## **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

Reset password
Your new password must meet the following rules:
Your password can't be too similar to your other personal information.     Your password must contain at least 8 characters.     Your password can't be a commonly used password.     Your password can't be entirely numeric.
Please ensure that the email you are using to set your password matches the email in the system exactly. If you are unsure of the correct email please contact <u>WUU Office of Residence Life cresife@wiu.edup</u> to confirm.
Campus Email *
New password *
Retype new password *

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

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Applications & forms	RECOMMENDED ACTIONS	
A Home	manage housing applications	>
Housing		_
Housing overview My housing profile	finish your applicant profile	
Bulletins & resources	apply for housing	>
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## 11. Click "Save"

## 12. Click "Housing Overview" along the left side

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Applications & forms	Application forms Start your residence application by clicking the "Apply now" button for the application you are interested	in.	
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Housing	2 4 2018 1 - 40 2018 1 - 40 2018		Apply now
Housing overview			
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Bulletins & resources	semiconal and, your approach of the result and a		

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)

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Applications & forms	Application t Start your resider	forms ne application by dicking	the "Apply now" button for the application you ar	e interested in.	
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Housing	Spring 2018	Jan 08, 2018	Jan 08, 2018 to May 04, 2018		Apply new
Housing previous					
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Bulletins & resources			Database about your analysis of the register	ford must?	
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- 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 "<u>terms & conditions file</u>" 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"

Interrezulte	Occupancy Application deadline Jan 08, 2018 to May 04, 2018 Jan 08, 2018
n name	Application form Confirm application
ang ang ganua i haang polisi ang 2018 Andra & resources	Hease review your application details before proceeding. Your application overview:  I tak are applying for Spring 2018 residence  To are steplish for accurate from 2w 08, 2018 to May 04, 2018 To are steplisher your application, need the enclosed contract below . Rease check off the two items below indicating that you understand and agree with all advantements.  I have opened, read, understood, and agree to the enclosed <u>Remma &amp; conditions for</u> I decline all information 2 have disadosed throughout this application process is correct.  I denote the processor
	Presenting and schools may use application submission dates to prioritize residence assignments. Any further changes to your application after this point will change the schools may use application updates to your contact information, residence preference, or non-main election will not change your initial definition after the schools may used application from, however, will change your initial application schools may use application for the school of the sch

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.