HOW TO SIGN UP FOR A MOVE-OUT TIME SLOT

If you are using a phone or tablet, it might be easier to view in a horizontal format.

Step 1: Visit vcu.erezlife.com and log in with your VCU credentials.

Step 2: Click "view available job postings."

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Step 3: Click "COVID MOVE OUT"



Step 4: Read through the information and click the "Apply Now" button located at the top and bottom of the page.

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General			job dates: May 18, 2020 to jun 19, 2020	
My profile			Residential Life and Housing Safety Precautions	
			We are committed to the safety of our residents, their guests and our staff. As such, we will be practicing the following precautions:	
Resources			 There will be a limited number of move-out timeslots offered per day in each building. Move-out will have an express check-out that limits face to face contact with staff and residents/guests. Instructions for check-out will be provided once you sign-up for a time slot. Please be sure to move-out within your selected three-hour time slot. We ask that residents arrive on time because we are not able to extend time slots or begin time slots early. Residents will need to bring their VCU student IDs to gain entry into their residence hall. Staff will be present on-site to assist with questions and help enforce safety protocols. Housekeeping will be continuously monitoring and cleaning common areas (front doors, lobby areas, elevators, and bathrooms) 	
			Expectations of Residents During Move-Out In an effort to provide a safe and seamless move-out process, please adhere to the following expectations: - Residents will only be allowed to bring one guest with them to help with move-out Residents and their guest must wear face coverings that they provide Residents and their guest should annitant physical distancing by keeping at least 6 feet away from other residents/guests Residents should only ride elevators with their guest and consider using stairs when possible Residents should only ride elevators with their guest and consider using stairs when possible Residents should only ride vectors with their guest and consider using stairs when possible Residents are required to bring their VCU IDs to scan into their residence hall Residents are required to bring their we are we are not able to extend time slots or begin time slots early: - if residents find that they or their guest are sick and need to reschedule, please call (804) 828-7666 or email vuchousing@vcu.edu. We understand this move-out is new and you might have questions or concerns. Please feel free to email vuchousing@vcu.edu.	
			jun 12 2009 Questions? Contact: <u>VCU Housing <xcurbousing@xcu.edu></xcurbousing@xcu.edu></u> Apply now	Q

Step 5: Click the checkbox located next to "By submitting this application, I declare that I understand and agree to the following." By clicking this button, you agree to:

- I acknowledge that if my guest or I have a fever or exhibit any COVID-19 symptoms, we will not return to campus.
- I acknowledge that there will not be carts available to assist me in my move out process.
- I acknowledge that my guest and I must wear face coverings and practice social distancing while on campus for the move out process.
- I acknowledge that I am only able to have one guest during my move out process.
- I acknowledge that I am only able to move out and have access to my residence hall during my chosen time slot.

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General	Overview Satemit	
My profile		
Jobs	Submit application	
Job overview		
My job profile questions Job postings	To submit your application, ensure that all items below have been completed. Once your application is submitted, it will be ready for processing. Note that the application submitsion deadline is Jun 12, 2020 and you may update your application up until this date.	
COVID Move Out 🛕	I have filled out my job profile and job profile questions	
Resources		
	By submitting this application, I declare that I understand and agree to the following:	
	I acknowledge that if I or my guest have a fever or exhibit any COVID-19 symptoms, we will not return to campus.	
	acknowledge that there will not be carts available to assist me in my move out process.	
	acknowledge that my guest and I must wear face coverings and practice social distancing while on campus for the move out process. Larknowledge that I am only able to have one quest during my move out process.	
	I acknowledge that I am only able to move out and have access to my residence hall during the time slot that I signed up for.	
	Submit	

Step 6: Click the "Submit" button.

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Job overview		
My job profile questions Job postings	To submit your application, ensure that all items below have been completed. Once your application is submitted, it will be ready for processing. Note that the application submission deadline is Jun 12, 2020 and you may update your application up until this date.	
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	Submit Ly	

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Step 7: Click "Schedule an interview for New Applicant" under "Action items"



A new window will appear. If you are using a phone or tablet, it might be easier to view in a horizontal format. * Please be patient and do not refresh the page. It will take a few seconds to load the next step.

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Image:	
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Job overview Withdraw application My Job profile questions Job postings Action itemps	
COVID Move Out Schedule an interview for New Applicant by Jun 15, 2020	
Resources COVID Move Out job dates: May 18, 2020 to jun 19, 2020 Residential Life and Housing Safety Precautions We are committed to the safety of our residents, their guests and our staff. As such, we will be practicing the following precautions: - There will be a limited number of move-out timesidos offered per day in each building There will be a limited number of move-out timesidos offered per day in each building There will be a limited number of move-out timesidos offered per day in each building Wove-out will have an express check-out that limits face to face contact with staff and residents/guests. Instructions for check-out will be provided once vou sign-up for a time slot.	

Step 8: Click on the time slot you wish to reserve. To view all the available time slots for your building, use the scrolling bar on the right side of the "Select interview timeslot (New Applicant) window.

Jun 13, 2020 @ 08:00 am-11:00 am; Johnson	
Jun 13, 2020 @ 11:00 am-02:00 pm; Johnson	
Jun 13, 2020 @ 02:00 pm-5:00 pm; Johnson	
Jun 13, 2020 @ 05:00 pm-8:00 pm; Johnson	

Step 9: Click the "Request" Button located at the bottom of the "Select interview timeslot (New Applicant) window.

Select interview timeslot (New Applicant)	×
Jun 13, 2020 @ 08:00 am-11:00 am; Johnson	-
Jun 13, 2020 @ 11:00 am-02:00 pm; Johnson	
Jun 13, 2020 @ 02:00 pm-5:00 pm; Johnson	
Jun 13, 2020 @ 05:00 pm-8:00 pm; Johnson	-
If no timeslot fits your schedule, please <u>contact the administrator</u> for COVID.	
Request	

* Please be patient and do not refresh the page. It will take a few seconds to load the next step.

Step 10: Your time slot has been reserved. You will see your time slot under schedule interviews. If you wish to change your time slot, then follow the directions on the next page.



Step 11: Check your VCU email for a confirmation message. Your message will look similar to the email below. It will state, "You have requested an interview at Virginia Commonwealth University". This is your move-out time slot. **You do not have to interview to move-out.**

Fwd: Virginia Commonwealth University interview request confirmation Σ [nbox ×			
to me ▼	4	:	
Forwarded message From: eRezLife Software System < <u>noreply@erezlife.com</u> > Date: Mon, May 11, 2020 at 5:20 PM Subject: Virginia Commonwealth University interview request confirmation To:			
You have requested to attend an interview at Virginia Commonwealth University.			
Date: May 20, 2020			
Time: 05:00 pm-08:00 pm			
Interview step: New Applicant			
Location: Johnson Hall*			
Thank you.			

Step 1: Visit <u>vcu.erezlife.com</u> and log in with your VCU credentials.

Step 2: Under "Your job applications," click "COVID MOVE OUT."

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Step 3: Click "request different interview session."

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Job overview			Application deadline is Jun 12, 2020 Withdraw application	
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COVID Move Ou			lun New Applicant	
Resources			13 05:00 pm to 08:00 pm Gladding Residence Center	
			🐼 reguest different interview session	
			Questions? Contact <u>VCU Housing =vcuhousing@vcu.edu></u>	
			COVID Move Out	
			Job dates: May 18, 2020 to Jun 19, 2020	
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			In an effort to provide a safe and seamless move-out process, please adhere to the following expectations:	~
			- Residents will only be allowed to bring one guest with them to help with move-out.	Q.

Step 4: Click on the new time slot you wish to reserve. To view all the available time slots for your building, use the scrolling bar on the right side of the "Select interview timeslot (New Applicant) window.

Select interview timeslot (New Applicant)	×
Jun 13, 2020 @ 08:00 am-11:00 am; Johnson	*
Jun 13, 2020 @ 11:00 am-02:00 pm; Johnson	
Jun 13, 2020 @ 02:00 pm-5:00 pm; Johnson	
Jun 13, 2020 @ 05:00 pm-8:00 pm; Johnson	-
If no timeslot fits your schedule, please contact the administrator for COVID.	

Step 5: Click the "Request" Button located at the bottom of the "Select interview timeslot (New Applicant) window.

Select interview timeslot (New Applicant)	×
Jun 13, 2020 @ 08:00 am-11:00 am; Johnson	•
Jun 13, 2020 @ 11:00 am-02:00 pm; Johnson	
Jun 13, 2020 @ 02:00 pm-5:00 pm; Johnson	
Jun 13, 2020 @ 05:00 pm-8:00 pm; Johnson	-
If no timeslot fits your schedule, please contact the administrator for COVID.	
Request	

Step 6: Your new time slot has been reserved. You will see your new time slot under schedule interviews.



Step 7: Check your VCU email for confirmation message.