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*eLife Pictorial for Resident Assistants:*

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Campus Database: eLife

Student Search:

To conduct a student search by last name or ID number, first click on “Students” tab:

A pop-up menu will then appear. Once you begin typing, a dropdown menu will begin to filter students. Select the arrow to view the student’s profile:
REF: Roommate Expectation Form (Housing)
IDEAL: Student Engagement Portfolio (Housing)
Theme Housing: Specific living theme applied to certain residence hall floors (not all).
   - Community: If they do live in themed housing, this is the specific “theme” in which they are a part of.
Fire Safety: Mandatory meeting in which new residents attend at the beginning of the school year.
Housing Intent: Clarifies whether or not the student has submitted their housing intent.
Sport 1, 2, 3: This will display which athletic teams the student is on.
Student Employment: This section displays whether or not the student is employed by the university and if so, whom they are employed by.
Detailed Student Search (1):

If you need to perform a more detailed/descriptive student search, begin on any student’s profile. From there click on the magnifying glass tool, highlighted below:

Once completing the first step, you will be brought to the search navigation shown below. This search can be used to filter students by their ethnicity, age, date of birth, hall, first name, last name, student ID, room number, and more by following all of the same steps.
Detailed Student Search (2):

To begin understanding how to use this search navigator, let’s pretend you are searching for a student in a specific hall, based on their ethnicity. First you may select the hall in which you would like to search:

If you decided that you would like to search for students who reside within two or more residence halls, simply select the “New Request” tab at the top of the page. As you continue to add more halls to your search, the number above “Find Requests”, in the top left corner, will display how many requests you have made. If at any time you added a new request that you would like to remove, simply select the “Delete Request” tab highlighted above.
Detailed Student Search (3):

From here, you may select the ethnicity of the student whom you are searching for. If you would like to narrow down your search more, you may also identify the student's sex, age, or any other forms of identification offered through the search.
Detailed Student Search (4):

Before navigating this specific search, be sure that the “Include” option is selected. This will ensure that the search excludes any individuals who do not match the criteria entered. On the other hand, if you would like to exclude a particular race from your search, you would select the “Omit” option instead.

Once you have completed entering all of the desired information into the search navigator, continue by selecting the “Perform Find” option below.
Detailed Student Search (5):

Once selecting “Perform Find”, every student that meets the selected criteria of your search will appear. You may look through each profile that matches your search by clicking on the arrow highlighted below:

Information whited-out for confidentiality purposes.

From here, if you would like to begin a new search, simply select the magnifying glass tool and eLife will navigate you back to the original search page.

You may follow the same steps to search for students based on any other information as well.
Performing a Query Search (1):

When narrowing your search down to a specific group of students, you have many options. You may search for a specific athletics team, a student employment department, which themed housing they live in and more. You may even do all of these things at once. To begin with Student Employment, simply select the department in which you would like to search in the “Student Employment” section:

From here, you may select the specific department you are looking for. If you are simply only basing your search off of this information, you may select “Perform Find” and all the matching criteria will appear if you keep the “Matching Records” option as “Include”.
Performing a Query Search (2): 

When searching for all student-athletes, you may select the “Athlete” box below highlighted below. If you want to be more specific as to which sports team you are searching, continue by selecting the team in the “Sport 1” tab. If you want to search 2 or 3 sports teams, continue by adding the team names in the other boxes.

For example, if you would like to search for the basketball players, only type in “basketball”. If you would like to search for the women only, type in “Women Basketball”. Upon selecting the “Perform Find” option, every Women’s Basketball player will appear.
Building Rosters (1):

To view your residential hall’s roster, you may begin by clicking the tool selected below. Upon doing so, you will be given the option to select a Building Roster, a Building Photo Roster, an Emergency Roster, or a Campus RA Roster:

Once selecting one of the above, eLife will ask if you would like to print or export your file.
Building Rosters (2):

If you choose to print, send the document to the appropriate printer. If you choose to export, the file will save to the computer desktop as an Excel document.
To begin navigating through eLife, there are several different subsections to choose from. In order to find these, click on the tab below. Once doing so, a drop down menu will appear:
CTW/PNG
Criminal Trespass Warning/Persona Non Grata:

When searching whether or not an individual has been granted a CTW or PNG from the University, begin by selecting the CTW/PNG tab:

Upon doing so, the list of individuals will display. You may filter by last name and/or by selecting the “PNG” or “CTW” boxes. In some cases, a photo may also appear.
Residence Hall Information:

To locate the roster and information for the Residents, Resident Assistants, RHA officers, and hall directors, begin by navigating to the “Hall” tab:

Here you can scroll through the buildings roster in alphabetical order of last name and view resident’s profiles by selecting their ID number.
Duty Logs (1):

To begin a new duty log, begin by selecting the “**Duty Logs**” option under the navigation tab.

You will then be navigated to the page displayed above. Once here, you must either create a new duty log by selecting the **plus icon**, or open your hall's current duty log by selecting the **ID number located in the left column**.
Duty Logs (2):

Begin your duty log by selecting the name of the RA’s, the ProStaff, and the DA’s (if necessary) on duty for the current shift. You must simply select the appropriate category for each individual and find their name from the dropdown menu that will appear.

When the RA’s begin duty, they will use the same duty log as the OA’s. Once the shift starts, the hourly update will change from “OA Shift” to “Round”. Clock your hourly round by simply selecting the “Round” box and selecting your name from the dropdown menu that will appear. Once you complete entering your round, select the tool on the left side of the column to “Submit” your round.

FIRST-YEAR HALLS ONLY:

Before submitting the duty log at the end of your shift, be sure to enter the total amount of “Visitors” and “After Hour Guests” in the designated areas highlighted above.
Programming (1):

To enter a program, begin by selecting the “Programs” tab.

You will be directed to the page below. Once here, select the **plus** icon to add a new program.
To begin choosing your CCE program, you may view the description of the event by simply selecting the ID code next to the name of the program, as shown below. If you are entering your CCE program, you must FIRST email Scott Nolan (nolansc@easternct.edu) for permission.
Once being approved for the CCE program of your choice, you will then select the plus option below. Next, eLife will ask you if the program you are requesting is adopted through the CCE and you may then enter the ID number associated with your program into the box highlighted below. Continue by selecting “Create”.

If the program you are entering is not Adopted CCE, do not enter a code. Continue by choosing the “Create” option.
Programming Request:

Once you choose “Create”, you will be directed to the program request page. Begin by selecting the “Type” box. A dropdown menu will appear and you may select the type of program you wish to enter:

Continue by filling out all of the “Required” areas above. If it is an Educational program, be sure to also fill out the “Core Value”, “Curriculum”, and “Topic” areas displayed.
When requesting money or a van, continue with request by selecting the “Request Pt 2” tab. Once doing so, select your request from the drop down menu displayed below:

Once you have chosen your form of payment, continue by selecting the “Index/PO” box. Upon doing so, a dropdown menu of all the halls will appear. Select the appropriate account.

Enter your requested amount of money in the “Request/Approved” slot above. Once your HD reviews the request, the amount of money they approve will display below the original request.
Programming Request: Requesting Money (2)

Continue with your program request by selecting the second box below “Type/Category”. A drop down menu will appear allowing you to select what you intend to use your approved funds for.

When using a PO be sure to indicate the PO number in the second box below “Index/PO”. If using the Big-Y card, you may enter “Refer to HD for Big-Y PO#”. All other transactions do not require that slot to be filled out.

In the “Vendor/Description” area, in the first slot you must indicate where you will be purchasing your materials. Below that slot, describe exactly what it is that you will be purchasing.
Once your program is completed and you have finished using your requested funds, you must complete the “Program Report Part 2” area.

Here, all of your information from “Request Part 2” will appear automatically. You must only enter the exact amount of money you spent for the program in the area highlighted above. This amount will then automatically appear in the “$ Amount Spent” box below.

To complete the money request process, you must print of the finalized page displayed above and have it signed by you and your Hall Director. Make sure that all of the areas are filled in correctly before submitting to Sonya.
One on One’s (1):

To enter One on One’s, begin by navigating to the “Comments” page.

Continue by selecting the plus icon. A search box will then appear where you may begin to look for residents by their last name or ID number. Once you find the resident you are looking for, go to their profile by selecting the arrow displayed below.
One on One’s (2):

When entering your one on one, report any information in the “Comment” area displayed. Before submitting, make sure to identify the nature of the conversation by selecting the “Concern” tab and identify the HD in your building.

Submit your one on one by selecting the tool below and clicking “Submit Comment”.