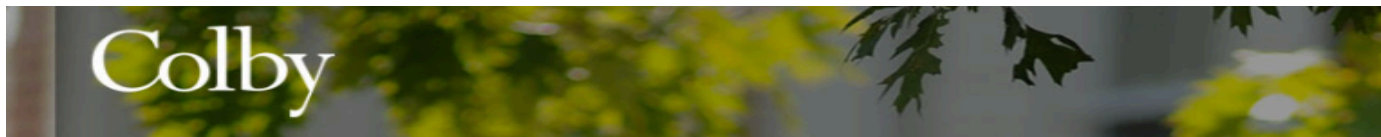


# On-line room draw step by step

<https://colby-residence.symlicity.com/index.php/pid318794?>

1. Username= Colby username EX: embrook@colby.edu
2. Password= Colby password used to log in to your account



## Authentication

---

Username

Password


---

[Forget your password?](#) | [Colby ITS](#)


Click to begin your housing application. This form is necessary in order to go through the room draw process. Enter the information required and select which type of housing you want (ex: traditional, sub-free, quiet, off campus, Alford or wellness)

a) Click on “get started”, this will take you through the application and require you to answer specific questions. Make sure you hit submit at the end.

b) After you fill out the application. You will get a confirmation e-mail to your Colby account.

 Applications  
Start, continue or view the application(s) listed below.

Fall 2015 returning student housing application [Get Started](#)

 **NOTE:** This is how you connect with your future roommates and set up a group

## Applications

The application for this term has two parts:

The first part is the application itself. It is required and must be submitted by the deadline listed. While the second part, setting up your Roommate Group, is optional.

### Part 1: Fall 2015 returning student housing application

(\*Required)

**Due Date:** Monday, March 9th 2015 at 5:00pm



### Part 2: Roommate Group

(Optional)

Create your Roommate Group

# Room Draw- Roommates

Click on Roommate Group from the previous screen. It will take you to this page.

Roommate Groups (Fall 2015) [Change Term](#)

## Search resident profiles

Find ideal roommates to invite into your group

## Find someone you know

Enter the Roommate Code of a person you know

*No search filters set*

[Change Search Filters](#)

[Clear Search Filters](#)

**My Group**

Messages

**You do not have a roommate group for this term.**

Invite other users to create a group.

Profile #3

[View Full Profile](#)

Profile #4

[View Full Profile](#)

Profile #5

[View Full Profile](#)

OTHER ROOMMATE GROUPS

[+ Create New](#)

IGNORE the search resident profiles option and click on “Find someone you know”

Roommate Groups (Fall 2015) [Change Term](#)

**Search resident profiles**

Find ideal roommates to invite into your group

**Find someone you know**

Enter the Roommate Code of a person you know

Enter a Roommate Code:

You can obtain your friend's Roommate Code by asking them on the phone or by email.

Roommate Codes are usually private and are not published or searchable.

Now it is time to find your roommates. This is done by a code found in the top right portion of the housing home page. **\*\*NOTE\*\*** Your roommate is assigned only to you and will not be known to others. YOU share this code with whomever you want your roommates to be.





Mayflower Hill Housing

[Home](#) [Applications](#) [Roommates](#) [Room Selection](#) [My Account](#) [More](#)

 [Emily Brook](#) [Logout](#)  
Your Roommate Code: **marbau620** 



 [Emily Brook](#) [Logout](#)  
Your Roommate Code: **marbau620** 

You have no new messages

[View all messages](#)

Click on the envelope and it will show if you have any messages waiting in your inbox for sympathy

Once someone gives you their roommate code, enter it in the box on the screen below and it will send them an invitation

**Enter a Roommate Code:**

**Send Invite**

You can obtain your friend's Roommate Code by asking them on the phone or by email.  
Roommate Codes are usually private and are not published or searchable.

A confirmation screen will pop up, enter whatever message you like and click send.

**Enter a Roommate Code:**

**Send Invite**

You can obtain your friend's Roommate Code by asking them on the phone or by email.  
Roommate Codes are usually private and are not published or searchable.



**Roommate Request Sent**

Your roommate will have to log on to his/her account and check their sympathy inbox in the top right corner of the screen. Once they accept the invitation, you should receive several messages in your inbox.

**Room Selection: Group Member Update** 

Thomas Gregston has been added to your roommate group by Emily Brook for term Fall 2015  
1 minute ago

**Roommate Request Accepted** 

Your roommate request has been accepted by Thomas Gregston. 1  
minute ago

**Room Selection: Group Member Update** 

Emily Brook has been added to your roommate group by Emily Brook for term Fall 2015  
1 minute ago

**New message from 1401** 

Thank you for your invitation to be roommates. I accept. 1 minute ago

This is an example of an inbox after a roommate has accepted an invitation. You now have a roommate group. If you want to another roommate to your group, go through the process again of asking them for their roommate code and sending an invitation.

Now, click on the roommates heading found at the top of your screen

[Return to Previous Screen](#)

Roommate Group #12345

**My Group** Messages

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Fall 2015

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Group Leader  
**Emily Brook**

Members  
**Thomas Gregston**

**Leave Group**

OTHER ROOMMATE GROUPS

[+ Create New](#)

You should now be able to view who is in your roommate group on the right side of this screen.

It is now time to select a room on campus with your roommate group.

## Room Selection

Click below to begin the room selection process.

**Demo 15-16**

*Selection Date: Tue, Mar 10 01:49 PM*

Open

Select open under room selection on your home page  
**\*Note\*** Your page will not say demo, it will say whichever room draw you applied to be in. This will not show you the room draw number, but the date and time you are allowed to pick a room

## Demo 15-16 (Fall 2015)


Assigned Room Selection Time: 1:49PM - MARCH 10TH, 2015

Start Date: 9:39AM - FEBRUARY 25TH, 2015

Finalize your selection by: 9:45AM - MARCH 13TH, 2015

Select a room in the remaining time

1 23 22 21

  
Update Roommates  
*Thomas Gregston, Emily Brook*  
Optional

  
Select a Room  
Required

Clicking open will bring you to the above page. Note that your dates and times will look different to you and it will not say demo  
Now click "Select a room"



You can search for rooms on campus using the building and floor and occupancy tabs. Ignore all others.

Search Filters:

Building

Floor

Room Attribute

Occupancy

Room Rate Code

Keywords

Items 1-183 of 183

Building Name	Floor Level	Apartment Number	Room Number	Availability	Selection
Anthony	1		176	2 of 2	<input type="button" value="Open Room"/>
Anthony	1		177	2 of 2	<input type="button" value="Open Room"/>
Anthony	1		178	2 of 2	<input type="button" value="Open Room"/>
Anthony	1		179	2 of 2	<input type="button" value="Open Room"/>
Anthony	1		192	2 of 2	<input type="button" value="Open Room"/>
Anthony	2		276	2 of 2	<input type="button" value="Open Room"/>
Anthony	2		277	2 of 2	<input type="button" value="Open Room"/>
Anthony	2		278	2 of 2	<input type="button" value="Open Room"/>
Anthony	2		279	2 of 2	<input type="button" value="Open Room"/>
Anthony	3		376	2 of 2	<input type="button" value="Open Room"/>

Favorites




Space

Scroll down and you will see all options for your roommate group.

You can favorite, or click the star icon for a room and by doing that you can create a short list on the right hand space of the page.

All rooms that have been taken will NOT be on this list.

### Favorites

Space	
 <b>AVERILL, Room 213,</b> Floor: 2	<a href="#">Open Room</a>
 <b>ANTHONY, Room 192,</b> Floor: 1	<a href="#">Open Room</a>
 <b>ANTHONY, Room 176,</b> Floor: 1	<a href="#">Open Room</a>

Here is an example of a favorite list for the rooms that I may want to select when it comes time for my room selection. If someone before you has selected a room on your favorite list already it will NOT appear.

Say I want to select Averill 213 as my top choice room, I would click the “open room” button on either the total drop down list or from my favorites

Optional

Averill, Floor 2, Room 213

★ Favorited

Select a room in the remaining time

1 23 5 25  
DAYS HRS MINS SECS


Room Selection \* indicates a required field

**Roommates\*:** Thomas Gregston  
Emily Brook

**Room Selection\*:** Building: Averill  
Floor: 2  
Room: 213

[Back](#) [Finalize Selection](#)

Finalize the room in your remaining time seen above. You should now confirm that this room is your final choice.



**Finalized:** Your room selection has been finalized.

Room Selection



## Room Selection

Click below to begin the room selection process.

**Demo 15-16**

*Selection Date: Tue, Mar 10 01:49 PM*

Your room selection has been finalized.

You will also receive an email confirming this selection.