

Updating Vacancies & House E-mail

www.oxfordvacancies.com

HOUSE:

1. Visit www.oxfordvacancies.com
2. Click on “House Login” at top of page.
3. Login to house account
 - a. Login with house name and password.
 - b. If password is lost or forgotten, use house phone to call 1-561-OXFORD1 (1-561-693-6731)
4. Write down password provided by automated system.
5. Login and update contact info.
 - a. Contact phone must be a cell phone of seasoned member.
6. Update interview day/time.
7. If contact person moves out, change contact person immediately.

CONTACT PERSON:

1. Save “561-693-6731” as contact named “Oxford Vacancy”.
2. Answer weekly text with number of vacancies. (Number only)

ONLINE APPLICATIONS:

1. The new website allows for individuals to apply online.
2. A completed application will be sent to the house email account.
3. Be sure to follow-up by scheduling an interview.

RESETTING HOUSE EMAIL:

1. Text the word “EMAIL” to “561-693-6731” from the CONTACT CELL PHONE listed on the oxfordvacancies.com site for you house
2. The system will then reply with your house email and password.

The outreach workers will add new houses or new phone numbers to the database. If your house contact has not responded to texts in two weeks the house will receive a phone call with an automated message reminding the house to update vacancies.

If you have any questions, you may contact your local Outreach Rep.