

HOUSING APPLICATION

STEP 3: ROOM SELECTION GUIDE



Instructions for Roommate Pair Leaders or Individuals Not in a Roommate Pair

STEP 1:

Log in to the [Housing Portal](#) and click on the Roommate and Room Selection tab.

STEP 2:

You will see a list of communities with available units. If you do not see a community listed on this page, it is either not available due to your classification or because there are no longer beds available in that community.

STEP 3:

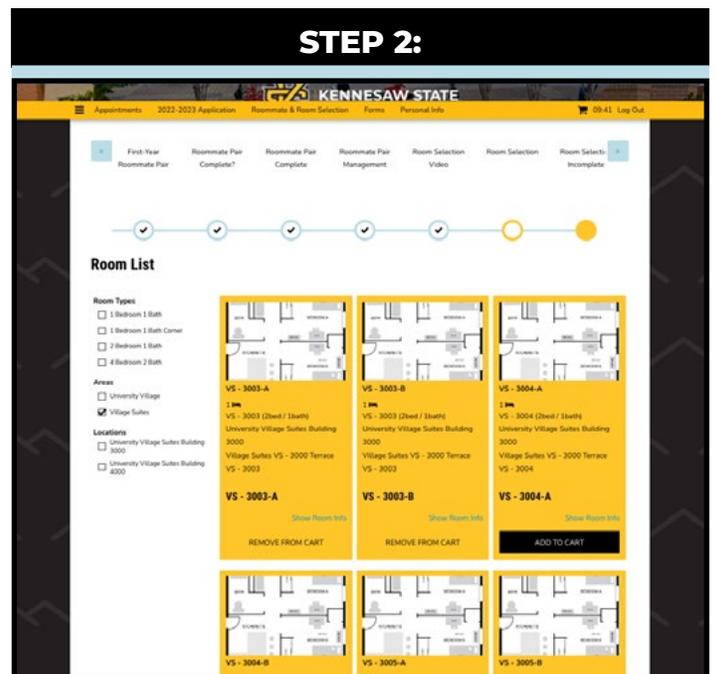
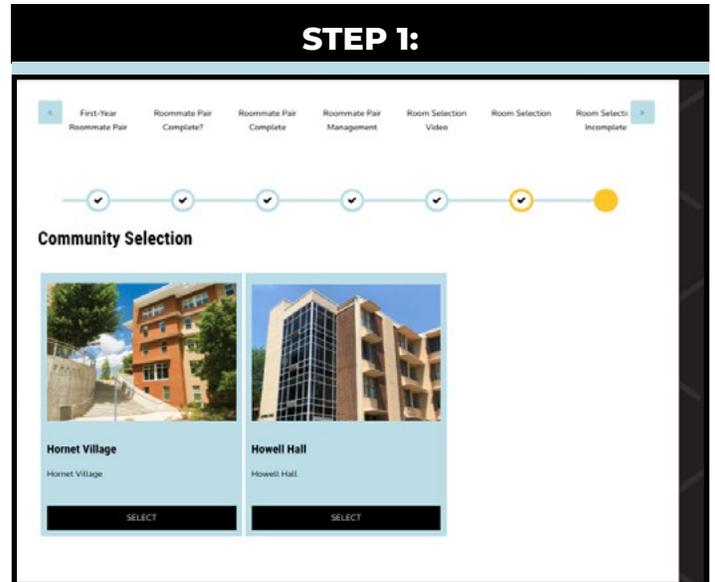
Once you select a community, you will be able to sort the beds within this community based on room type and specific building.

STEP 4:

When you find a room that interests you, select the room and add it to your cart. Roommate Pair leaders must add two beds to their cart: one for themselves and one for their preferred roommate. Both beds need to be in the same unit or you will receive an error message.

STEP 5:

You will have ten minutes from the moment you add the first bed into your cart to add a second bed, if you are a Roommate Pair leader. If you need to start over, the clock will reset, and the room(s) will be removed from your cart.



STEP 6:

After you add the room(s) to your cart, you will assign yourself and your roommate (if applicable) to a specific bed. It will not allow you to move forward until you have placed you and your roommate.

STEP 7:

Confirm your assignment and select **“Save and Continue.”**

STEP 8:

To confirm your room booking, you will be prompted to pay the \$75 Room Booking Fee. You will be taken outside the Housing Portal to complete your payment. You and your roommate must both pay this fee within 48 hours. Failure to do so will result in losing your reservation, and you will need to begin the room selection process again.

STEP 9:

Once you have paid your Room Booking Fee, you have completed Step 3.

Instructions for Students in a Roommate Pair After Their Roommate Pair Leader Has Assigned Them Into A Room

STEP 1:

Log in to the Housing Portal.

STEP 2:

View and accept the room assignment from your Group Leader.

STEP 3:

Pay the \$75 Room Booking Fee.

STEP 4:

Once you have paid your Room Booking Fee, you have completed Step 3.

STEP 6:

Assign Beds

My Room

Owl, Sturgis
Gender: Male
Select Bed

My Roommates
Below are your current roommates. You can assign beds to all of them.

Owl, Scrappy
Gender: Male
Select Bed

GO BACK ASSIGN BEDS

STEP 8:

Application Fees Explained Room Booking Fee Information (\$175) Shopping Cart Checkout 2020-2021 Housing Process Complete

Application Fees Explained

Get Your Credit or Debit Card Ready

The next step in the Housing Application process is paying the Application Initiation Fee. You must pay the Application Initiation Fee in order to move forward in this process. Below is a brief explanation of how much you will pay based on your student classification.

You will pay \$175 total

Click the "next" button below to be direct to a third-party site to make your Application Initiation Fee payment. If your payment does not go through automatically, try entering your card information again. If the payment still does not go through, you may need to call your bank to authorize the transaction.

SAVE & CONTINUE



If you have any questions about the Housing Application, contact the Talon One Service Center at **470-578-8663 (T-ONE)** or talonone@kennesaw.edu

For more information about Housing and Residence Life, please visit our website, kennesaw.edu/ksuhousing