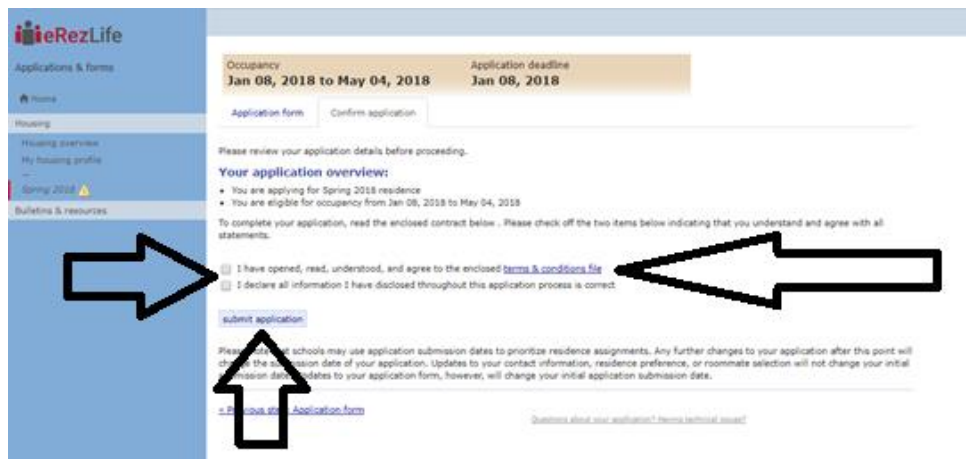

14. Complete the Required Fields on the Application Form. After completing, click "Continue to Confirm application" in the bottom right hand corner.

15. Click on "terms & conditions file" to review the Housing Contract.

16. Check the two (boxes) confirming you have read the Housing Contract and that you are providing accurate information.

17. Click "Submit Application"

18. You have now completed the application! The Office of Residence Life will communicate additional information to you through your University e-mail account or by phone as needed.