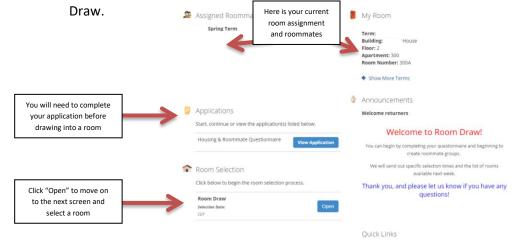
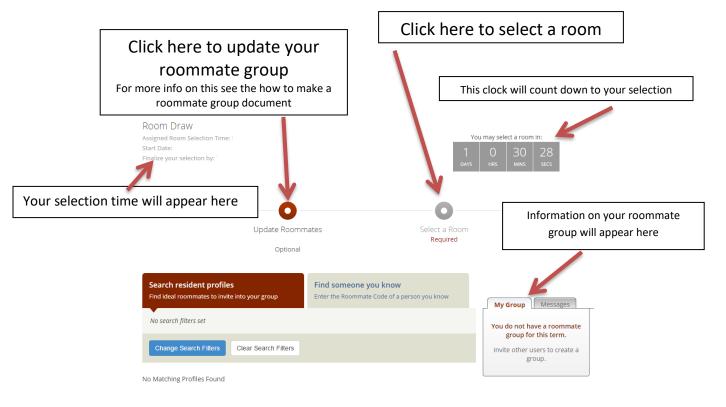
How to select a room in Residence

1) Log into Residence at carletoncollege-residence.symplicity.com and click "Open" next to Room



2) You will see this screen:



Continued on reverse

How to select a room in Residence

3) When it is time for you to select a room, click "Select a Room" and you will see this screen:

		Lie		O-	tor			Solo	ect a Room											
Use	searc					ms that	ma		t you're loc	king for										
Search Filter Building Floor Room Attr	[sele [sele ibute [sele	ect]		Click t	the	star to	"fa	Occupa Room F Code Keywor	Rate v	nd it more ea	sily la	ater	1	1]	7	1]]]
Items 1-334 of	_				_				Favorites		_									
Building Name	Level	Apartment Number	٠	Room Number	٠	Availability	Sel	1	Space											
Allen House	2			206		1 of 1	ជ	Open Room												
Allen House	2			207		2 of 2	ជ	Open Room		Blue rooms i	matc	h your	ro	roo	roor	room s	room sizes	room sizes, wi	room sizes, white	room sizes, white doe
Allen House	2			208		2 of 2	ជ	Open Room												
Allen House	2	204		2044 2048		2 of 2	\sim	Open Room												

5) At finalization, you will see this screen:

Roommates *:	James G. Barker Indiana Jones
Room Selection *:	Building: Hollan Apartments Floor: 1 Apartment: 103-04
	Room 103 (Male): [James G. Barker ▼] Room 103 (Male): [Indiana Jones ▼] Room 104 (Male): [▼] Room 104 (Male): [▼]

- 6) Group member names will be available through the drop down menus and will need to be slotted into their proper room spaces by the Group Leader.
- 7) When the assignment can be finalized, or the Group Leader prepares to submit the assignment, the "Finalize Selection" button is displayed. After clicking on the "Finalize Selection" button, click OK to confirm that the housing selection is finalized.
- 8) YOU HAVE COMPLETED ROOM DRAW! Congratulations!

How to select a room in Residence NOTES ABOUT SELECTING A ROOM

- The Group Leader selects the room. (see Roommate Group information to learn how to identify a Group Leader)
- You can mark room "favorites" at any time to move them to your individual list for easier watching. Only the Group Leader can add favorites to the groups list.
- When it is your time to select, you will automatically have access to the system. You can select immediately or any time until Room Draw is finished. Please note if you do not select immediately, other students' times will come and they will be able to select even if your group has not finalized your selection.
- You can view rooms at any time. The system will display real time updates of room availability with each page refresh.
- While groups of any size can view all rooms, you can only select a room that matches your group's size. You may wish to have plans in place in case the size room you want is taken prior to your turn to draw. (see Roommate Group information)
- You can "open" the room to confirm designations such as sub-free and quiet areas.
- You can select the quicklink on your homepage to view the building floor plans. These are also availble on the Office of Residential Life website.
- Students will not be able to partially fill a room i.e., if the space is a triple, a group must have 3 people in order to draw it. It will not allow a group of 2 to select it.
- Some spaces will be listed as "apartments." This refers to a space that has multiple rooms that must be drawn together, usually due to an adjoining bath.