



How to apply through eRezLife

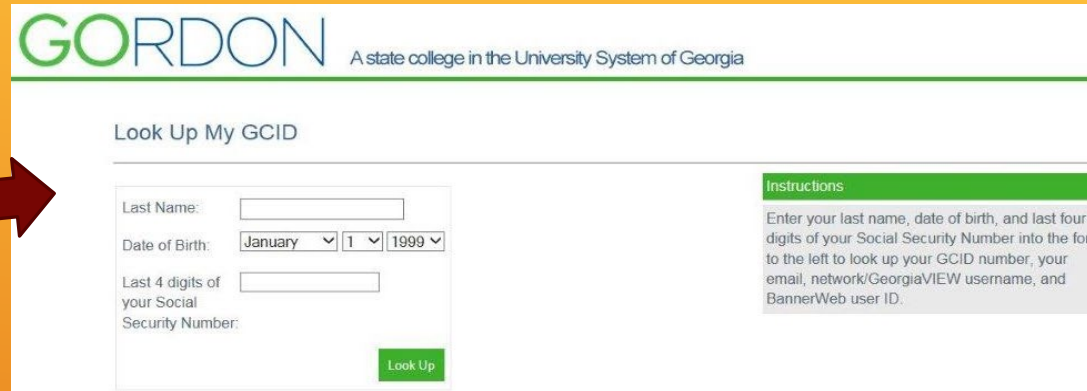
Office of Student Housing and Residence Life

# Before you log-in eRezLife

Step 1: Obtain Network and Password

**A:** If you don't know your Gordon State Network ID, look it up under **My Gordon** then **Lookup My Network Username/GSCID#**

**B:** Reset your Network Password under **My Gordon** then **Network Password Reset**. Enter your Network username (email information before the @ symbol) and complete the questions to reset the password.



The screenshot shows the 'Look Up My GCID' form on the Gordon State website. The form includes fields for 'Last Name', 'Date of Birth' (with dropdown menus for month and year), and 'Last 4 digits of your Social Security Number'. A green 'Look Up' button is at the bottom right. To the right of the form is an 'Instructions' box with a green header, containing text about entering personal information to look up a GCID number, email, network/GeorgiaVIEW username, and BannerWeb user ID.

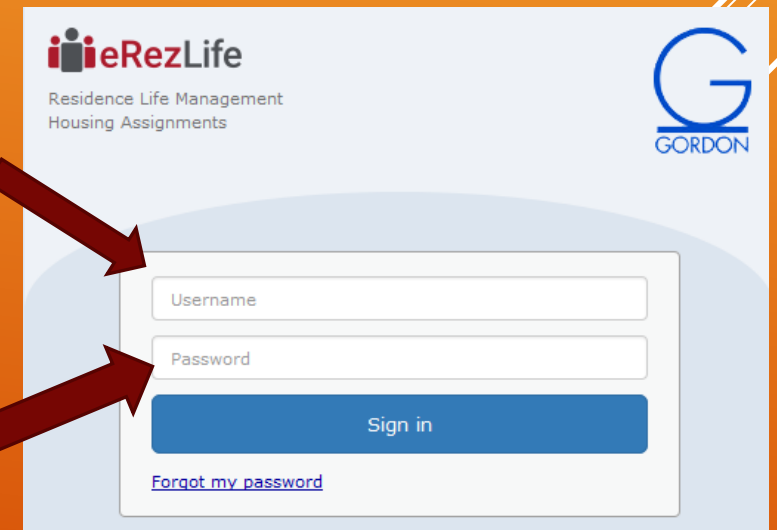
**C:** Log-in using your Network Username and Network Password.



The screenshot shows the 'NETWORK PASSWORD RESET' form with a 'User Name' field and a 'Submit' button. Below the form is an image of the back of a GCID card. A red box on the card highlights the ID number 'jg076200', which is also highlighted by a red arrow pointing to the 'User Name' field in the form above. The card also displays the date '10/29/2007', the text 'Property of Gordon College. In case of emergency, dial 5111 on campus.', and a barcode.

Username Example:  
tc111397

Password Example:  
Chocolate@89



The screenshot shows the eRezLife login page. It features the 'eRezLife' logo and 'Residence Life Management Housing Assignments' text. The login form has 'Username' and 'Password' fields, a blue 'Sign in' button, and a 'Forgot my password' link. The Gordon State logo is in the top right corner.

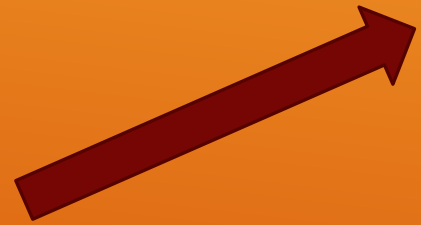
# Completing Application eRezLife

## Step 2: Submitting the Housing Application and Agreement Information

**A:** Please select your student type: New or Returning

**B:** Select the Housing Overview Tab

- Criminal History
- Accommodations
- Profile Questions
- Roommate Preferences
- Student Type: New or Returner
- Summer Term



Applications & forms

- Home
- General
- My profile
- Housing
  - Housing overview**
  - My housing profile questions
  - My meal plans
- Bulletins & resources

RECOMMENDED ACTIONS

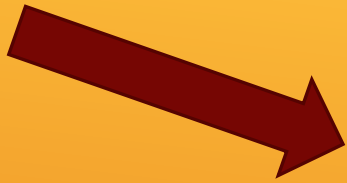
- manage housing applications
- finish your applicant profile
- finish your housing profile questions

Upcoming

No upcoming events in the next 3 days.

**D:** Select My Housing Profile Questions Tab and complete the following items

- Criminal History
- Emergency Contact
- Missing Person Contact
- Meningitis Vaccination
- Medical History
- Protected Health Information Policy



Home

General

My profile

Housing

Housing overview

**My housing profile questions**

my meal plans

Bulletins & resources

## Housing, Gordon State College

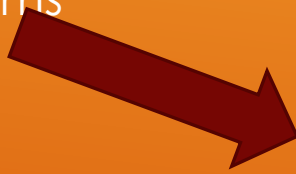
Please begin by filling out the following profile information to the best of your ability. Your profile information will carry over for each separate application you fill out in the future.

[Expand all](#) [Collapse all](#)  
[Show all options](#) [Hide all options](#)

▼ Instructions

**E:** Select the Housing Application Term for which you want to live on campus and complete the following items

- Rank Building Preferences
- Disability Accommodations
- Rank Room Preferences
- Roommate Questions
- Meal Plan (Mandatory)
- Guarantor Information
- Agree to the Guide to Highlander Living and the Student Code of Conduct.



Applications & forms

Home Calendar Help

General

My profile

Housing

Housing overview

My housing profile questions

My meal plans

**Fall 2019 - Spring 2020** ▲

Bulletins & resources

Search for people or form #

## Fall 2019 - Spring 2020 (New Residents)

Occupancy: Aug 15, 2019 to May 30, 2020  
Application deadline: Mar 1, 2019

Residence building preference Application form Confirm application

Choose where you would most like to live from the list on the left. Rank your selections accordingly from most to least preferred.

Available residences	Your preferred residences
Main Campus > Gordon Commons A	Main Campus > Gordon Commons A
Main Campus > Gordon Commons B	Main Campus > Gordon Commons B
Main Campus > Gordon Commons C	Main Campus > Gordon Commons C
Main Campus > Gordon Village	
Main Campus > Melton	

« Withdraw application

Continue to: Application form >>

Save progress...

Questions about your application?

F. On the confirmation application page, you will check the boxes and agree to the following boxes for

- Terms and Conditions
- Declaration of Information
- Payment Preference Type
- When paying online, agree to pay now with TouchNet button.

DO NOT submit the application until you are **READY TO PAY**. Otherwise, you will have to delete your application and start

**Step 3:** Once you click submit application and pay using TouchNet, you will be redirected to the Touchnet payment site. At this point, select your payment method and complete the payment process.

The screenshot shows the 'Confirm application' step of a housing application process. At the top, it displays the occupancy period as 'Aug 05, 2017 to May 12, 2018' and the application deadline as 'Jun 30, 2017'. Below this are three tabs: 'Residence building preference', 'Application form', and 'Confirm application'. A message asks the user to review their application details before proceeding. Under 'Your application overview', there are three bullet points: 'You are applying for Fall 2017 - Spring 2018 Housing Application residence', 'You are eligible for occupancy from Aug 05, 2017 to May 12, 2018', and 'Your first choice for housing is Main Campus > Gordon Commons A'. A paragraph instructs the user to complete their application and ensure their residence deposit is received by Jun 30, 2017. There are three checkboxes: the first is checked and links to 'terms & conditions file'; the second is checked and states 'I declare all information I have disclosed throughout this application process is correct'; the third is a radio button selected for 'I will pay online now using TouchNet (note: you will not be able to do this later)'. The 'online payment' dropdown menu is circled in red. A red box highlights the 'submit application and pay using TouchNet' button. A red arrow points from the text on the left to the 'terms & conditions file' link, and another red arrow points from the text on the right to the 'submit application and pay using TouchNet' button. At the bottom, there is a disclaimer about submission dates and links for 'Previous step: Application form' and 'Questions about your application? Having technical issues?'.

## Please select a payment method and enter an amount

\* Indicates required information

Total Application Fee:

\$ 150.00

\* Payment method:

Select a Payment Method ▼

Continue

Cancel