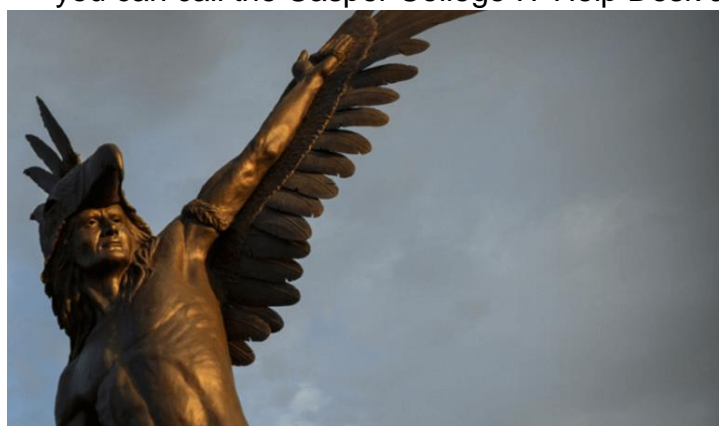# Casper College | Student Life

Submitting your housing application through eRezLife

We are so excited that you are considering living on campus and joining our amazing 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 307-268-2394, or email mschafer@caspercollege.edu.

1. **Visit http://caspercollege.erezlife.com**. You will be taken to a log-in screen that looks similar to the image below. Your username and password are the same as your log-in for all other Casper College software systems (like MyCCInfo, Moodle, etc.). For most students, their username is "firstname.lastname" (ex. "corey.peacock"). If you're having trouble logging in or need your password reset, you can call the Casper College IT Help Desk at 307-268-3648.
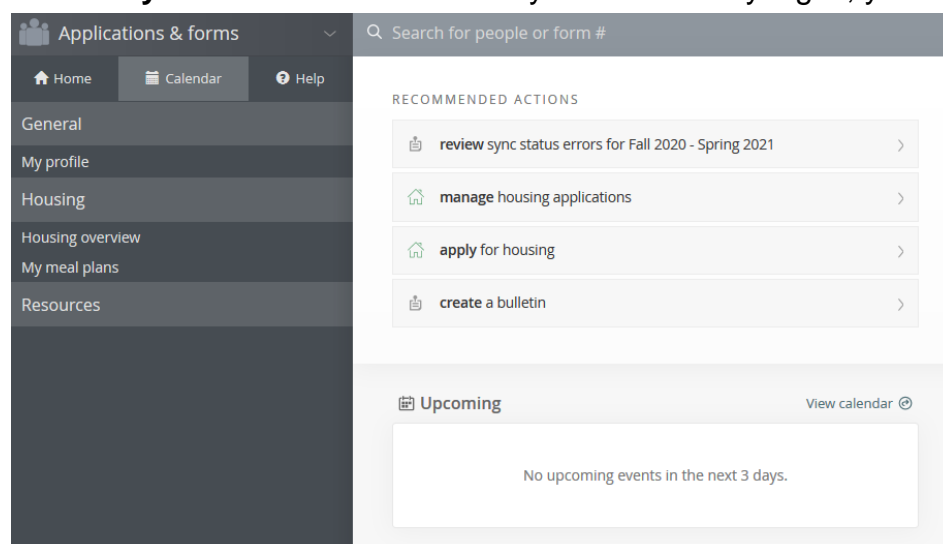

Casper College

Sign in with your Active Directory account

Username

Password

Sign in

2. **View your home screen.** Once you successfully log in, you will see a home screen that looks similar to the image left. 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 that matches your situation. At present, there is only one application available "Fall 2022 – Spring 2023," which is the application for students wishing to live in the Residence Hall Complex or Wheeler Terrace Apartments for the 2022-2023 academic year. In the future, you will also see applications for our apartment communities, summer housing, etc.

Application forms

Start your residence application by clicking the "Apply now" button for the application you are interested in.

Name	Deadline ⇕	Status ⇕	⇕
Fall 2021 - Spring 2022 (Residence Hall Students 21-22 (June 30th is early deadline; application remains open through Dec. 31))	Jun 30, 2021		Apply now

Questions about your application?

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 (like your personality attributes) will already be populated from the profile you completed. Fill out the other required fields, then click the "Save progress…" 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 (displayed in the image below). 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. 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.

Casper College | Student Life

Application form	Confirm application

Please review your application details before proceeding.

Your application overview:

- You are applying for Fall 2021 - Spring 2022 residence

To complete your application, read the enclosed contract below . Please check off the two 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

[Submit application]

7. **Pay your deposit.** After submitting your housing application, you will need to pay your $200 damage deposit if you have not already done so. If you are a returning resident, your deposit will be held on file; you do not need to pay a second deposit. A deposit must be received before we are able to assign you a room. For information on how to submit a deposit online, visit the help document titled "Submitting Damage Deposit Online Instructions" on the housing website. You may also pay your deposit by mailing a $200 check to Casper College Student Life, 125 College Drive, Casper WY 82601; or, by visiting the Accounting & Financial Management Office on the 3rd floor of the Gateway Center.

8. **Get ready for room selection.** After your housing application and damage deposit are both complete, you are ready to be placed in a room! The specifics of how this works depends on your situation. If you are an athlete, it is likely that your coach will place you in a room. If you are a non-athlete student in a double-occupancy room, you will have the option to pick 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!

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307-268-2394
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