

COMPLETING YOUR WHEELING JESUIT 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 Jesuit University email and your student ID (include the leading “0” – example “0123456”
5. Click “Activate Account”

iRezLife **WJU**
The Holy Spirit

Activate account

1. You can only activate an account if your school has [added you to the system](#)
2. You will be receiving an email from: eRezLife Software System: <noreply@erezlife.com>
3. Please check your spam folder if the email does not arrive in your inbox
4. Please enter one of the following:

Campus Email

Student ID

Activate account

Questions about your application? Having technical issues?

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 [WJU Office of Residence Life: <reslife@wju.edu>](mailto:reslife@wju.edu) to confirm.

Campus Email *

New password *

Retype new password *

reset

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

iRezLife

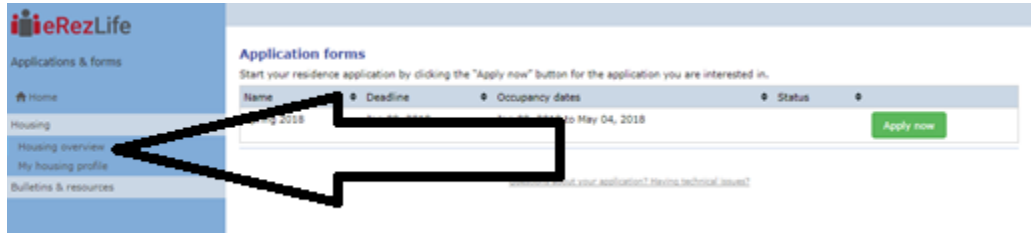
Applications & forms

- Home
- Housing
- Housing overview
- My housing profile
- Bulletins & resources

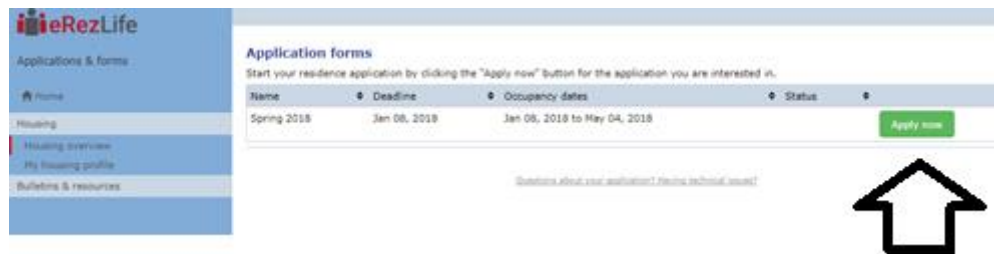
RECOMMENDED ACTIONS

- manage housing applications >
- finish your applicant profile** >
- apply for housing >

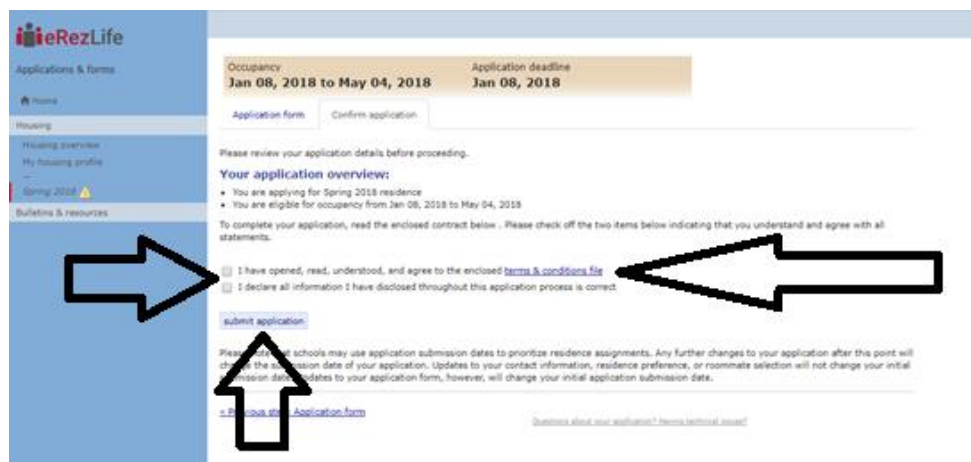
11. Click "Save"
12. Click "Housing Overview" along the left side



13. Click "Apply Now" Be sure you're applying for the semester in which you will begin living on campus (i.e. Spring 2018, Fall 2018)



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.