

# Landmark College

# Residence Account

Accessing your online applications and housing information.







*Revised Fall 2015*

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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 Spring 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: Director of Residential Life

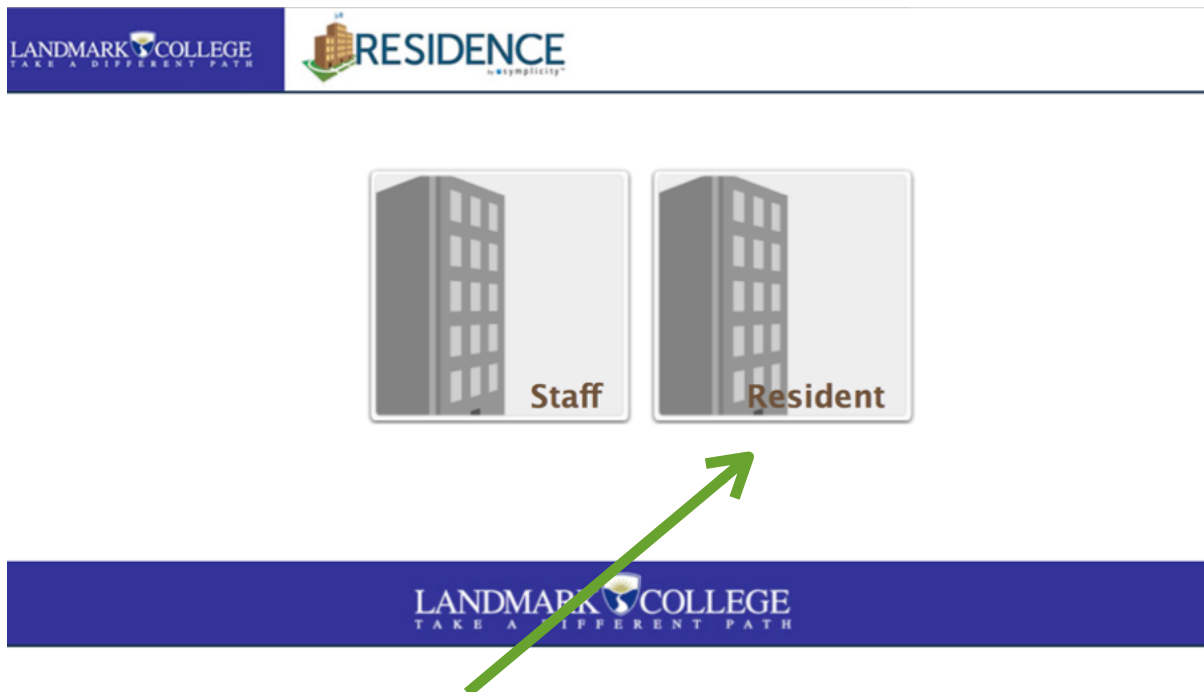
# How to log in

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.symlicity.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:



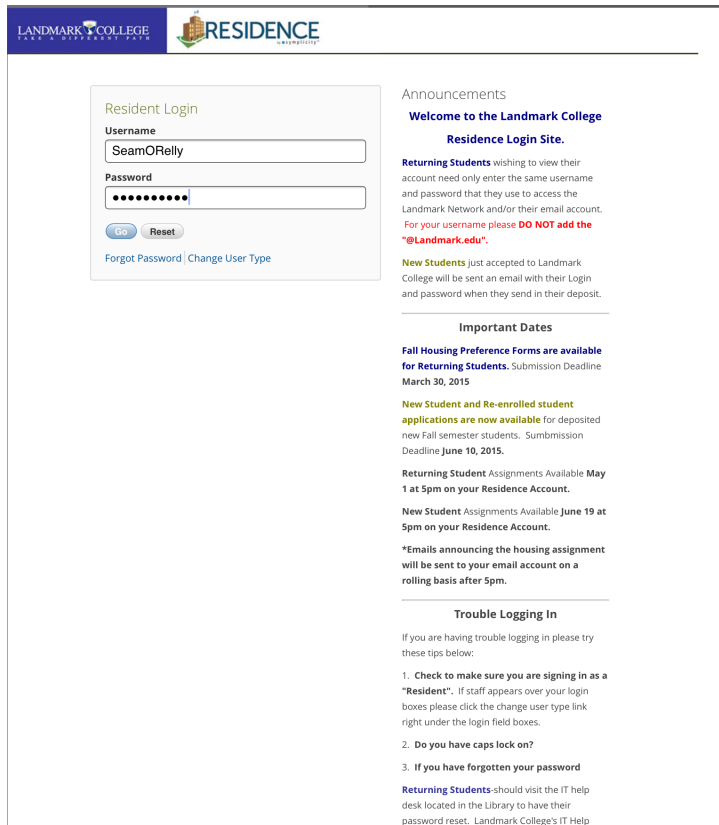
Click on the block titled Resident.

# Login Screen

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:



The screenshot shows the Landmark College Residence login interface. On the left, there is a 'Resident Login' box with fields for 'Username' (containing 'SeamO'Relly') and 'Password' (masked with dots). Below these fields are 'Log In' and 'Reset' buttons, and links for 'Forgot Password' and 'Change User Type'. To the right of the login box, there are several sections: 'Announcements' with a 'Welcome to the Landmark College Residence Login Site.' and instructions for returning and new students; 'Important Dates' listing deadlines for housing preference forms and student assignments; and 'Trouble Logging In' with a list of troubleshooting steps and a link to IT help.

**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. This email will have your username and password.

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

## Home Tab

**LANDMARK COLLEGE**  
TAKE A DIFFERENT PATH

**RESIDENCE**  
asymptotic

Home Applications Roommates My Account More

Seam P O'Reilly Logout  
Your Roommate Code: bonalbm238

**Application Status**  
**Housing application received:** Your 2015SPRING Housing Preference Form application has been submitted and is awaiting review.

**Assigned Roommates**  
You currently have no roommates.

**Applications**  
Start, continue or view the application(s) listed below.

2015SPRING Housing Preference Form [View Application](#)

2015SPRING New Student Application [Get Started](#)

**My Room**  
Term: 2014FALL  
Building: Davis Hall  
Floor: 1  
Room Number: 118  
[Show More Terms](#)

**Announcements**  
**Spring Housing Preference Forms for Returning students**  
Oct 27, 2014 12:30 pm  
**Housing Preference forms for Current Landmark College students are now available.**  
The Last day to submit your Spring Housing Preference Form is **November 17, 2014 at 11pm**. Students who miss the Deadline will have an opportunity to submit a Late Housing Preference form\* which will be available after November 17th until the end of the semester.  
\* Students who Submit a **Late Housing Preference form** may not be eligible for keeping their same room for spring semester, room change request, premium housing request or any single requests. You will only be guaranteed a place to live for the Spring semester.

**Quick Links**

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.

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](mailto:housing@landmark.edu) to have it corrected.

Resident Profile :

PERSONAL INFORMATION #1

Student ID :  
000000123

First Name :  
Seam

Middle Name :  
P

Last Name :  
O'Reilly

Date of Birth :  
July 29, 1974

Gender :  
M

Some screens may have information that you cannot change. If this information is incorrect please contact us with your corrections by clicking the [housing](#) email link located on the screen to open an email in your default browser.

CONTACT INFORMATION #1

Default E-mail :  
[sean.oreilly@me.com](mailto:sean.oreilly@me.com)

Personal Email \*:


Cell Number \*:

EMERGENCY CONTACT INFORMATION #1

Contact 1 Name :

Please note this name will also be used in the case of an emergency.

Though some information should be able to added yourself. you will see this in the white boxes and drop down menus

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

# Housing Request

LANDMARK COLLEGE  
TAKE A DIFFERENT PATH

RESIDENCE  
LIVING

[Home](#) [Applications](#) [Roommates](#) [My Account](#) [More](#)

Seam P O'Reilly  
Your Roommate Code: bonalbm238

Logout

[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

Save As 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.

Aiken (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.

Frost (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

Save As 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

Once you've completed your roommate matching questions, please click [Next](#) to go to the next page.

# Specific Roommate Request


The screenshot shows the 'Roommate Request' page in the Landmark College Residence application system. The top navigation bar includes 'Home', 'Applications', 'Roommates', 'My Account', and 'More'. A user profile for 'Seam P O'Reilly' is visible in the top right corner with the roommate code 'bonalbom238'. The main content area is titled 'Continuing 2015SPRING New Student Application'. On the left, a sidebar lists the application 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 is titled 'Roommate Request' and contains the following text: '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.' Below this, there is a section titled 'Specific Roommate Request \*:' with 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 two radio buttons: 'Yes' (selected) and 'No'. At the bottom of the page, there is a footer with the Landmark College logo and the text 'Powered by simplicity™'.

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.

This screenshot is a zoomed-in view of the 'Roommate Request' page. It shows the 'Roommates' tab in the top navigation bar. The sidebar on the left highlights step 4, 'Roommate Request'. The main content area is titled 'Roommate Request' and contains the text: 'You will be able to make a specific room after it has been reviewed on December 24th.' Below this, there is a section titled 'Specific Roommate Request \*:' with 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 two radio buttons: 'Yes' (selected) and 'No'. At the bottom of the page, there is a footer with the Landmark College logo and the text 'Powered by simplicity™'.

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 persons 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.

# 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](#) to go to the next page.

# Application Review

iPad 9:28 PM 81%

landmark-residence.symplicity.com

LANDMARK COLLEGE TAKE A DIFFERENT PATH

RESIDENCE

Home Applications Roommates My Account More

Seam P O'Reilly Logout Your Roommate Code: bonalbom238

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 Save As Draft Submit Application 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](mailto:housing@landmark.edu) to have it corrected.

Resident Profile :

PERSONAL INFORMATION #1

Student ID : 000000123

First Name : Seam

Middle Name : P

Last Name : O'Reilly

Date of Birth : July 29, 1974

Gender : M

NewRet : NEW

CONTACT INFORMATION #1

Default E-mail : [sean.oreilly@me.com](mailto:sean.oreilly@me.com)

Personal Email \*:

Cell Number \*:

EMERGENCY CONTACT INFORMATION #1

Contact 1 Name : Please note this name will also be used in the case of

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 the default email address we have on file for you. 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](mailto:housing@landmark.edu) or 802-387-6714.