FAMU HOUSING ONLINE APPLICATION PROCESS

FAMU Housing application process is online. This process will allow you to first, apply for housing online through your iRattler account by selecting a term and then agreeing to the terms and conditions of the FAMU Housing Agreement. Next, you will submit your housing advanced payment online through our electronic payment process with a debit/credit card. Finally, you will receive an email instructing you to navigate to the URL to select your room assignment online, one hour after making your payment.

Please see detailed instructions on the entire Housing Online Process below!!
Housing Online Process - iRattler

If you have submitted a hard copy (paper) application into the housing main office PLEASE DO NOT process an online housing application.

Please log into your iRattler account with your valid user ID and password credentials in the “Signon” area below.

**Note:** If you do not have an iRattler account or may need your iRattler credentials reset. Please contact the Florida A&M University Helpdesk by telephone at (850) 412-HELP (4357) or email at helpdesk@famu.edu.

For any questions concerning the online process, please contact the housing office by telephone at (850) 599 – 3651 or (850) 599 – 3652.
To begin the Housing Online Payment Process, click on “iRattler Campus Solutions” link below.
To navigate to classic view click on “NavBar” in the upper right corner.
Click on “Classic Home” icon.
To continue the Housing Online Payment Process, click on the “Self Service” link below.
Click on the “Campus Finances” link below.
In the “Self Service” ->“Campus Finances” then on “FAMU Advance Housing Agreement” links.
The term link allows you to select the term(s) that are active to apply the online housing process.

- Select a term:
After selecting a term, the next screen is the online housing agreement authorization page. Please read over this page in its entirety and scroll to the bottom of the page.
In the “Housing Advance Payment Acknowledgement” box, click on and read the “FAMU Housing Agreement Terms and Conditions”. (This link must be read in order to proceed)

(Make sure an active email address is entered in the confirmation email box below. This email address will allow you to receive a confirmation notice and inform you on the next steps to completing the online process.)
After clicking on the agreement link, please carefully read the agreement to be informed on University Housing’s terms and conditions.
The next page is an acknowledgment/confirmation page. Please read the acknowledgment message and click the “OK” button to proceed to the next screen or “Cancel” to cancel the posting process. (Only click OK once or you could/will be charged a duplicate amount)
After clicking “OK” to submit charge, the next page will list housing advance payment charge under “Outstanding Charges”. Please enter the advance payment amount in the “Payment Amount” box and continue with steps 1 through steps 4 in the electronic payments/purchases process.
**Please note:** Some scholarship recipients with room and board credit, will receive the below page informing completion of the first steps in applying for housing. Your page maybe different. Please read and follow the instructions on the page.

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**FLORIDA A&M UNIVERSITY**

**Congratulations**,

you have completed the first steps in applying for housing.

As a Florida A&M University student with a full scholarship or Florida Prepaid with room credit you are EXEMPT from paying the advance housing charge.

One hour after making your request, you will be authorized to complete your room selection.

After the hour has past, please connect to this URL: https://auth.famu.edu and follow the instructions on the webpage.

Thank You-FAMU Housing Staff.

If you have any questions, please contact the Housing Staff at (386) 599-3651 Monday - Friday 8:00am - 5:00pm (EST)
Housing Online Process – Student Web Self Assignment

**Congratulations**, you have completed the payment steps for online housing. After waiting an hour for processing, you are ready to complete the steps for self-assignment of your facility and room/bed space online. You should have received an email to redirect you to the application and room selection site.

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**For any questions concerning the online process, please contact the housing office at:**

(850) 599 – 3651 or (850) 599 – 3652.
To gain access, click on “LOGIN WITH YOUR FAMU ACCOUNT” link on the screen.

Welcome To:

University Housing Online Application Process

Welcome to Housing Portal. University Housing offers a wide range of residential experiences for students. Living in close proximity with others, with a constant exchange of ideas, possibilities for friendships and awareness of the rights and responsibilities of all concerned, is part of what makes the residential environment one of the most educational and fun facets of campus life.

Please click on “LOGIN WITH YOUR FAMU ACCOUNT” link to the left of this page to be redirected to the famu email login page. Enter your FAMNET credentials to begin the housing online application process.

Please contact us for any questions.

University Housing is located at: 1596 Gibbs Hall Trail Tallahassee, FL 32307 (850) 599-3651
Next enter your FAMNET ID and password. Then click “Sign In” to proceed to the next screen. (This will redirect you back to the room selection site to book your room)
Once logged in, please select a term to book your room.

Term Selector

Please select a term below to start or continue with your application.

2018-2019 Academic Year
(23/08/2018 - 05/05/2019)

- You started your application for 2018-2019 Academic Year on 16/06/2018 and have not signed the contract.
- You have not paid the deposit, and have not paid the application fee.
- The status of your application is not complete.

Please enter all personal detailed information in this section.
Please enter the emergency contact person and missing person contact in this section. (This information maybe the same)
The dropdown boxes on this screen allow the user to setup a standard profile to possibly be used for matching purposes with a potential roommate.
In case of evacuation please provide to us how you will evacuate and a plan for pickup if possible.
Enter your student number below to sign your contract.
Now it’s time to book your room! The following page has a list of FAMU Housing buildings to select from.
Select the building.

FAMU Village
FAMU Village

Gibbs Hall
Gibbs Hall

Paddyhole Complex
Paddyhole Complex

Palmetto North Apartments
Palmetto North Apartments

Palmetto Phase 3 Apts.
Palmetto Phase 3 Apts.

Palmetto South Apartments
Palmetto South Apartments
Once you have selected the building, you will be asked to select the type of room. A filter list is also located on the left to narrow your search. Click on “ADD TO CART” to select the room.
Next, depending on the room type you will select a bed space.

Assign Beds

My Room

Age: 21
Gender: Male

Select Bed
Select a bed space and click on “Assign Bed”

Assign Beds

My Room

Age: 21
Gender: Male

<table>
<thead>
<tr>
<th>Select Bed</th>
<th>Available Spaces</th>
<th>Available</th>
<th>Unavailable</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA-105A (2 total spaces, 2 available, 0 unavailable)</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>SA-105A</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>SA-105B</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>
You have **10 minutes** to assign yourself to the selected bedspace. The room will be locked until you select the space. Click save and continue.
The final screen is your on-screen receipt page showing your room assignment. **Congratulations!** You have completed the room assignment process.
If you are a First Time In College (FTIC) student and are in one of the below Schools or Colleges, you will continue to the below Living Learning Community page.

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College of Agriculture and Food Sciences
College of Education
College of Science and Technology
FAMU-FSU Engineering
School of Allied Health Sciences
School of Business and Industry
School of the Environment
School of Journalism and Graphic Communication
School of Nursing

For any questions please contact Housing Main Office at:
Line 1: (850) 599 – 3651
Line 2: (850) 599- 3652

LLC

Welcome to our Living Learning Community (LLC) selection preference. LLC selections are optional and are only for incoming first year students.

FAMU-LLC provide a holistic and diverse style to student growth and education. Our residents live in housing facilities which support these ideals through academic partnerships, service-learning opportunities and in-hall education. Each community facilitates a uniquely-designed platform which connects students, faculty, and staff through the classroom, programming and personal interaction.

Please select the LLC that is the same as your College or School. All LLC students will reside FAMU Village housing facility. You are able to select one LLC by clicking on a link below. LLC spaces are only for the Colleges/Schools listed below. Also, additional documents may be needed based on the LLC's requirements.

Please click on a link below to access the LLC application form for your College/School:

- Living Learning Community (LLC):
  - College of Agriculture and Food Sciences
  - College of Education
  - College of Science and Technology
  - FAMU-FSU College of Engineering
  - Honors - (By Presidential Invitation Only)
  - School of Allied Health Sciences
  - School of Business and Industry
  - School of the Environment
  - School of Journalism and Graphic Communication
  - School of Nursing