Step 1: Obtain all Brown ID #s for members of your Group

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 “Phase Two: Group Leader Designation and Group Formation” link
**Step 5:** Read the Housing Lottery Intent

**Step 6:** Click the “Next >” button
**Step 7:** To the right of the question “Are you the Group Leader?” is a drop down menu. Select “Yes” from the drop down menu.

**Step 8:** Enter your full Brown ID # into the box to the right of “Group Leader Brown ID Number”

**Step 9:** Click the “Next >” button.
**Step 10:** Read the Group Formation Instructions

**Step 11:** Click the “Next >” button

If you are a Group of One, aka going into the Housing Lottery alone, please proceed to the next page, #7, for the final instructions.

If you are a Group leader for a group with multiple participants (2-10 people), please proceed to page #8.
IF YOU ARE A GROUP OF ONE, AKA ENTERING THE HOUSING LOTTERY ALONE:

Step 12: Click the “Save button”.

Step 13: 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.
IF YOU ARE HAVE MORE THAN ONE GROUP MEMBER:

**Step 12:** Enter the first group member’s Brown ID # into the box to the right of “Find By ID Number (req)”

**Step 13:** Click on the word “Lookup” (text in blue)
Step 14: The Full Name (First and Last) and email address of the group member will appear. If you accidentally added someone, you can click on the word “Delete” (text in blue).

Step 15: Repeat Steps 10 through 12 until all group members have been added.

Step 16: When all group members have been added, click the “Save” button.
**Step 17:** 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.

![Confirmation Screen]

**Step 18:** Have all group members complete the Group Leader Agreement. Step-by-step instructions with screen shots on how to do that can be found here. A video showing these steps can be viewed here.

BEFORE PROCEEDING TO THE LAST STEPS, ALL GROUP MEMBERS MUST HAVE COMPLETED STEP 18
**Step 19:** Once one group member has indicated that you are the group leader, a link stating “Someone has requested you as their group leader. Please click on this link to review and accept.” will appear. Click on that link.

All group members who have chosen you as the group member will appear. If you do not see all the members of your group, stop and wait until all members do show up.

**Step 20:** Click the word “Accept” (text in blue) of the first group member.
Step 21: A pop-up window will appear, and ask you to confirm that you want to be the Group leader (aka proxy) for the group member. Click the “OK” button.

Step 22: The ID number and Full Name (First and Last) of the group member will appear. If you accidentally accept someone, you can click on the word “Decline” (text in blue).

Step 23: Repeat Steps 19 and 20 until all group members have been accepted.

Step 24: When all group members have been added, click the “Close” button
Step 25: You will be returned to the resweb.brown.edu home page. You will see the link “You are a designated proxy for (group member names here). Please click on this link to perform actions as a proxy.” As long as you see all group members’ names within the link you are successful.