Landmark College Residence Account

Accessing your online applications and housing information.

Revised Fall 2018

Table of Contents

(Click page number to go directly to that page)

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 <u>Residence Account</u>. You can access your <u>Residence Account</u> from any web browser at the following web address:

 https://landmark-residence.symplicity.com

For future reference, several helpful links to your Residence Account login page have been placed on both the <u>Sharknet Residence Life Website</u> and the <u>Landmark Residential Life Website</u>.

Once you click the link you will see the following screen:
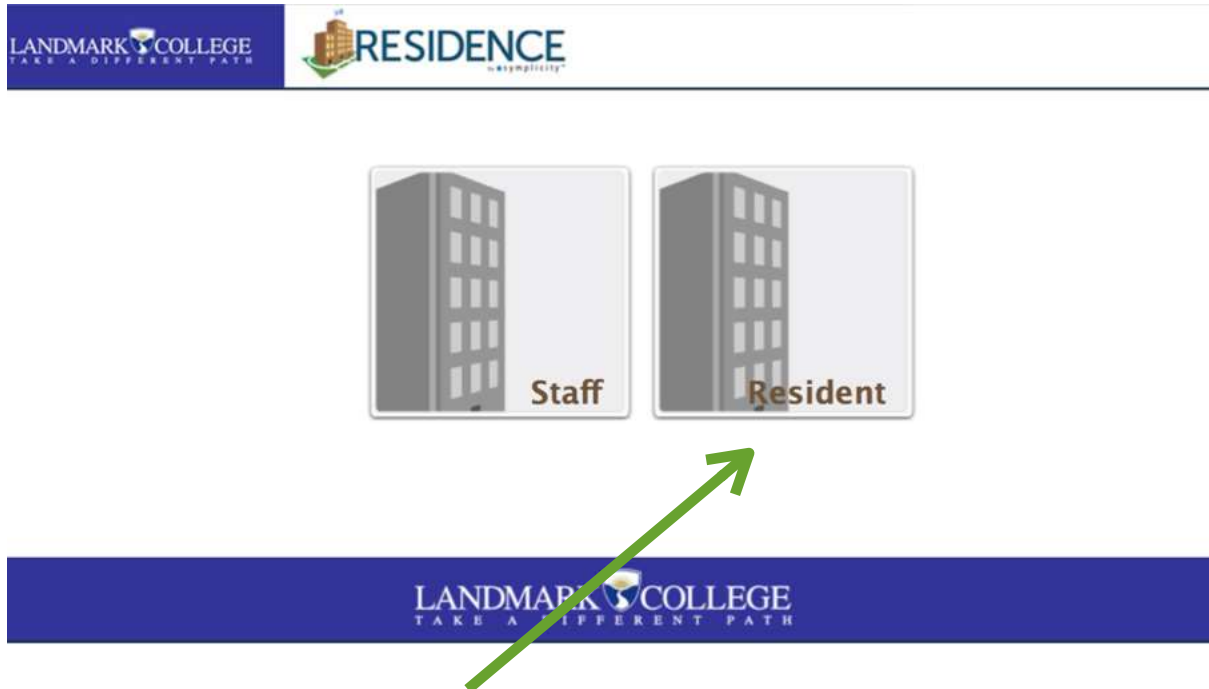
Click on the block titled Resident.

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:

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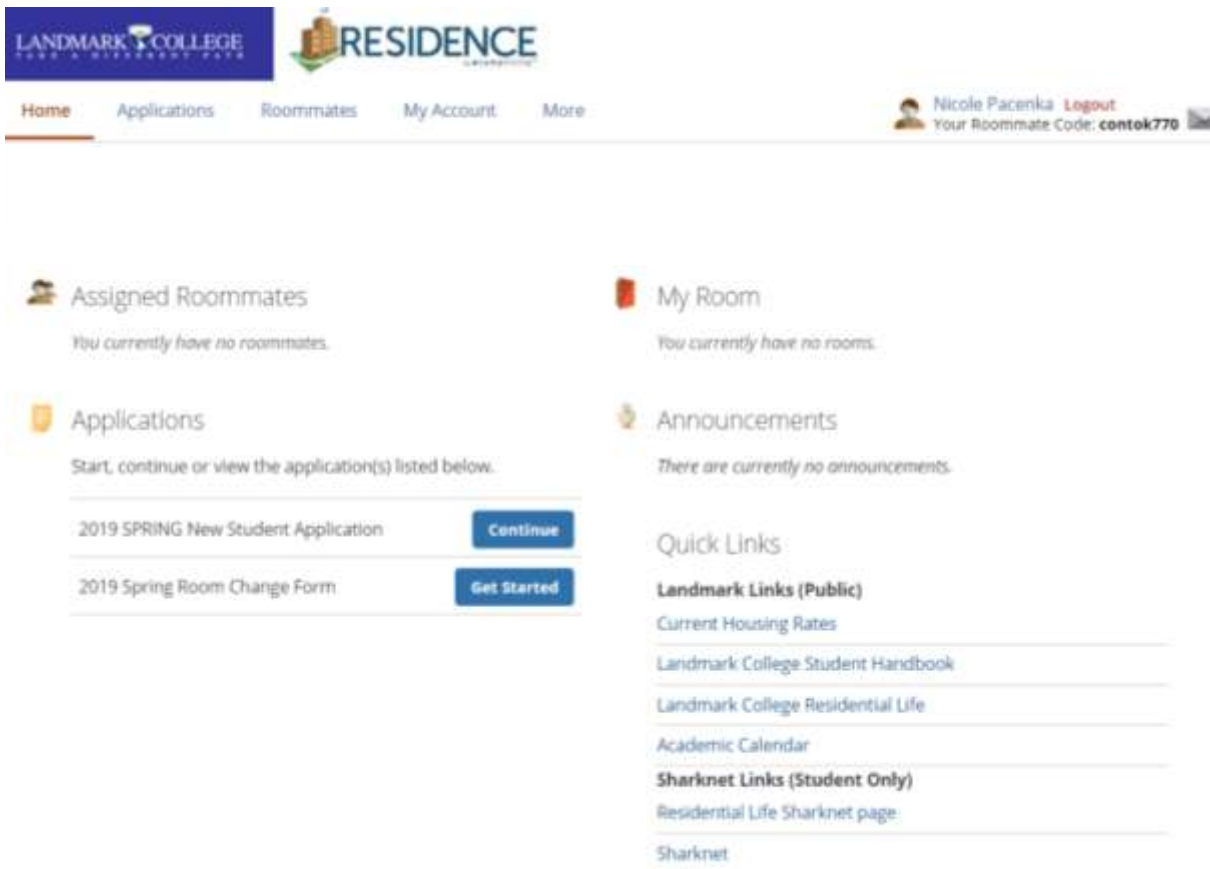
Assigned Roommates: Where you will be able to see your roommate when they are assigned.

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   **Get Started**   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.

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.

Though some information should be able to added yourself

Once you've entered all your personal information, click the ⬤ Next button.

Housing Request

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

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

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.

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.

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.

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.