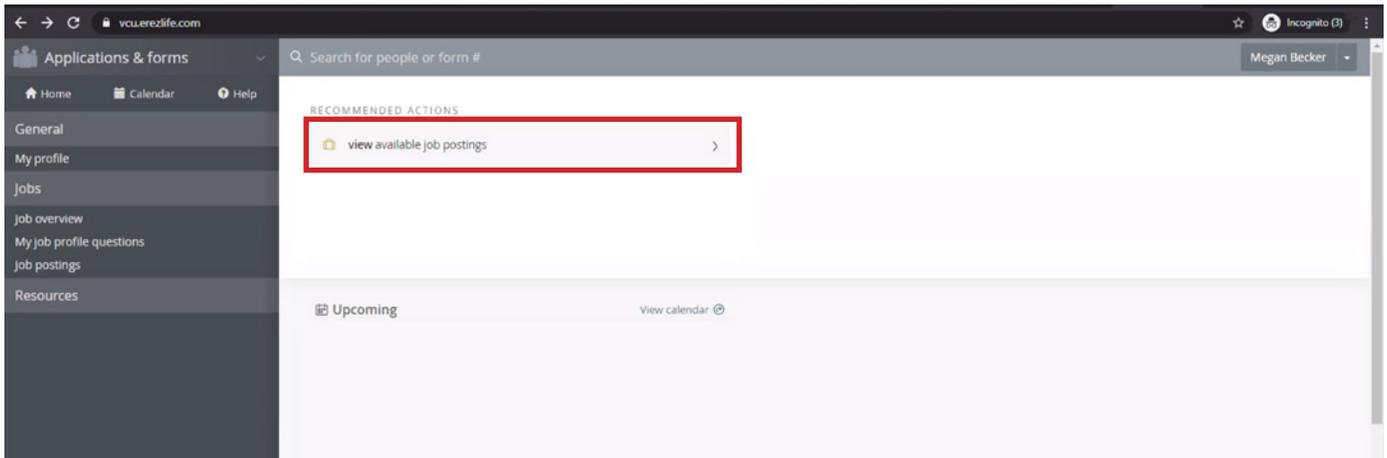


HOW TO SIGN UP FOR A MOVE-OUT TIME SLOT

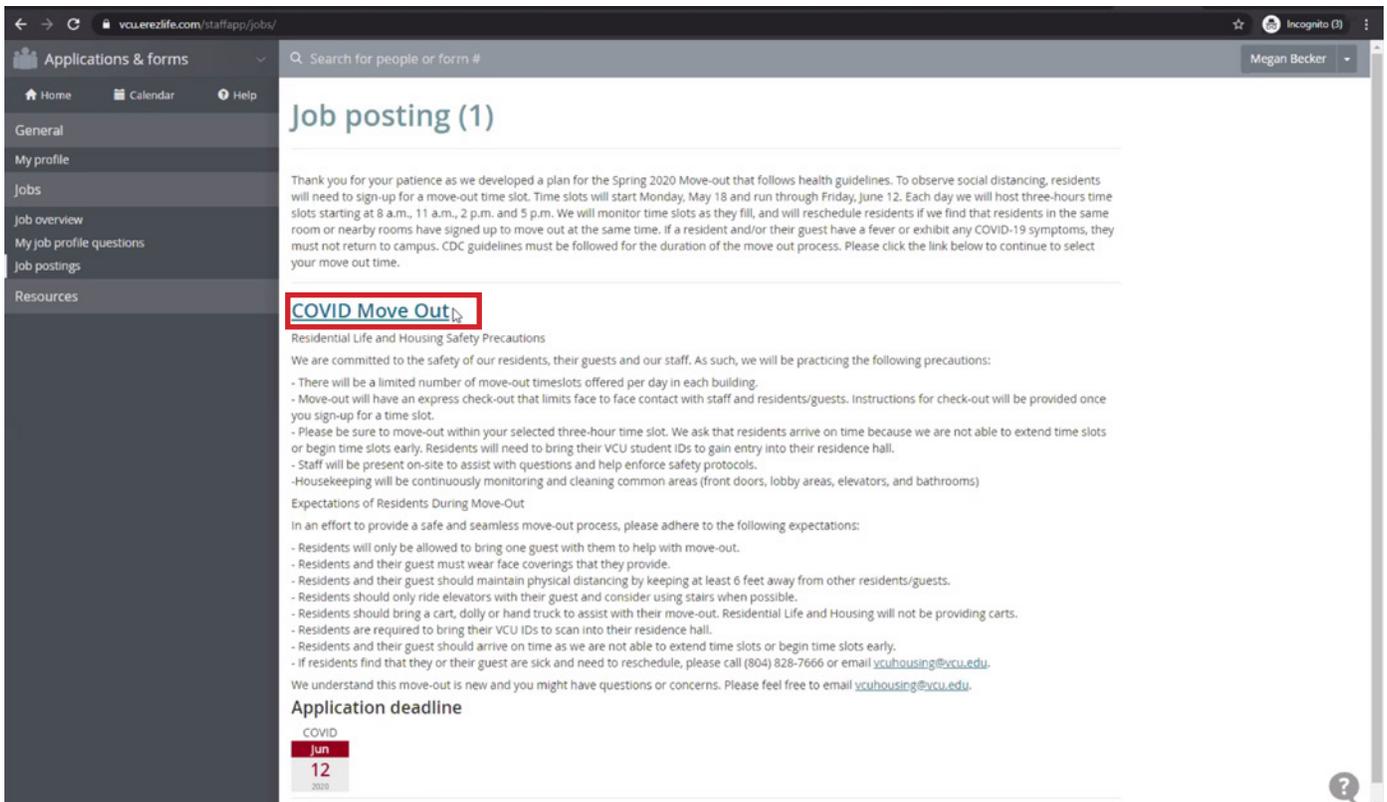
If you are using a phone or tablet, it might be easier to view in a horizontal format.

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

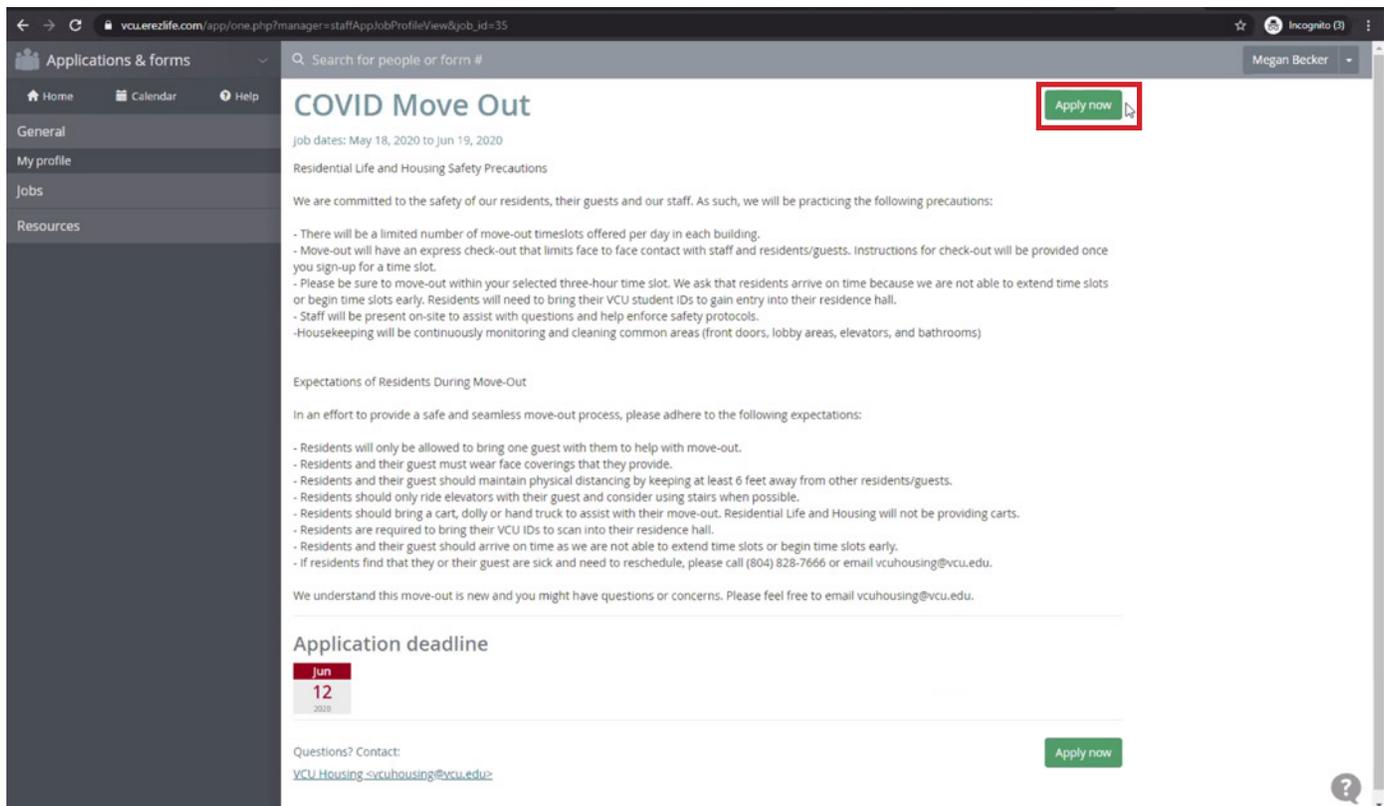
Step 2: Click “view available job postings.”



Step 3: Click “COVID MOVE OUT”

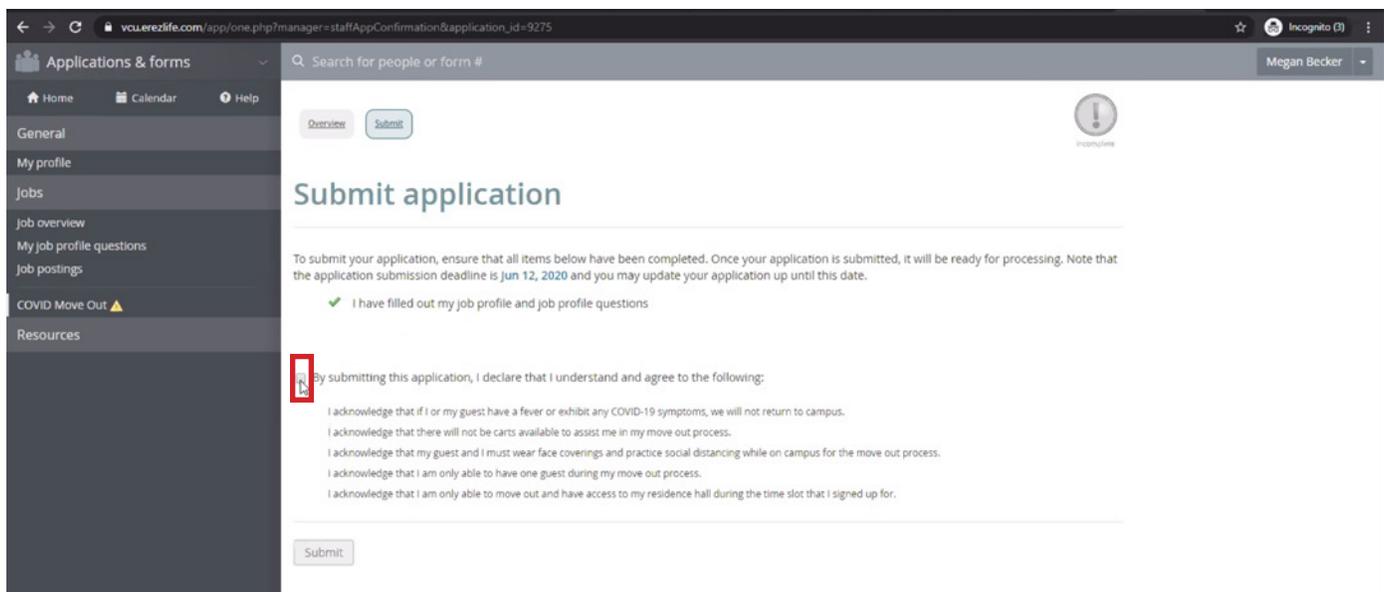


Step 4: Read through the information and click the “Apply Now” button located at the top and bottom of the page.

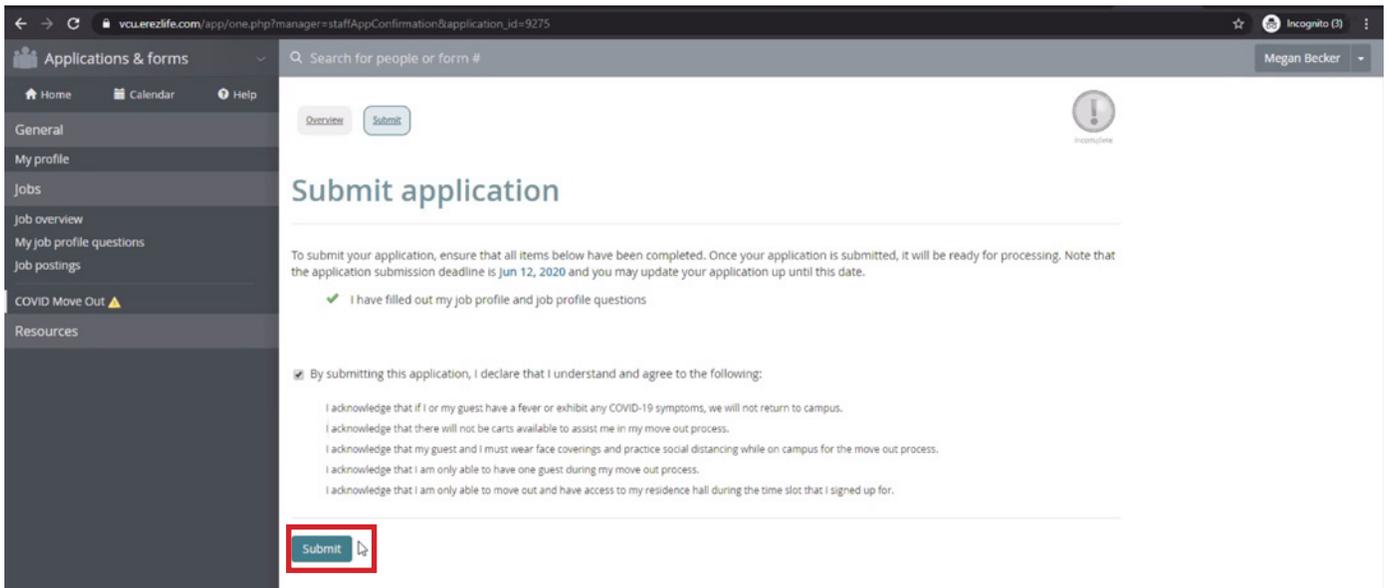


Step 5: Click the checkbox located next to “By submitting this application, I declare that I understand and agree to the following.” By clicking this button, you agree to:

- 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.

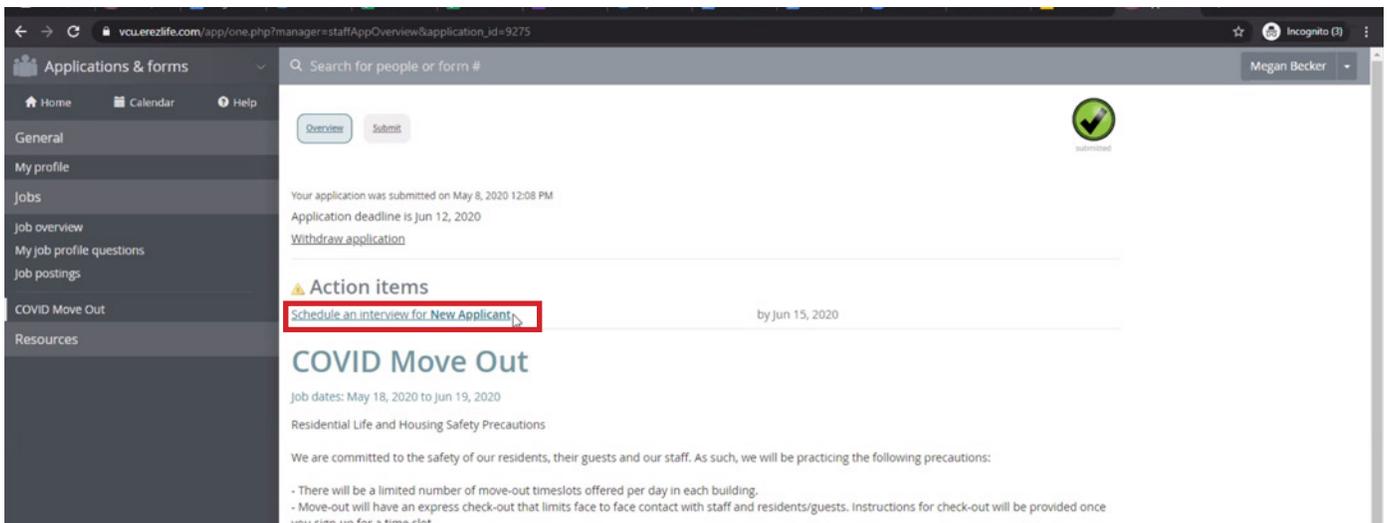


Step 6: Click the “Submit” button.



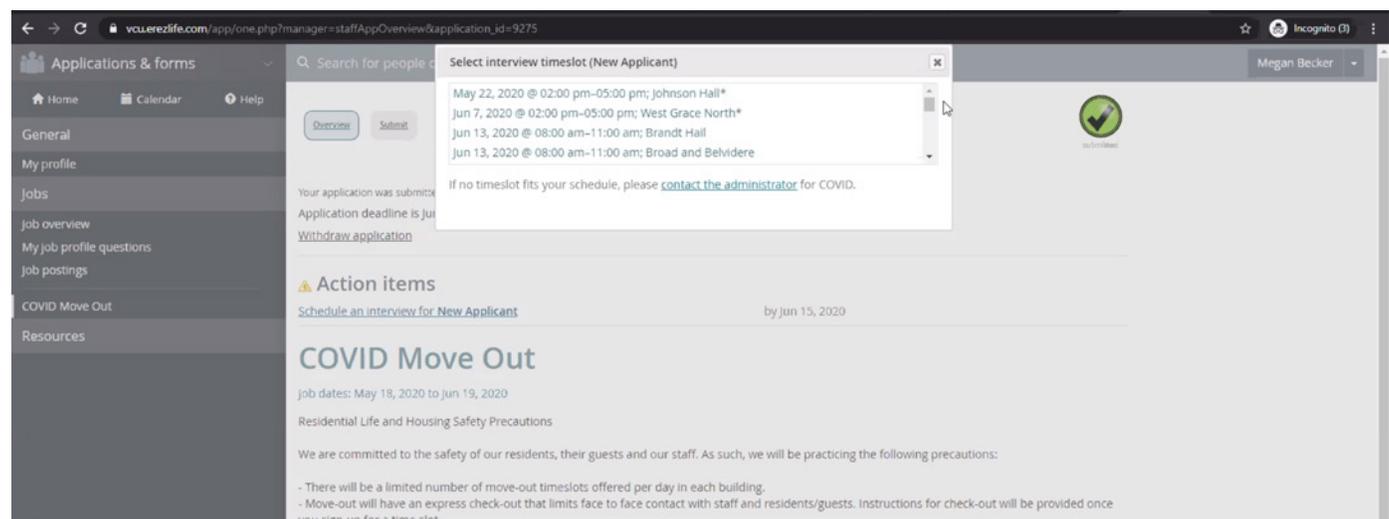
*** Please be patient and do not refresh the page. It will take a few seconds to load the next step.**

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

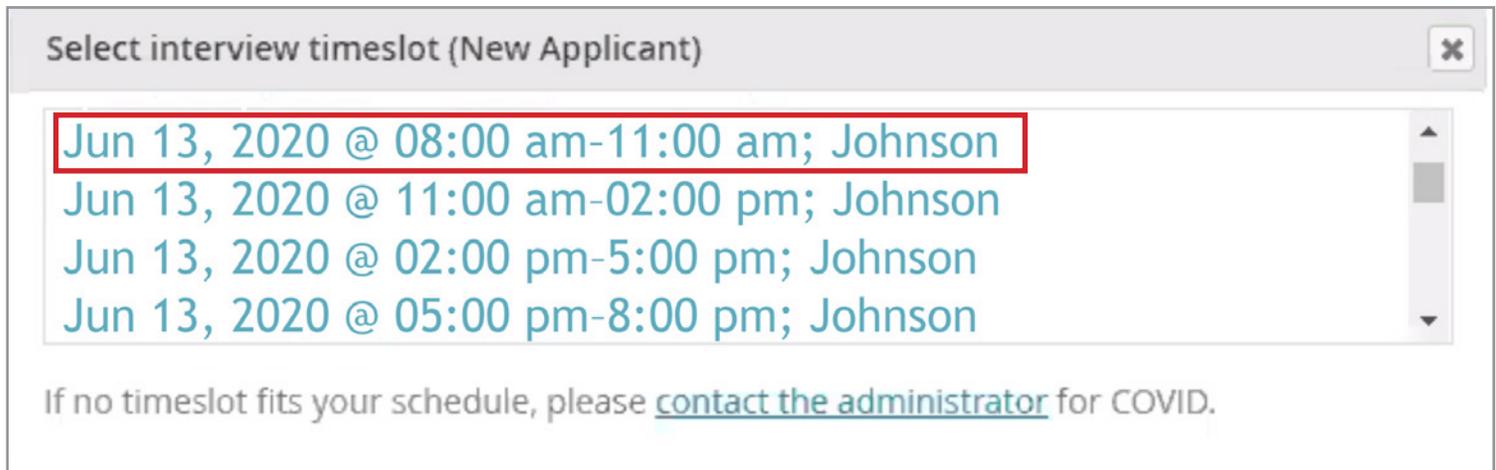


A new window will appear. *If you are using a phone or tablet, it might be easier to view in a horizontal format.*

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



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.

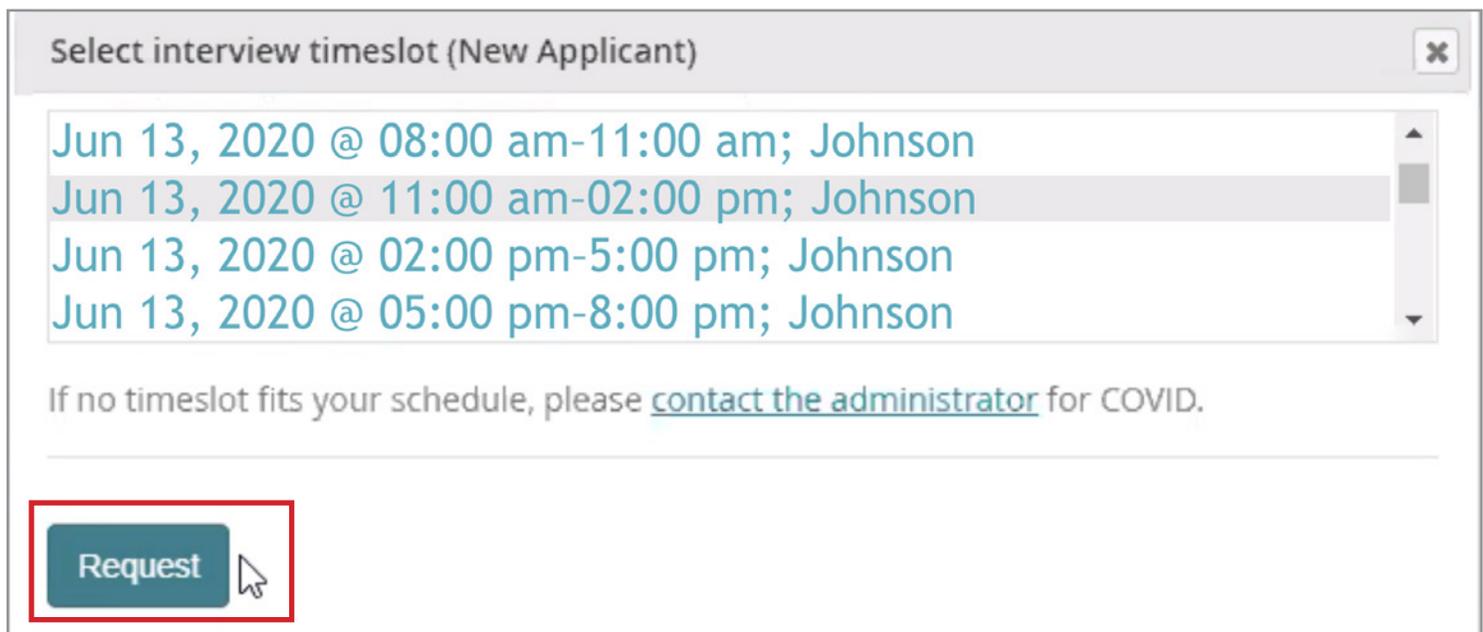


Select interview timeslot (New Applicant) ✕

- 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 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 [contact the administrator](#) 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.

Applications & forms

Search for people or form #

Megan Becker

Overview Submit

Your application was submitted on May 8, 2020 12:08 PM
Application deadline is Jun 12, 2020
[Withdraw application](#)

Scheduled interviews

Jun 13 2020	New Applicant 05:00 pm to 08:00 pm	Gladding Residence Center
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[request different interview session](#) attending

Questions? Contact VCU.Housing@vcu.edu

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 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 halls with move-out

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

Inbox x

5:26 PM (21 minutes ago)

to me

----- Forwarded message -----

From: eRezLife Software System <noreply@erezlife.com>
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

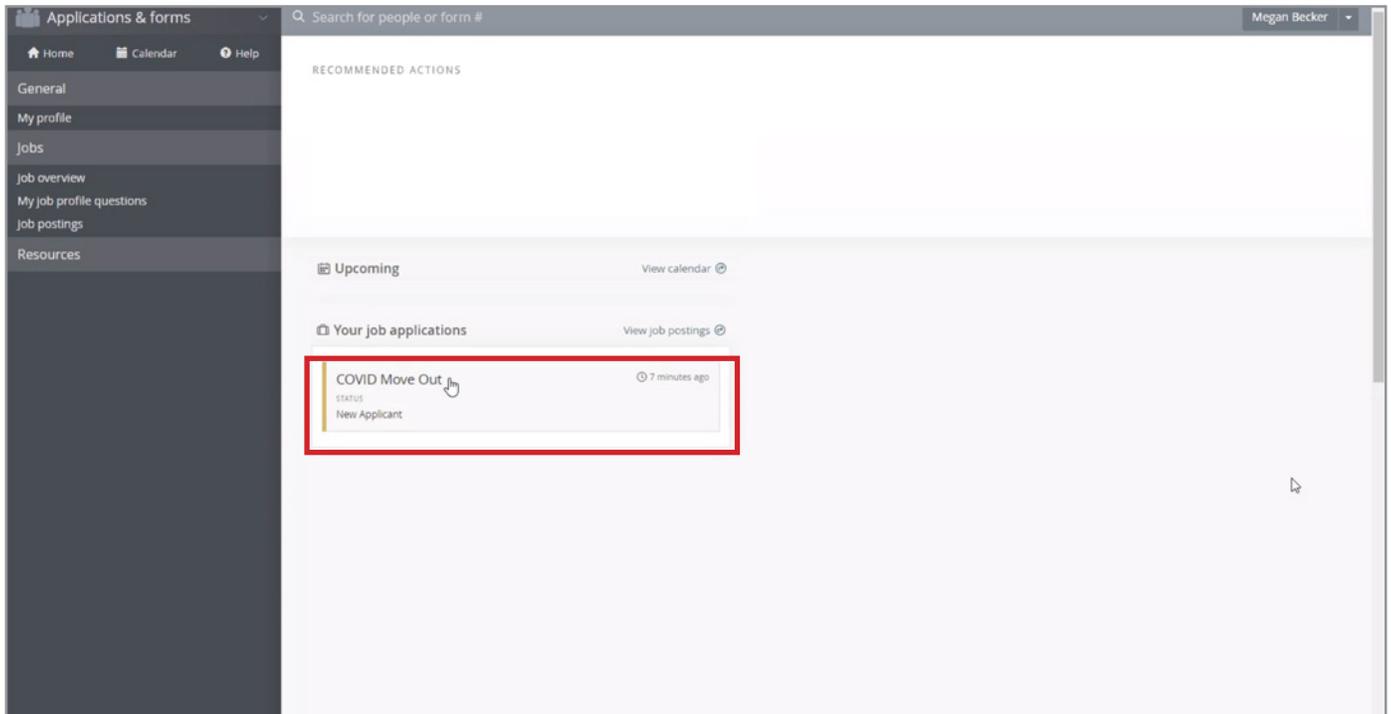
Location: Johnson Hall*

Thank you.

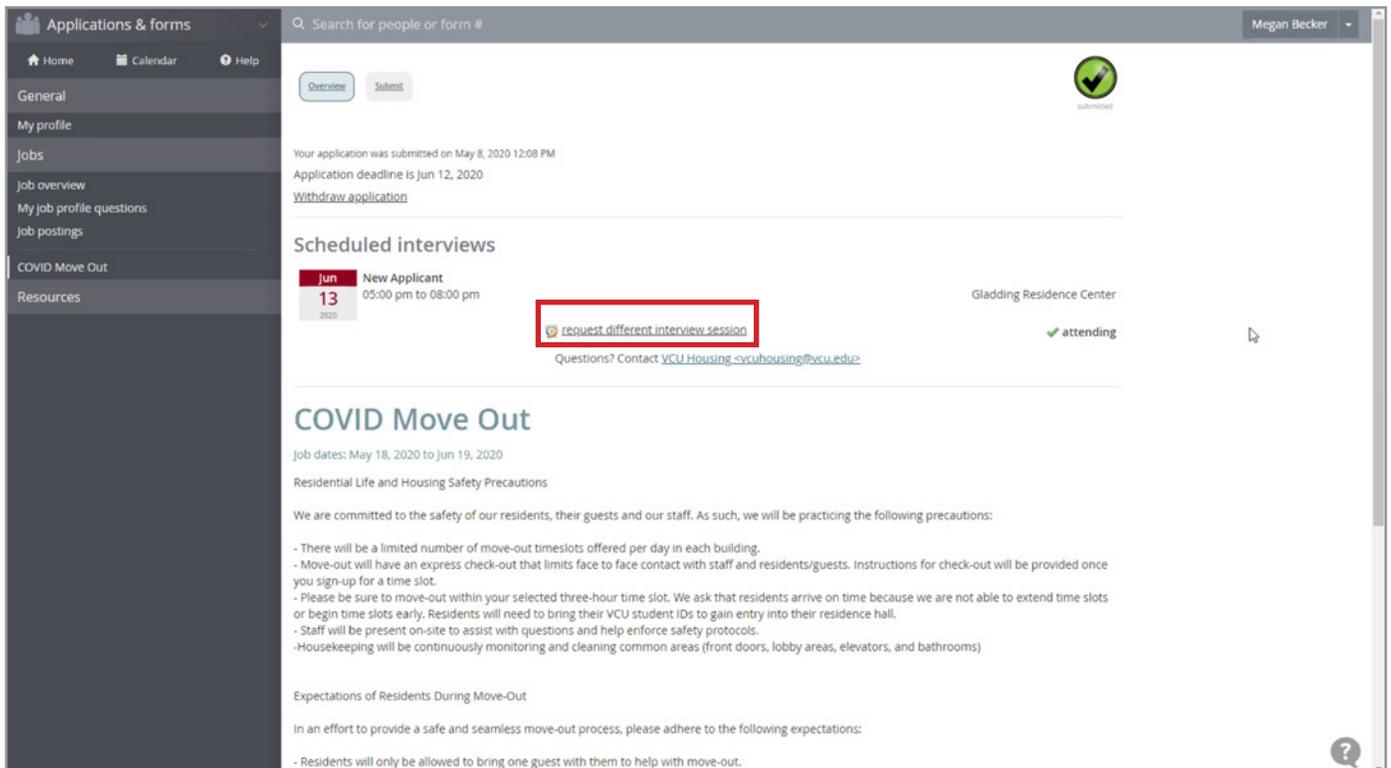
CHANGING YOUR MOVE-OUT TIME SLOT

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

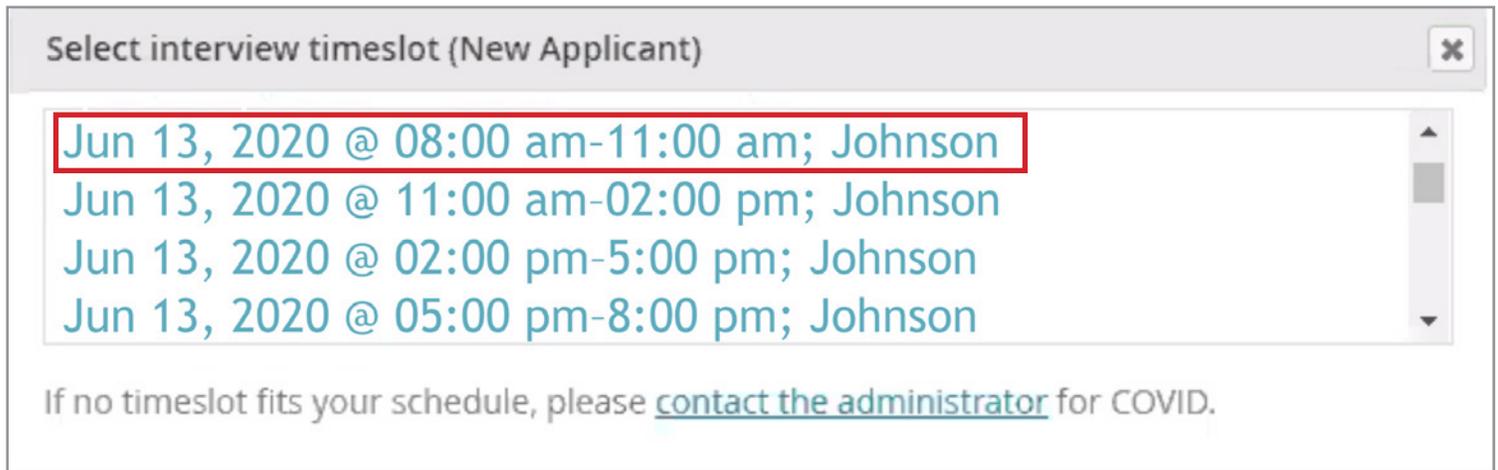
Step 2: Under “Your job applications,” click “COVID MOVE OUT.”



Step 3: Click “request different interview session.”



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.

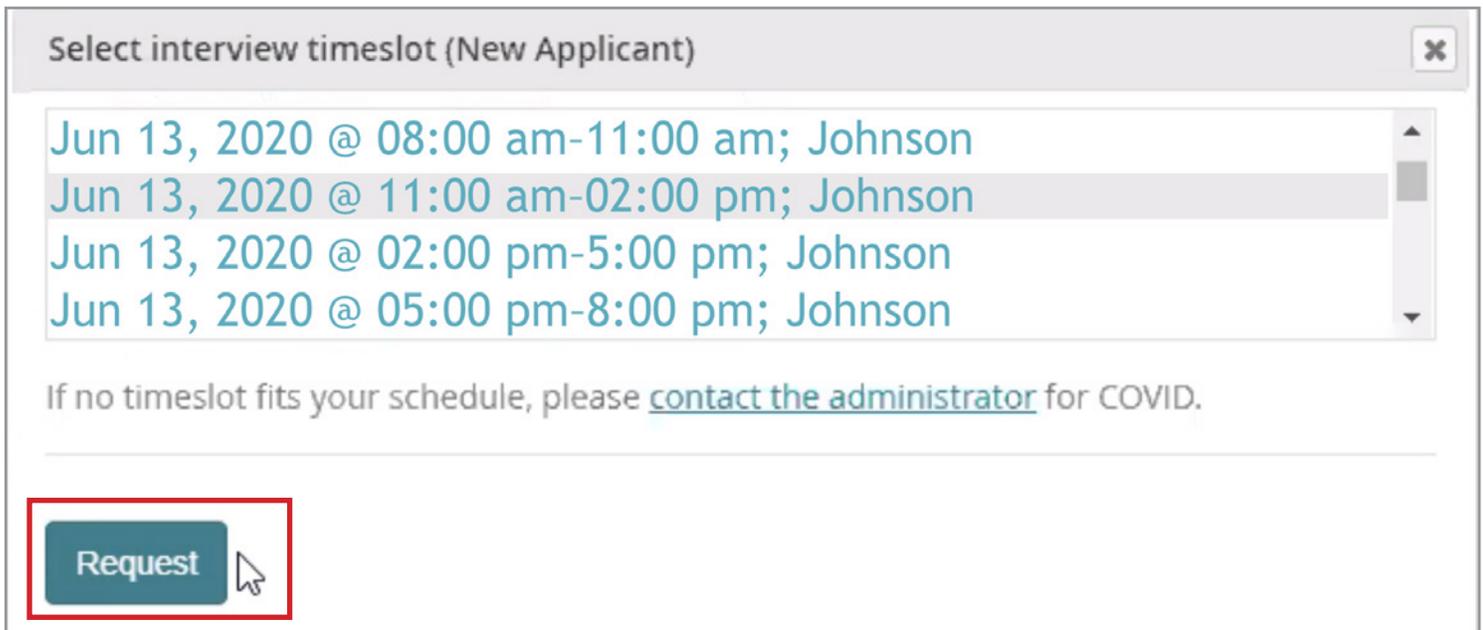


Select interview timeslot (New Applicant) ✕

- 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.

Applications & forms

Search for people or form #

Megan Becker

Overview Submit

submitted

Your application was submitted on May 8, 2020 12:08 PM
Application deadline is Jun 12, 2020
[Withdraw application](#)

Scheduled interviews

Jun 13 2020	New Applicant 05:00 pm to 08:00 pm	Gladding Residence Center
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Questions? Contact VCU.Housing-vcuhousing@vcu.edu

COVID Move Out

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Step 7: Check your VCU email for confirmation message.