Step 1: Obtain the Brown ID # for your Group Leader

Step 2: Log onto https://resweb.brown.edu
Step 3: Enter your username and password to finish logging in. The username and password information is the same one you use when logging into all Brown University systems.

Note: You may be asked to authenticate your log-in using the DUO push system. Please make sure to have the device that you receive DUO requests on with you should this happen.
Step 4: Click on the “Group Leader Agreement” link

Step 5: Read the Group Member Instructions

Step 6: Click the word “Add” (text in blue)
Step 7: Type in the Brown ID # of your Group Leader in the text box to the right of the “Find By ID Number (req)”

Step 8: Click the word “Lookup” (text in blue)
Step 9: The name of your group leader will show up in the text box.

Step 10: Read the Proxy Information for term 201710 terms
Step 11: Click the “Agree” radio button
Step 12: Click the “Save” button
**Step 13:** The Brown ID # and Full Name (First and Last) the group leader will appear. If you accidentally added someone, you can click on the word “Revoke” (text in blue).

**Step 14:** When all group leader has been added, click the “Close” button

**Step 15:** You will be returned to the resweb.brown.edu home page. This means that you have successful added the group leader.
The final steps need to be completed after the Group leader has accepted to be a group leader, aka proxy, for you.

**Step 16:** After the Group Leader has accepted to be a group leader for you, a table will appear. Information included in the table is “Group Information” “Group ID” “Group Name” and “Status”.

<table>
<thead>
<tr>
<th>Group Information</th>
<th>Group ID</th>
<th>Group Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>1736</td>
<td>2016-2017 Room Selection</td>
<td>Completed</td>
</tr>
</tbody>
</table>

**Spring 2017**

<table>
<thead>
<tr>
<th>Group Information</th>
<th>Group ID</th>
<th>Group Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>1707</td>
<td>2017-2018 Room Selection</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

**Fall 2017**

- Group Leader Agreement
- Phase Two: Group Leader Designation and Group Formation
- Please complete the questionnaire using the link provided.
- Phase One: Housing Lottery Intent: You submitted a complete application on 1/25/2017 4:17 AM.

**Step 17:** The “Status” will be shown as incomplete. **GROUP MEMBERS ARE NOT OFFICIALLY A PART OF THE GROUP UNTIL THIS STATUS IS SHOWN AS COMPLETE.**
**Step 18:** Click the “Phase Two: Group Leader Designation and Group Formation” link.

**Step 19:** Read the Housing Lottery Intent

**Step 20:** Click the “Next >” button.
Step 21: To the right of the question “Are you the Group Leader?” is a drop down menu. Select “No” from the drop down menu.

Step 21: Enter the Group Leader’s Brown ID # into the box to the right of “Group Leader Brown ID Number”

Step 22: Click the “Next >” button
Step 23: Read the Group Formation Instructions

Step 24: Click the “Next >” button

Step 24: You should see the name of your group leader, in addition to other group members. To complete the process, click the “Accept” button.

NOTE: ONCE YOU HAVE HIT “ACCEPT”, there is no ability to change the person who is the Group Leader.
Step 25: If you have successfully completed all of the steps, the confirmation screen will appear. An automated email will be sent to your brown.edu email address also confirmation completion of this step.

Step 26: Click the word “Home” (text in red) on the left side of the screen.

Step 27: The “Status” will now be shown as complete. **GROUP MEMBERS ARE NOT OFFICIALLY A PART OF THE GROUP UNTIL THIS STATUS IS SHOWN AS COMPLETE.**