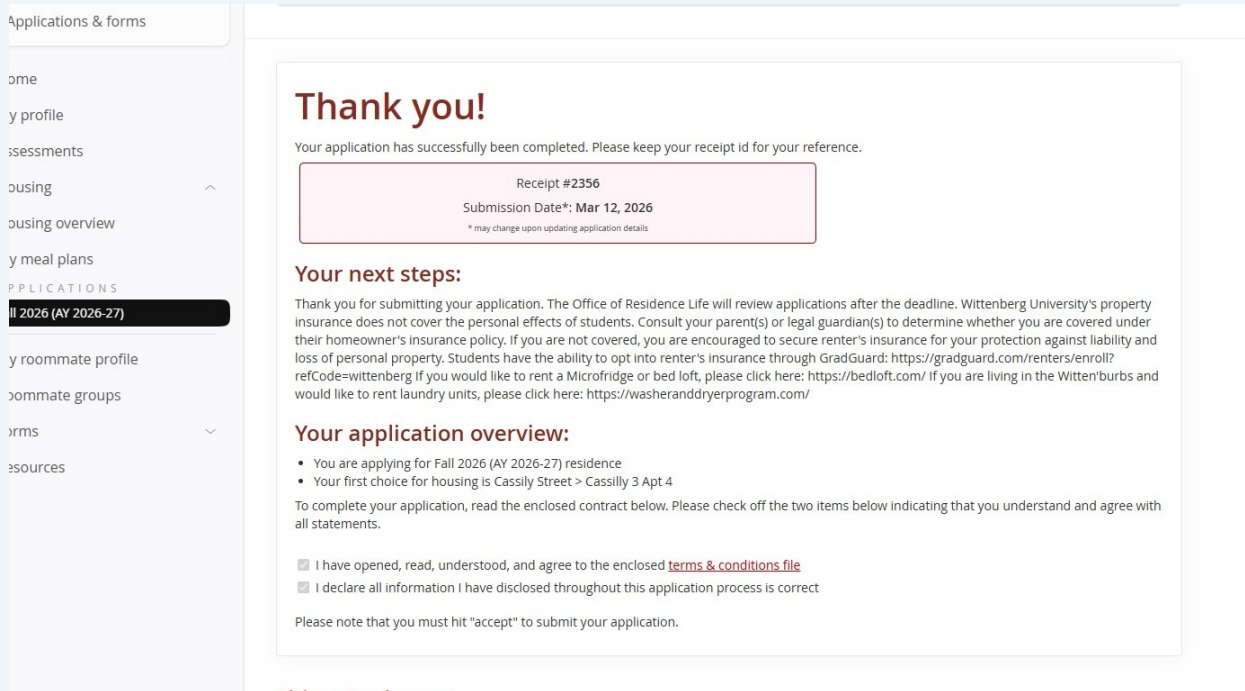


Incoming Students-Creating a Roommate Group

Learn how to create and manage roommate groups on the Wittenberg Training platform. This guide walks you through setting up your profile, searching for contacts, and forming a group for a better housing experience.

1 Navigate to <https://wittenberg.erezlife.com/>



The screenshot shows a web interface with a sidebar on the left and a main content area. The sidebar contains a list of navigation items: 'Applications & forms', 'Home', 'My profile', 'Assessments', 'Housing', 'Housing overview', 'My meal plans', 'APPLICATIONS', 'Fall 2026 (AY 2026-27)', 'My roommate profile', 'Roommate groups', 'Forms', and 'Resources'. The 'Fall 2026 (AY 2026-27)' item is highlighted. The main content area displays a 'Thank you!' message with a receipt ID of 2356 and a submission date of Mar 12, 2026. Below this, there are sections for 'Your next steps' and 'Your application overview'.

Thank you!

Your application has successfully been completed. Please keep your receipt id for your reference.

Receipt #2356
Submission Date*: Mar 12, 2026
* may change upon updating application details

Your next steps:

Thank you for submitting your application. The Office of Residence Life will review applications after the deadline. Wittenberg University's property insurance does not cover the personal effects of students. Consult your parent(s) or legal guardian(s) to determine whether you are covered under their homeowner's insurance policy. If you are not covered, you are encouraged to secure renter's insurance for your protection against liability and loss of personal property. Students have the ability to opt into renter's insurance through GradGuard: <https://gradguard.com/renters/enroll?refCode=wittenberg> If you would like to rent a Microfridge or bed loft, please click here: <https://bedloft.com/> If you are living in the Wittenburbs and would like to rent laundry units, please click here: <https://washeranddryerprogram.com/>

Your application overview:

- You are applying for Fall 2026 (AY 2026-27) residence
- Your first choice for housing is Cassily Street > Cassily 3 Apt 4

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

Please note that you must hit "accept" to submit your application.

2

Click "Find roommates" or the "My roommate profile" on the right side of the screen

The screenshot shows a user interface with a left-hand navigation menu and a main content area. The navigation menu includes: Home, My profile, Assessments, Housing (with a sub-menu for Housing overview, My meal plans, and APPLICATIONS), My roommate profile, Roommate groups, Forms, and Resources. The 'APPLICATIONS' section is expanded to show 'Fall 2026 (AY 2026-27)'. The main content area has a header 'Your next steps:' followed by a paragraph of text. Below that is 'Your application overview:' with two bullet points: 'You are applying for Fall 2026 (AY 2026-27) residence' and 'Your first choice for housing is Cassily Street > Cassilly 3 Apt 4'. There are two checkboxes: 'I have opened, read, understood, and agree to the enclosed terms & conditions file' and 'I declare all information I have disclosed throughout this application process is correct'. Below these is a note: 'Please note that you must hit "accept" to submit your application.' A 'Things to do next' section contains a single item: 'Find roommates', which is circled in orange. At the bottom right of this section is a link: 'Questions about your application?'. The user's name 'Natasha Rominoff' is visible in the bottom left corner.

3


If you do not have a roommate in mind, you can either be randomly paired through our system using your application responses or you can turn on your Roommate Profile! This will allow you to be searchable to connect with other incoming students looking for roommates.

The screenshot shows the 'Roommate profile' form. At the top, there is a red header with 'eRezLife Training site'. The left navigation menu is the same as in the previous screenshot, but 'My roommate profile' is highlighted. The main content area is titled 'Roommate profile' and contains the following text: 'Please fill out the following profile information. This information will be used to help connect you with the possible roommates. Only those students who have completed an application form will be able to view this information.' Below this is a checkbox labeled 'Turn on my profile', which is circled in orange. Underneath is a paragraph: 'This will make your profile viewable by other applicants. If you disable it, applicants will not be able to see you and you will not be able to see them. If you disable it, your contacts will still be able to view your profile.' There is a placeholder for a profile picture with a 'Change photo' button and a 'Choose File' button. Below that is a text input field for 'What name would you like other applicants to see when viewing your public profile? *'. This is followed by another text input field for 'It's time to get creative. Give an elevator pitch about yourself. How would you describe yourself in one sentence?'. Below that is a text input field for 'Other applicants will be able to see this when they see a list of possible roommates.' and finally a text input field for 'Care to elaborate? Tell us more.'.

4 You can add a picture, a name, and a bio!

Turn on my profile

This will make your profile viewable by other applicants. If you disable it, applicants will not be able to see you and you will not be able to see them. If you disable it, your contacts will still be able to view your profile.




Change photo
[Choose File](#) | Scarlett_Joh...ck_Widow.jpg

What name would you like other applicants to see when viewing your public profile? *

It's time to get creative. Give an elevator pitch about yourself. How would you describe yourself in one sentence?

Other applicants will be able to see this when they see a list of possible roommates.

Care to elaborate? Tell us more.



This text will be shown when applicants view your profile.

5 Click any field you want to be searchable, we recommend: first name, last name, & email

eRezLife Training site

This text will be shown when applicants view your profile.

Viewable housing application fields

Let us know what information you'd like to share from your housing application.

Field	All applicants	My contacts	Private
First Name	<input type="radio"/>	<input checked="" type="radio"/>	
Last Name	<input type="radio"/>	<input checked="" type="radio"/>	
Legal Middle Name	<input type="radio"/>	<input checked="" type="radio"/>	
Email	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

How would you like your contacts to communicate with you?

This system does not provide a way for you to communicate with your contacts. We'll leave that to social media and email. To help facilitate communication, let us know your preferred methods. These will only be viewable by your approved contacts.

Phone or text

Email

6 You can add any social media links to connect outside of the portal as well

CREATE Training Site

Forms & forms

How would you like your contacts to communicate with you?
This system does not provide a way for you to communicate with your contacts. We'll leave that to social media and email. To help facilitate communication, let us know your preferred methods. These will only be viewable by your approved contacts.

Phone or text

Email

Facebook

X

Tumblr

Pinterest

Instagram


Other

TikTok

WeChat

YouTube

Snapchat



7 Click "Save"

Home

My profile

Assessments

Housing

Housing overview

My meal plans

APPLICATIONS

Fall 2026 (AY 2026-27)

My roommate profile

Roommate groups

Forms

Resources

X

Tumblr

Pinterest

Instagram

Other

TikTok

WeChat


YouTube

Snapchat

WhatsApp

Save

Natasha Rominoff



8

Click the magnifying glass to search for other people.

The screenshot shows the 'eRezLife Training site' header. On the left is a navigation menu with items like 'ns & forms', 's', 'rview', 'ns', 'IONS', '2026-27)', 'ite profile', 'search', and 'groups'. The main content area is titled 'Fall 2026 (AY 2026-27) (Housing - Returning Students)' and includes a dropdown for 'APPLICATION COMPLETED' and 'NEXT STEPS' with 'Find roommates'. Below this is a 'Contacts' section with a magnifying glass icon circled in orange. The section contains filter options: 'Current contacts' (checked), 'Require approval' (checked), 'My requests' (unchecked), and 'Blocked' (unchecked), with a 'Filter' button. Below the filters, a message states 'No contacts found.'

9

This will bring up a search and you can also filter by certain application questions.

The screenshot shows the 'eRezLife Training site' header. On the left is a navigation menu with items like 'ns & forms', 's', 'rview', 'ns', 'IONS', '2026-27)', 'ite profile', 'search', and 'groups'. The main content area is titled 'Fall 2026 (AY 2026-27) (Housing - Returning Students)' and includes a dropdown for 'APPLICATION COMPLETED' and 'NEXT STEPS' with 'Find roommates'. Below this is a 'Roommate search' section with a magnifying glass icon circled in orange. The section contains a search prompt: 'Here's a chance to look for other applicants you might be interested in rooming with.' and a search input field labeled 'Search public name, cor'. Below the input field are several application questions: 'Application: Roommate Matching - Cleanliness', 'Application: Roommate Matching - Guests', 'Application: Roommate Matching - Room Use', 'Application: Roommate Matching - Sleep', and 'Application: Roommate Matching - Smoking'. At the bottom, there is a 'Gender' label and a 'Search' button.

10 Click the house icon to view roommate groups.

The screenshot shows the 'eRezLife Training site' header. On the left is a navigation menu with items like 'Applications & forms', 'Home', 'My profile', 'Assessments', 'Housing', 'Housing overview', 'My meal plans', 'APPLICATIONS', 'Fall 2026 (AY 2026-27)', 'My roommate profile', 'Roommate search', 'Roommate groups', 'Contacts', 'Forms', and 'Resources'. The main content area is titled 'Roommate groups' and includes a sub-header 'Fall 2026 (AY 2026-27) (Housing - Returning Students)' with a status 'APPLICATION COMPLETED' and a 'NEXT STEPS' section containing 'Find roommates'. Below this is a 'Roommate groups' section with a 'Create new roommate group' button and a table with columns 'My choice', 'Group name', and 'Applicants'. The table shows a green checkmark in the 'My choice' column and 'No group' in the 'Group name' column. In the top right corner of the main content area, there is a toolbar with a plus icon, a search icon, a house icon, and a chat icon. The house icon is circled in orange.

11 If you know someone you want to room with: click "Create new roommate group"

This screenshot is similar to the previous one, showing the 'eRezLife Training site' header and the 'Roommate groups' page. The navigation menu on the left is more detailed, showing 'Roommate groups' as the active page. The main content area is titled 'Roommate groups' and includes a sub-header 'Fall 2026 (AY 2026-27)'. Below this is a 'Create new roommate group' button, which is circled in orange. Below the button is a table with columns 'My choice', 'Group name', and 'Applicants'. The table shows a green checkmark in the 'My choice' column and 'No group' in the 'Group name' column. In the top right corner of the main content area, there is a toolbar with a plus icon, a search icon, a house icon, and a chat icon.

12

To create a Roommate Group, first name the group. Please be sure to keep the name appropriate.

The screenshot shows the 'New roommate group' page on the eRezLife Training site. The page has a red header with the text 'eRezLife Training site'. On the left is a navigation menu with options like 'Home', 'My profile', 'Assessments', 'Housing', 'My meal plans', 'APPLICATIONS', 'My roommate profile', 'Roommate search', 'Roommate groups' (highlighted), 'Contacts', 'Forms', and 'Resources'. The main content area is titled 'New roommate group' and includes a 'View all groups' button. Below this is a form with a 'Group name' field (highlighted with an orange circle), a 'Session' dropdown menu, and a 'Members (maximum allowed: 5)' section. The members list shows 'Rominoff, Natasha (owner)'. Below the list are instructions on how to add roommates and a 'Search' button. At the bottom of the form are 'Save' and 'Cancel' buttons.

13

Type in the Wittenberg email of the desired roommate(s). Residence Hall students may only have one roommate.

The screenshot shows the 'New roommate group' page on the eRezLife Training site. The page has a red header with the text 'eRezLife Training site'. On the left is a navigation menu with options like 'Home', 'My profile', 'Assessments', 'Housing', 'My meal plans', 'APPLICATIONS', 'My roommate profile', 'Roommate search', 'Roommate groups' (highlighted), 'Contacts', 'Forms', and 'Resources'. The main content area is titled 'New roommate group' and includes a 'View all groups' button. Below this is a form with a 'Group name' field (containing 'Avengers'), a 'Session' dropdown menu, and a 'Members (maximum allowed: 5)' section. The members list shows 'Rominoff, Natasha (owner)'. Below the list are instructions on how to add roommates and a 'Search' button. At the bottom of the form are 'Save' and 'Cancel' buttons. The 'Email' field in the search section is highlighted with an orange circle.

14 Click "Save"

Session

Fall 2026 (AY 2026-27)

Members (maximum allowed: 5)

✓ Rominoff, Natasha (owner)

To add roommates to the group:

- you must know their email address exactly as listed in their eRezLife application
- you can only add people who have completed applications for this session

... or go [Search](#)

Email

2. s.rogers@email.com

3. p.potts@email.com

4.

5.

[Save](#) [Cancel](#)

15 Click the button next to the group that you want as "My Choice." This means this is the one you actively want to be using. For this example, Natasha is in the "Just the Girls" group, but Pepper has not clicked it yet (once she does- there will be a green checkmark next to her name). Make sure you communicate with everyone prior June 1 if there is any changes to your roommate group. All roommate groups are final on June 1.

eRezLife Training site

Applications & forms

Home

My profile

Assessments

Housing

Housing overview

My meal plans

APPLICATIONS

Fall 2026 (AY 2026-27)

My roommate profile

Roommate search

Roommate groups

Contacts

Forms

Resources

Roommate groups

If you choose to join a roommate group, we'll attempt to place you with the other members of your group based on the group's preferences before we consider your individual preferences.

Fall 2026 (AY 2026-27)

Create new roommate group

My choice	Group name	Applicants
<input type="radio"/>	Avengers	Potts, Pepper Rogers, Steve Rominoff, Natasha
<input checked="" type="radio"/>	Just The Girls	✓ Rominoff, Natasha (owner) Potts, Pepper Delete
<input type="radio"/>	No group	