

eRezLife

A HOW-TO GUIDE

Search for Information About your **RESIDENTS**

- Under 'People', click on 'Advanced Search'
- Select Residence Area to narrow search
- Select a specific resident
- View information such as: Email, Birthday, Hometown, Medical Conditions, etc.

RUN REPORTS IN EXCEL

- Under 'People', click on 'Advanced Search'
- Select Residence Area to narrow search
- Select all/specific residents
- Click 'export selected students'
- Choose desired fields to export

REMINDERS

- All information obtained on eRez is to be kept confidential and is to be used for work-related purposes only

TIP 1:

- Be mindful of your location when you are accessing eRezLife

TIP 2:

- Use the search tool to find photos of your residents and help you remember names!