

# 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!