

Landmark College

Residence Account

Accessing your online applications and housing information.

Revised Fall 2018







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Introduction




Welcome to Landmark. Over the following pages we will take you through the best way to fill out your Housing Application/Housing Preference Form. By completing the form you will be able to:

-  Make a New Student Housing Request
-  Reserve the same room you are living in for the J-Term/Spring semester.
-  Request a room change to another available space for the semester.
-  Indicate that you will not be returning to Landmark due to graduation or transfer.
-  Request to live off campus.
-  Update and/or provide Contact Information, Emergency Contacts and/or Medical information.

The Housing Application/Housing Preference form is an online form that can be accessed from your Residence Account. The Residence system is used by every student to access applications, Room Condition Reports, Key assignments, Roommate requests and is where you will see your finalized room assignment.

Before you begin

By gathering information on the following topics you have an easier time filling out the application:

-  Every Student can give us two emergency contacts. Emergency contacts are persons who will be contacted in the case of a dire emergency/medical response. You'll be asked provide a Name, Phone Number and email for **each** emergency contact. You will also be asked to identify their **relation** to you.
-  Students are asked to provide any medical information that they would like presented to Rescue and Residential life personnel in the case of emergency. You will be asked about medical conditions, allergies and prescription medications.
-  Students may make specific accommodation requests regarding their living arrangements. Please note these will be reviewed by the VP of Student Affairs, the Dean of Students and the Director of Residential Life. Documentation supporting your request can be faxed, emailed or mailed to Student Affairs, **Attention: Assistant Director of Housing Operations**

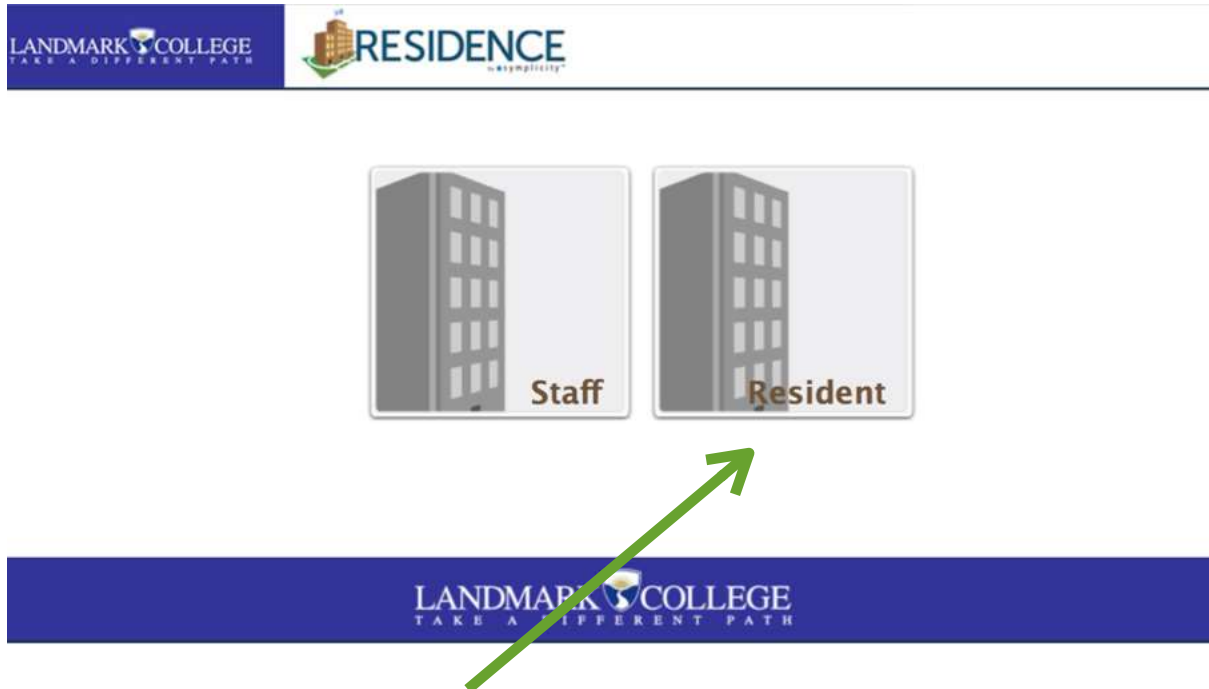
How to log in

First, you will need to access your [Residence Account](#). You can access your [Residence Account](#) from any web browser at the following web address:

<https://landmark-residence.symplcity.com>

For future reference, several helpful links to your Residence Account login page have been placed on both the [Sharknet Residence Life Website](#) and the [Landmark Residential Life Website](#).

Once you click the link you will see the following screen:



Click on the block titled **Resident**.

From there you will be taken to the Login Screen shown below.

You will now need to provide your **Username** and **Password**

To make things easier we have arranged your password in such a way that it is easy to remember. See them described below:

Landmark College
RESIDENCE

Resident Login

Username
nicolepaczeka@landmark.edu

Password

Go Reset

[Change User Type](#)

Announcements

Welcome to the Landmark College Residence Login Site.

Returning Students wishing to view their account need only enter the same username and password that was provided to you in a recent email.

New Students just accepted to Landmark College may access Residence Account login instructions as part of the onboarding portal.

Please remember to include the "@landmark.edu" in your username.

Trouble Logging In

If you are having trouble logging in please try these tips below:

1. Check to make sure you are signing in as a "Resident". If stuff appears over your login boxes please click the change user type link right under the login text boxes.
2. Did you type in your password? Your

Returning Students: your username and password are the same as you use with your Landmark email and/or the Landmark computer network.

New Students: When you make a deposit to attend your first semester at Landmark a Residence account will be created for you and an email will be sent to your email address. Please be aware that it will take 72 hours for your Residence Account to be created after you have submitted your deposit.

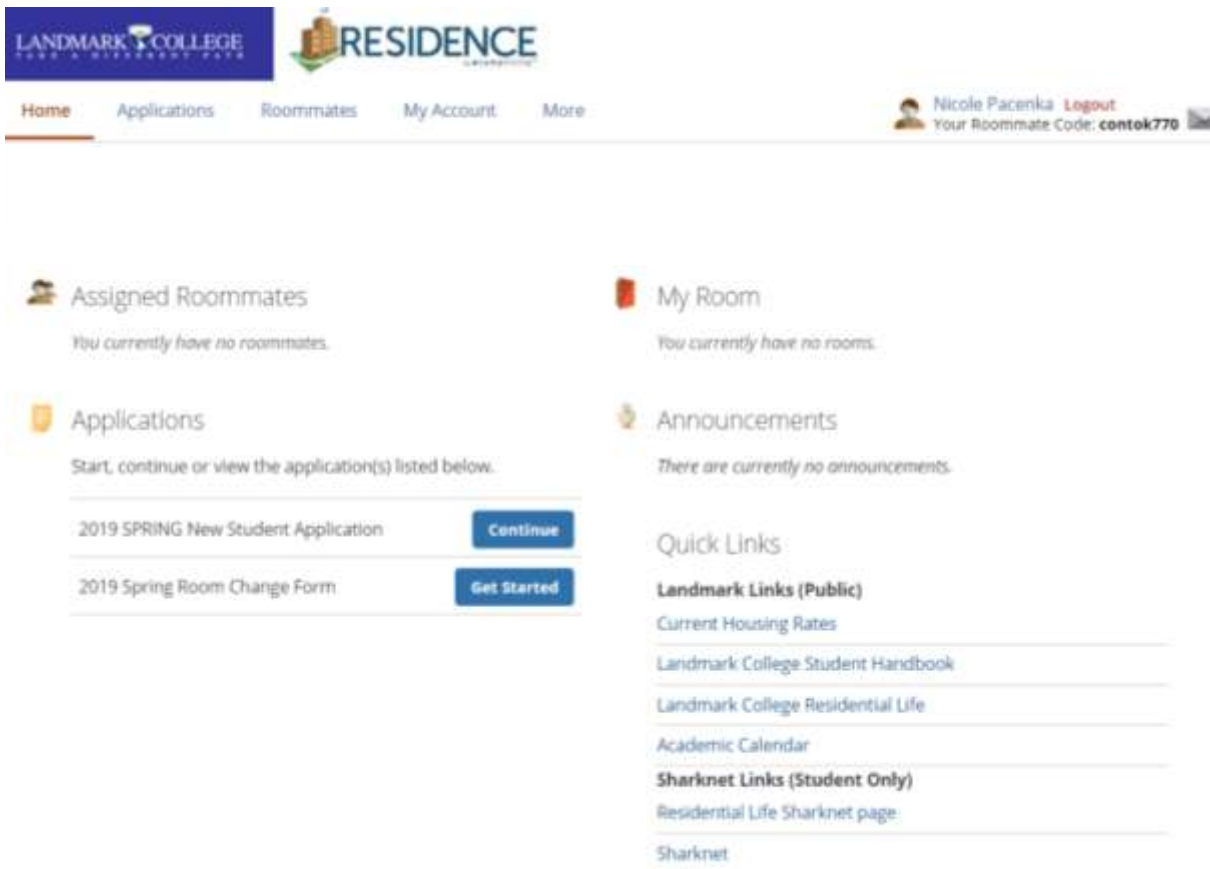
Email and Password

Your email and password will be sent from TechSupport@landmark.edu.

On this page you will also see **important dates**, **password troubleshooting tips**, and **login information**.

Residence Account Main Page

Lets give you a quick tour of the Residence Main Page



Assigned Roommates: Where you will be able to see your roommate when they are assigned.

Applications: Where you will see your eligible applications for the upcoming semester.

My Room: When you are assigned to your room you will be able to see it here.

Announcements: here you will see up to date assignment and housing announcements

Quick Links: Other information regarding orientation, important dates, academic calendar, etc. Please

Click the Blue  Button to start your application.

Personal Information

On this screen you will review your personal information and provide us with some information that was not present on your college application. This will include cell phone number, confirmed personal address, emergency contact information and medical information for our residence life staff.

New 2015SPRING New Student Application

1 Personal Information

2 Housing Request

3 Roommate Questionnaire

4 Roommate Request

5 Student Handbook Agreement

6 Review

Save As Draft Next Cancel Print

* indicates a required field

Personal Information

Please review your personal information we have on file, if anything is incorrect please send an email to housing@landmark.edu to have it corrected.

Resident Profile :

PERSONAL INFORMATION #1

Student ID :
000000123

First Name :

Middle Name :

Last Name :

Date of Birth :

Gender :

Some screen may have information that you cannot change. The Assistant Director of Housing Operations can correct the information, please contact us with your corrections by clicking the housing email link located on the screen to open an email in your default browser.

Default E-mail:

nicolepacenka@landmark.edu

Personal Email*:

Cell Number*:

Though some information should be able to added yourself

Once you've entered all your personal information, click the

Next

button.

Residential Life at Landmark College

page 7

Housing Request

LANDMARK COLLEGE
RESIDENCE

Home Applications Roommates My Account More

Nicole Parenka Logout
Your Roommate Code: contok770

Return to Previous Screen Return to List (Applications)

Continuing 2015SPRING New Student Application

1 Personal Information
2 **Housing Request**
3 Roommate Questionnaire
4 Roommate Request
5 Student Handbook Agreement
6 Review

Previous Go Back to Draft Next Cancel Print * indicates a required field

Housing Request

Please answer the housing request questions below. When all are answered please click **Next**

Building Preference 1 *:
Please give your first preference of where you would like to live if space is available. Please note that Premium spaces will cost more than standard spaces.
[Also (Premium)]

Building Preference 2 *:
Please give your second preference of where you would like to live if space is available. Please note that Premium spaces will cost more than standard spaces.
[First (Standard)]

Building Preference 3 *:
Please give your third preference of where you would like to live if space is available. Please note that Premium spaces will cost more than standard spaces.
[Middle (Standard)]

Single room option :
If available I would prefer a single room? By checking here you indicate understanding that we will do our best to grant your request but understand there are no guarantees. Traditionally single rooms are granted to students who have been at Landmark for several semesters or have a medical need.
☐ Yes ☒ No

Special Requests :
Do you have any accommodation requests regarding housing? We cannot guarantee any requests will be granted but we shall do our best to accommodate everyone's needs equally. Please use the space below to describe your request.

Jump Start *:
I am registered or intend to attend the **January Term Jump Start Class** for new students.
☐ Yes ☒ No

Previous Go Back to Draft Next Cancel Print

On this page you will be able to make your housing request in the following areas:

- Building preference
- Single room request
- Special accommodation requests

Once you've entered your housing request information please click **Next** to go to the next page of the application.

Roommate Matching Questionnaire

1 Personal Information

2 Housing Request

3 Roommate Questionnaire

4 Roommate Request

5 Student Handbook Agreement

6 Review

Previous Save As Draft Next Cancel Print

* indicates a required field

Roommate Matching Questionnaire

Please answer the questions below. Your answers will help us in providing you with a roommate. Once you've answered the necessary questions click "Next"

Matching Profile :

Profile Number :
1757

ROOMMATE MATCHING INFORMATION #1
Please respond to the questions below, answering honestly and with the answer that best describes your personal characteristics

If I don't have class, I anticipate waking in the morning: *:

After 9:00 AM

I plan to study in my room during the: *:

Late Night (After 10 PM)

On weeknights, I usually go to bed at: *:

12:00 AM to 1:00 AM

I prefer studying in a: *:

In a quiet environment

Regarding my room: *:

I prefer not to socialize in my room

In general, my room is: *:

Usually neat and organized

I listen to these type(s) of music: *:

Metal

I enjoy the following hobbies, sports, or activities: *:

Video Gaming

I am regularly involved in religious activities: *:

☐ Yes ☒ No

Do you smoke *:
Even though smoking is not allowed in any residence hall, we still make housing assignments with this information in mind

☒ Yes ☐ No

I am interested in living in Wellness Housing *:
Davis and Chumley A Halls are considered wellness housing, where students have extended quiet hours (Davis only) and agree to live a substance free lifestyle (Davis and Chumley A). This question only used for Fall and Spring Academic Year housing

In order to make the best housing assignment possible, we use the answers you provide to the questions in the roommate matching questionnaire.

Please be honest with your expectations regarding when you go to sleep, when you wake up and how you keep your room

Next

to go to

Specific Roommate Request

The screenshot shows the 'Roommate Request' section of the Landmark College Residence application. On the left is a sidebar with steps: 1 Personal Information, 2 Housing Request, 3 Roommate Questionnaire, 4 Roommate Request (highlighted), 5 Student Handbook Agreement, and 6 Review. The main content area has a 'Previous' button and a 'Post' button. Below these are instructions: 'You will be able to make a specific roommate request after you have completed your Housing Preference form and after it has been reviewed on December 24th.' The section is titled 'Specific Roommate Request *'. It asks, 'Do you wish to receive instructions on how to make a specific roommate request?' and states, 'By checking "Yes" you will be sent instructions about the roommate selection process after your application has been reviewed and approved.' There are radio buttons for 'No' and 'Yes' (which is selected). At the bottom, there are 'Previous', 'Save As Draft', and 'Post' buttons. The Landmark College logo and 'Residence' text are at the bottom of the form.

You may have a specific roommate request, and your residence account is used to provide these requests through the use of your roommate code. Your roommate code can be seen in the top right-hand corner of every screen in Residence.


Nicole Pacenka Logout
Your Roommate Code: **contok770**

This is a zoomed-in view of the 'Roommate Request' section. It shows the sidebar with steps 1 through 5, with step 4 'Roommate Request' highlighted. The main content area has 'Previous' and 'Save As Draft' buttons. The text reads: 'Roommate Request', 'You will be able to make a specific room after it has been reviewed on December 24th', 'Specific Roommate Request *:', and 'Do you wish to receive instructions on instructions about the roommate se'. There are radio buttons for 'No' and 'Yes' (selected). At the bottom are 'Previous', 'Save As Draft', and 'Next' buttons.

The roommate selection process runs separately from the application process. Once you've submitted your application you will then have the ability to access the roommates tab and enter in another person's code.

This is a zoomed-in view of the 'Specific Roommate Request *' section. It shows the question: 'Do you wish to receive instructions on how to make a specific roommate request? By checking "Yes" you will be sent instructions about the roommate selection process after your application has been reviewed and approved.' There are radio buttons for 'No' and 'Yes' (selected).

By checking "yes" here on your application you will be sent information on how to make a specific roommate request, application is submitted.

Once you've completed the specific roommate questions please click  to go to the next page.

Landmark College Student Handbook Agreement

In order for your application to be accepted, you must agree to abide by the rules and regulations and policies outlined in the college student handbook. Please check I agree to complete this section of the application.

[Previous](#) [Save As Draft](#) [Next](#) [Cancel](#) [Print](#) * indicates a required field

Student Handbook Agreement

Landmark Student Handbook Agreement *:

By checking here I agree that the information presented in this application is true. In addition I agree to abide by the Code of Conduct, Rules, Regulations and policies outlined in the Landmark College Student Handbook.

☐ I agree

[Previous](#) [Save As Draft](#) [Next](#) [Cancel](#) [Print](#)

Once you've completed the student handbook agreement please click

[Next](#)

Application Review

You will be given one last opportunity to review your entire application and make any changes necessary before submitting.

The screenshot shows a web browser on an iPad displaying the 'landmark-residence.symplicity.com' website. The page is titled 'Continuing 2019 SPRING New Student Application'. On the left, a sidebar lists the application steps: 1. Personal Information, 2. Housing Request, 3. Roommate Questionnaire, 4. Roommate Request, 5. Student Handbook Agreement, and 6. Review (which is highlighted). The main content area is titled 'Personal Information' and includes a message: 'Please review your personal information we have on file, if anything is incorrect please send an email to housing@landmark.edu to have it corrected.' Below this, there are sections for 'Resident Profile', 'PERSONAL INFORMATION #1', 'CONTACT INFORMATION #1', and 'EMERGENCY CONTACT INFORMATION #1'. Each section contains several input fields for personal details like Student ID, First Name, Middle Name, Last Name, Date of Birth, Gender, New/Ret, Default E-mail, Personal Email, Cell Number, and Contact 1 Name. At the top of the form, there are buttons for 'Previous', 'Save As Draft', 'Submit Application', 'Cancel', and 'Print'. A note indicates that an asterisk (*) denotes a required field.

Once you've reviewed your application please click the

Submit Application

button to complete your application.

Application Confirmation

Once the application is submitted you will be sent a **confirmation email** to your @landmark.edu email address. If at any time you wish see the status of your application you can always log in to your Residence account again and go to the **Applications Tab**.

Once applications are processed and assignments made you will be notified by email. To check on your status at any time please feel free to view your room status on the homepage of your [Residence Account](#).

Should you have any questions please feel free to contact us at

housing@landmark.edu or 802-387-6714.