On-line room draw step by step

https://colby-residence.symplicity.com/index.php/pid318794?

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

NOTE: This is how you connect with your future roommates and set up a group.
Room Draw- Roommates

Click on Roommate Group from the previous screen. It will take you to this page.
IGNORE the search resident profiles option and click on “Find someone you know”

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.

Click on the envelope and it will show if you have any messages waiting in your inbox for simplicity.
Once someone gives you their roommate code, enter it in the box on the screen below and it will send them an invitation.

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

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

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.

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

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.

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

You will also receive an email confirming this selection.