W&M Room Selection

Some of the screen shots in this document may be slightly different for W&M based on our specific needs and settings.

Log into the housing system by clicking the link below or go to the Residence Life Home page and click on the “My Housing” box on the right side of the screen.

https://wm-res.symplicity.com/index.php/

Student Homepage – Room Selection Display

When a room selection process is active for a resident, the following elements are visible on the homepage:

1. **Room Selection Tab**: sends the user to a dedicated list view of all active selection process for that user

2. **Room Selection Widget**:
   a. **Name**: name of the selection process
   b. **Select Date and Time**: assigned select time of the individual participant; varies if roommate groups are configured. If select time has passed, a button to enter the process displays here. Clicking the button delivers the user to the selection screen.
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Symple Select Process

Selecting Open on the lottery widget delivers the user to the "Housing Selection" screen. All elements of the room selection process are managed through this interface, which contains a significant amount of information to supplement the participant in the selection process. There are two steps participants should take to select rooms:

1. **Selecting/Update Roommates**: (optional) residents should identify and form a roommate group. This is the process by which participants indicate with whom they want to live. When completed as the first step, only housing for which the group is eligible will be available for selection. 
   
   **NOTE:** We advise completing this step well before your time block is set to open.

2. **Select a Room**: (required) the rooms list displays a real-time listing of spaces available in the selection process for which the roommate group is eligible. Each time the page is refreshed, the rooms list updates with the latest available spaces. Groups can also see available rooms for their gender that do not match their group size but will not be able to select them. You can adjust your roommate group (add or remove members) in order to select a desired space.

3. **Finalize Room Selection**: once a target room has been identified, the participants can select room and submit the assignment.

Step 1: Roommate Groups

Forming/Updating Roommates: As an optional step, residents can decide if they want to be a member of a roommate group. Based on criteria unique to each school, the participants wishing to live together should form a group and delegate a group leader. Generally, this will be the person with the best selection time, but this is not always the case. All potential roommates should give their roommate code to the group leader. This allows the group leader to choose a room and roommates for all participants who share the code, so it should not be shared lightly. The roommate code is always displayed on the homepage of each student.
NOTE: The Search Resident Profiles is disabled and not a feature we are currently using at W&M.

Create a Roommate Group- Find someone you know

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

2. Participants can enter the Roommate Code of someone they know by entering it under the “Find someone you know” tab.

3. Select Send Invite. Roommates will be displayed after roommate codes are successfully entered. Repeat steps 1-3 until all roommates are entered.

4. Invited roommates must accept the invitation to make the roommate group official.

When all roommate codes have been entered and invites have been accepted, each group member will be listed in the My Group box. If the entered roommate code is correct, but does not add the group member, either the proposed roommate is ineligible to form a group (female with males, for example) or the roommate is in a group with other participants.

Remove Group Members

Roommate groups can be edited using the same steps. The “group leader” (person who created the group) can add or remove any member to the group. To remove members, the group leader selects the red “X” button next to the roommate to be removed, then saves the changes to the group. By selecting Leave Group, any member of the group can remove themselves from a roommate group at any time until the selection is finalized.

Any individual can also remove themselves from the group by clicking on the red “X” button. This can be done until the room selection is finalized.

When someone is removed from the group, an email notification is sent to all members of the group making them aware of the change to the group.
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*Change Group Leaders*
Additionally, the group leader may pass the “group leader” role to any other member of the group by selecting the “up arrow” next to the intended group leader.

*Adding or removing members or changing leaders may impact the group selection time. If so, the changes to selection time will be immediately apparent upon saving the changed group.*

**Step 2: Select a Room**
After forming a group, the next step is to locate available space.

1. Residents can search available rooms.
2. View room details, which can include room attributes.
3. Finalize room selection.

*View Open Rooms*

1. Residents can use the filters to search for what type of space they are looking for. They can filter by Building, Floor or Occupancy.
2. This list is pre-filtered based on the combined eligibility of the group members. Changes in the roommate group may affect the rooms or apartments displayed.
3. This list accounts for gender and other elements of the roommate groups in displaying available space, so these room elements are not displayed in the list view.
4. The Availability column lists how much space is available in each room.
5. Residents can save their Favorite rooms by clicking on the white star in the Selection column. By saving a Favorite room, participants create a personal list that allows faster selection when it is their selection time.
6. To view the room information, click on Open Room.
7. Groups can see all available rooms/apartment for their gender but will only be able to finalize a selection that meets their current roommate group size. Remember you can adjust your group size anytime until a room selection is finalized.
8. Once a room is finalized only Residence Life can undo a roommate group. This is not something that can happen quickly and will undo the prior room selection for all members of the group.
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Step 3: Finalize Room Selection

Once a room has been identified, the group leader should make the selection.

1. **Selection Window Status**: displays countdown until selection can be finalized OR message indicating window for selection has opened and housing selection can be finalized

2. **Your Roommates**: lists all members of the group and their class year (optional).

3. **Room Selection**: Displays the room the group leader selected. If selecting an apartment, the group leader will need to place each roommate from the roommate group into the bed spaces related to the apartment. In this way, the students directly control which residents share rooms within the apartment.

4. **Finalize Selection**: 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.
Once the student has successfully submitted an assignment, they may still view their selected assignment in the room selection process. However, they will not be able to edit their group or change their finalized room assignment.