

# Updating Vacancies & Resetting House Email Password

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www.oxfordvacancies.com

## **HOUSE:**

1. Visit [www.oxfordvacancies.com](http://www.oxfordvacancies.com)
2. Click on "House Login" at top of Page.
3. Login to house account.
  - a. Username is the house unique house name (with spaces, e.g. Valley View)
  - b. If password is lost or forgotten: click on, "Click to Reset Password", enter the house phone number, and click on, "Call Me". The automated system will call the house phone number. Answer (speak to prompt the system), and you will be provided a temporary 6-digit password.
4. Change password to something unique but simple and write the password down and update "House Login Info Sheet".
5. Update contact info.
  - a. Contact mobile should be House Secretary.
  - b. Contact person name should be first name only.
6. Update interview day and time.
7. If contact person moves out or house elects a new House Secretary, change contact person information immediately.
8. Login periodically to verify updates are recent and accurate.

## **CONTACT PERSON:**

1. Save the "970.699.XXXX" phone number that text messages you, as "Vacancy Contact".
2. Answer weekly text message with number of vacancies – enter the numeral only.
3. You can text message the phone number at any time if your house's vacancies change mid-week (again, enter numeral only.)

## **ONLINE APPLICATIONS:**

1. The oxfordvacancies.com website allows for individuals to apply online.
2. A completed application submitted online will be sent to the house email address. The contact person will also receive a text message with the name and contact number of the applicant.
3. Be sure to follow up by immediately contacting the applicant and scheduling an interview.

## **RESETTING HOUSE EMAIL:**

1. The oxfordvacancies.com website allows the house to reset their *house*name@oxfordhouse.us email address.
  - a. The contact person text messages the word, "Email", to the "970.699.XXXX" phone number saved as "Vacancy Contact" on their mobile phone. This will only work if the text message is sent from the listed contact person's mobile phone number.
2. The automated system will respond by text message with your house email address and a temporary password.
3. Use this password to login to the house email address (*house*name@oxfordhouse.us), then change password to something unique but simple and write the password down.
4. Update "House Login Info Sheet".