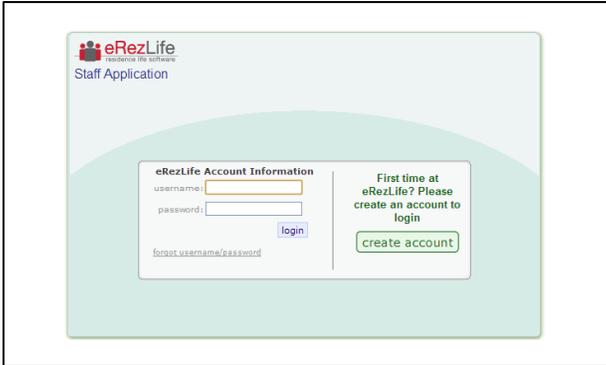


Residence Life & Housing

Student Staff Employment Application Guide

Hello! This is a quick step-by-step guide for using our online application process for either the RA or GHD positions. If you have any questions or run into any problems, please contact Greg Moreau at 336-758-5185 or moreaugw@wfu.edu.



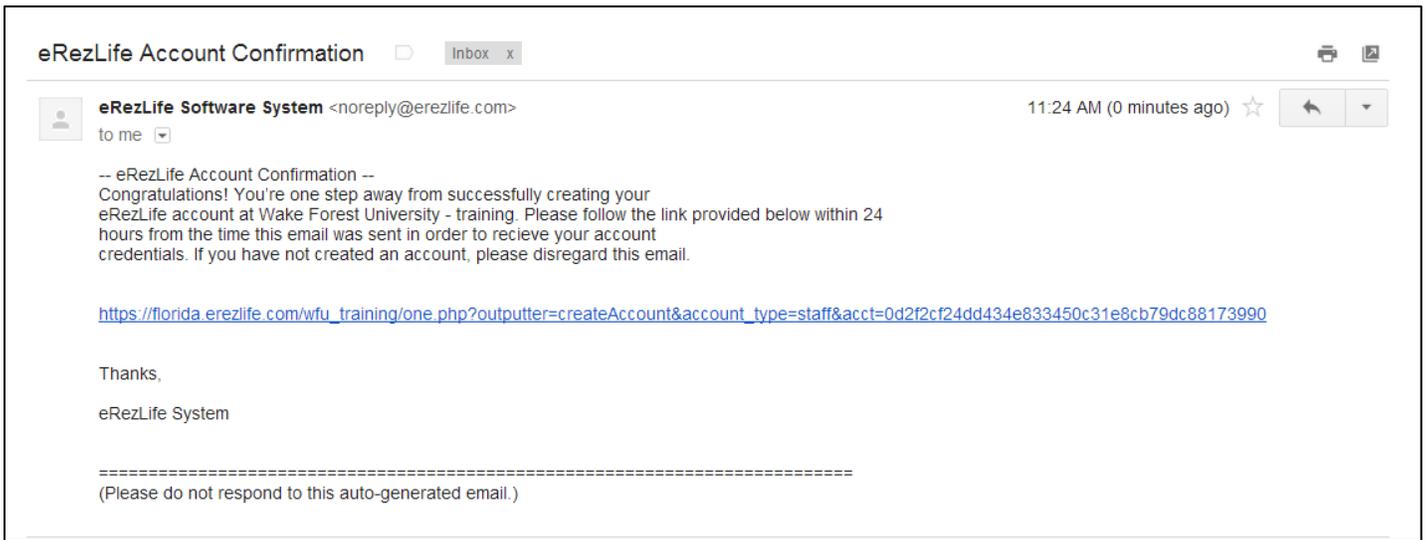
When you click on any of the “Apply Here” links or banners on rlh.wfu.edu, you should be taken to the following screen. Click on the green “create account” button to get started.

A screenshot of the eRezLife 'Create account' form. The form is titled 'Create account' and includes a note: 'In order for you to receive an email with your credentials, please make sure that our email address eRezLife Software System <noreply@erezlife.com> is not being blocked'. The form is divided into 'Personal information' and asks for 'First name*', 'Last name*', 'Gender*' (with radio buttons for 'female' and 'male'), 'Birthdate', a checked box for 'I know my student ID', 'Student ID [?]', and 'Email*'. There are 'cancel' and 'register account' buttons at the bottom. A link for 'General contact information • Having technical issues?' is also present.

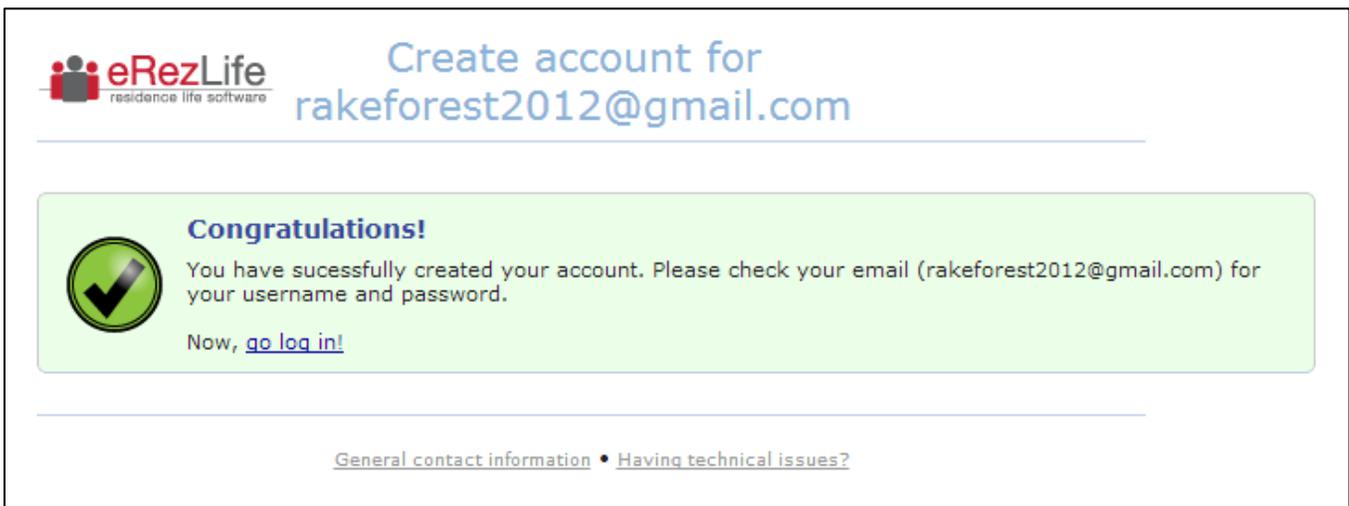
This will be your next screen. Fill out the various fields. **Please remember that your student ID number starts with a zero and enter it in the appropriate field!** Once you have completed all of the fields, click on the “register account” button towards the bottom.



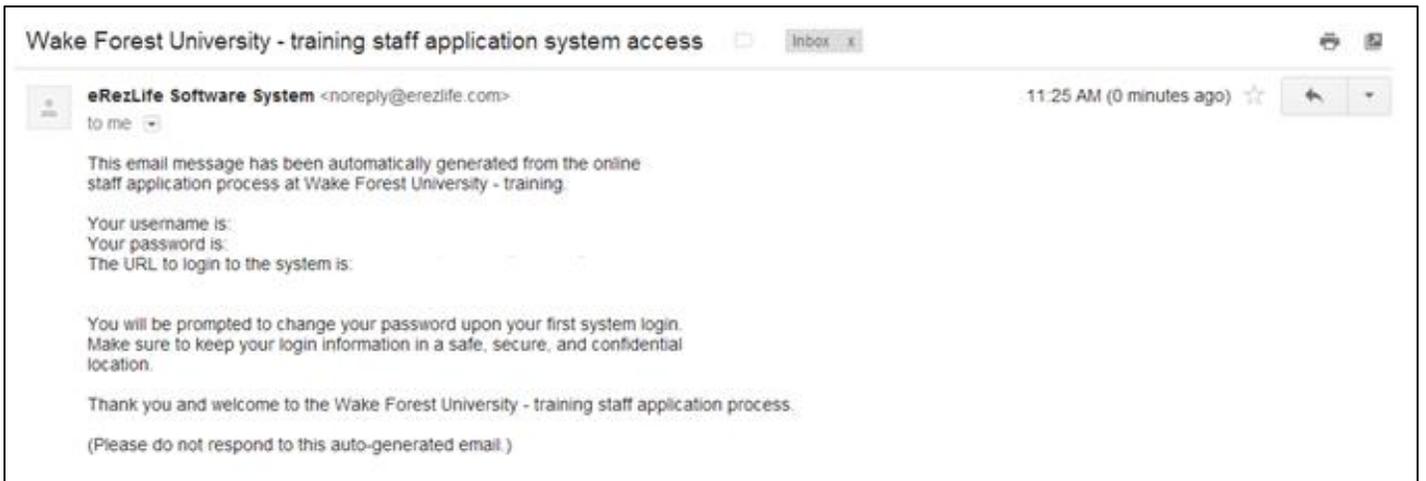
If you filled out the form correctly you should see this graphic appear at the bottom of the screen. The next step is to go into the email you used to create an account.



If you have registered an account successfully, you should have received the following email from **eRezLife Software System**. Click on the link included in the email.



You should be taken to the following screen which is verifying that your account has been created and that your email account has been sent your username and password. Please go back into your email and look for the new message from **eRezLife Software System**.



This is an example of what your second email from **eRezLife Software System** should look like. The actual username and password has been edited out of this picture, but they will be contained in the message. Next, you should click on link next to “The URL to login to the system is:”. Again the picture has been edited; your email will contain an actual link.

Welcome
 Your initial password needs to be updated. Please create a new password in order to login to the online system. Thank you.

Change password

Old password *
 New password *
 Retype new password *

Your password must be at least 6 characters. It is best to use a mix of letters and digits and avoid easily guessed passwords such as your login name, the names of family members, birth dates, or words like "password".
 Microsoft® has a [guide to creating good passwords](#).

When you initially click on the link, you will be taken to the following screen and prompted to change your password. Press the update button when you have entered all the fields.

Wake Forest University - training Staff Application

Home My profile Job postings

My profile

Personal information

First name*
 Last name*
 WFU Student ID*
 Gender* female male
 Phone*
 Permanent address*
 City*
 Zip*
 Country*
 State*

Account information

Username
 Email*

After you update your password, you will be taken to your profile screen. Please fill out all of the fields on this page. Please remember to click on the “save” button at the bottom of the screen when you are done. The page should refresh and you should see a “Changes were saved successfully” across the top of your screen.

Wake Forest University - training
Staff Application

Home My profile Job postings

Job postings (2)

[Graduate Hall Director 2013-2014](#)

The Graduate Hall Director (GHD) is responsible for the general supervision and management of a residence hall community with 200-350 undergraduate students. The GHD assistantship is a 10-month, live-in position. [\[more\]](#)

Application deadline	New Graduate Hall Director Mar 2 2013	Returning Graduate Hall Director Feb 5 2013
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[Resident Adviser 2013-2014](#)

The Resident Adviser (RA) is a full-time undergraduate student selected to serve as an integral member of the Residence Life and Housing Program. He/she reports to and is directly accountable to a Graduate Hall Director. The Resident Adviser lives with a group of 15 residents and works with them ... [\[more\]](#)

Application deadline	New Resident Adviser Feb 7 2013	Returning Resident Adviser Feb 7 2013
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Once you have finished with your profile page, you should click on the “Job postings” tab, which is towards the top of your screen. When you do so, you will see this screen. Click on the name of the position you want to apply for.

Wake Forest University - training
Staff Application

Home My profile Job postings Resident Adviser 2013-2014

[Resident Adviser 2013-2014](#) **Apply now**

Job dates: Aug 13, 2013 to May 20, 2014

The Resident Adviser (RA) is a full-time undergraduate student selected to serve as an integral member of the Residence Life and Housing Program. He/she reports to and is directly accountable to a Graduate Hall Director. The Resident Adviser lives with a group of 15-65 residents and works with them in areas of advising, community development, policy enforcement, administration and general operation of the residential community.

Application deadline

New Resident Adviser Feb 7 2013	Returning Resident Adviser Feb 7 2013
--	--

Location openings (120)

- 11 Babcock Hall
- 8 Bostwick Hall
- 10 Collins Hall
- 7 Davis Hall
- 7 Henrik Lundqvist Hall
- 8 Johnson Hall
- 7 Kitchen Hall
- 10 Luter Hall
- 9 Martin/Polo/Road Houses
- 7 Mike Richter Hall
- 6 North Campus Apts./Student Apts.
- 5 Palmer/Piccolo Halls
- 8 Poteat/Huffman Halls
- 7 South Residence Hall
- 1 Spring 14
- 9 Taylor/Efrid Halls

Questions? Contact:
[Greg Moreau <moreaugw@wfu.edu>](mailto:Greg.Moreau@wfu.edu) **Apply now**

This screen will contain different information depending on the position you wish to apply for, but the important item to note is the green “Apply now” button: click on it.

Wake Forest University - training
Staff Application

Home My profile Job postings Resident Adviser 2013-2014

Select applicant group

Please choose the applicant group that best describes you for the job **Resident Adviser 2013-2014**.

<input checked="" type="radio"/>	<p>New Resident Adviser</p> <p>This application is for students who have never been employed as a Resident Adviser by Residence Life & Housing at Wake Forest University.</p> <p>Resident Advisers who are currently employed by another university should use this application.</p> <p>Former Wake Forest Resident Advisers, who are not currently employed by Residence Life & Housing, should use the Returning Resident Adviser Application.</p>	<p>Application deadline Feb 7 2013</p>
<input type="radio"/>	<p>Returning Resident Adviser</p> <p>This application is only for current Resident Advisers employed by Residence Life & Housing at Wake Forest University.</p> <p>Resident Advisers who are currently employed by another university should use the New Resident Adviser Application.</p> <p>However, former Wake Forest Resident Advisers, who are not currently employed by Residence Life & Housing, should use the Returning Resident Adviser Application.</p>	<p>Application deadline Feb 7 2013</p>

Apply now

Again, this screen will contain different information depending on the position you want to apply for, but both our GHD and RA application are broken into two types: New and Returning. There will be a large, gray circle to the left of each application description. Click on the application type that is right for you and the circle will become green with a check mark in it (as seen in the picture).

Wake Forest University - training
Staff Application

Home My profile Job postings Resident Adviser 2013-2014

overview applicant group **questions** supporting docs submit

 incomplete

Educational Summary

GPA Last Semester *

Cumulative Undergraduate GPA *

Academic Major * - select one -

Major 2 - select one -

Academic Minor - select one -

Anticipated Graduation Month * December May

Anticipated Graduation Year * - select one -

Now you are in the application itself. Please fill out all of the fields and then click on the “save” button at the bottom of the screen. Again, the page will refresh and you will see a message that says “Changes were saved successfully”. You are, however, not finished with the application process.

Home My profile Job postings Resident Adviser 2013-2014

overview applicant group **questions** supporting docs submit

You might have noticed that the large, gray “Incomplete” circle remains. This is because there are other sections to the application that need to be completed. In this example, the first section was “questions”, but we still have “supporting docs” and “submit” sections to complete. Just click on the name of the next section to switch screens.

Wake Forest University - training
Staff Application

Home My profile Job postings Resident Adviser 2013-2014

 Changes were saved successfully

overview applicant group questions **supporting docs** submit

Supporting documentation

References

This job application requires 1 reference. Please provide a name, an email address, and a phone number for each reference. The deadline is Feb 14, 2013.
Please enter the name and email address, in the appropriate fields, of the Wake Forest faculty or staff member who will serve as your reference.
Please be sure to contact your reference ahead of time to ask them to serve as a reference and to inform them by email asking them to complete and upload a reference letter for you.

reference 1

name

email address

phone

 no reference

<< questions

save cancel

The “supporting docs” section will vary depending on the position you are applying for. Sometimes we will ask you to supply a reference and other times we will ask you to upload a résumé. Fill out the fields, upload the appropriate documents, and remember to click on the “save” button.

Wake Forest University - training
Staff Application

Home My profile Job postings Resident Adviser 2013-2014

Changes were saved successfully

overview applicant group questions supporting docs **submit**

incomplete

Submit application

To submit your application, ensure that all items below have been completed. Once your application is submitted, it will be ready for processing. Note that the application submission deadline is **Feb 07, 2013** and you may update your application up until this date.

- I have filled out [my profile](#) and demographics information
- All applicable job application questions have been answered
- I have provided 1 references

By checking off this item, I declare that I understand and agree to the following:

All information provided and contained within this application is truthful and accurate to the best of my knowledge under the Wake Forest University Honor Code

I authorize the Office of Residence Life & Housing to contact my references

I realize that all of the information furnished by me may be verified by the Office of Residence Life and Housing

I acknowledge that the Office of Residence Life & Housing has the right to view my educational record

I authorize the Office of Residence Life and Housing to solicit any pertinent information regarding my potential employment as a Residence Life and Housing staff member

I understand that this application does not guarantee employment for the 2013-2014 academic year

I acknowledge that all hiring decisions are at the sole discretion of the Office of Residence Life & Housing

[<< supporting docs](#)

submit

This is the final screen before your application will be formally submitted. Notice that towards the top, you will see a summary of the necessary steps to have a complete application. Green check marks mean that you have completed that step, while yellow triangles mean something is incomplete. In this example, the applicant's profile page was never completed. Next you will have to click on the small check box that is listed before the various agreements. Finally, click on the "submit" button towards the bottom of the screen.

Wake Forest University - training
Staff Application

Home My profile Job postings Resident Adviser 2013-2014

overview applicant group questions supporting docs submit

submitted

Your application was submitted on Dec 21, 2012 10:41 am
Application deadline is Feb 07, 2013
[withdraw application](#)

You will then be taken to the "overview" section of your application. You should see a green circle with a check mark in it that says "submitted". This confirms that we received your application. You should also receive an email confirmation. You will be contacted via email if you move on to the next step of the process.

Again, if you have any further questions you can contact Greg Moreau, Assistant Director of Residence Education, at 336-758-5185 or moreaugw@wfu.edu.