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 <u>PLEASE DO NOT</u> process an online housing application.

Please log into <u>your</u> iRattler account with <u>your</u> 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 Main Office at (850) 599 – 3651 or (850) 599 – 3652.

To begin the Housing Online Payment Process, click on "iRattler Multifactor Authentication" link below. Please follow DUO steps to log into iRattler.



Login to DUO Duo multifactor authentication is activated for all students, faculty and staf





iRattler Multifactor Authentication → Log into Rattler with Duo

Password Reset Manager → Need to reset your password? Click on the image ab



Please enter your FAMNET credentials in the text boxes on this page.

FLORIDA	Please enter your credentials to access the launcher.
AGRICULTURAL AND MECHANICAL UNIVERSITY	Username
MULTIFACTOR AUTHENTICATION	
	Password

Please follow the Duo process that was set up for accessing your iRattler account.



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Campus Map	Schedule Advisor Appointment	Introductory Help Video	Make a Payment	Request Book Voucher	
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My Academic Requirements	FAMU Blackboard	Browse Course Catalog	Account Inquiry	My Advisor	
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Enroll Add Class	View My Grades	My Class Schedule	Student Center	Addresses	
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To navaigate to classic view click on "NavBar" in the upper right corner.

Click on "Campus Solutions".





To navaigate 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.

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Recent Places	FAMU Interfaces	>
*	FAMU/Student Administration	>
My Favorites	FAMU Student Financials	>
Navigator	FAMU Student Records	>
	Self Service	>
	Campus Community	>

Click on the "Campus Finances" link below. $\hfill \label{eq:click}$

NavBar: Nav	igator	0
	Self Service	
Recent Places	Class Search / Browse Catalog	>
	Academic Planning	>
My Favorites	Enrollment	>
Navigator	Campus Finances	>
	Campus Personal Information	>
	Academic Records	>



In the "Self Service" -> "Campus Finances" then click 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 Fall 2023

Process Disclaimer:

Please note, a \$200 Advance Housing Charge will be charged to your account and payment will be due on the same day the charge was applied. If the \$200 payment is not made on the same day as the charge by 11:59 p.m., your account will be purged and you will be required to repeat the process again.



It you have already accepted Housing terms and conditions and charged your student account \$200, please proceed to "Make a Payment" under "Campus Finance" to pay your charge. Do not click on the term hyperlink again. 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.

Menu 🗖	
Search:	
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My Favorites	JA 🖧 V FLORIDA A&M UNIVERSITY
FAMU Student Financials	HOUSING ONLINE AGREEMENT
FAMU Student Records	
Self Service	
D Personal Information	
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Catalog	Term: FALL 2016
D Academic Planning	
D Enrollment	Name:
Campus Finances	
- FAMU Apply for work	University Housing is othering a new service! The Housing Application Process is now online. For your
- SAMU Advance Heuring	convenience, you may now pay your Housing Advance Payment via IKATILEK. To begin the process,
	read and accept the terms below, then make your payment via the "state a payment" link in IXAI ILEK.
- FAMU Book Voucher	
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- Accept/Decline Awards	specified for each contracted term during the Agreement period. By accepting this Agreement, the
- Sign Perkins Promissony	applicant understands that this contractual agreement may not be terminated without approval of the
Note	housing staff.
- View Perkins Promissory	
Note	If there is a termination without approval, obligation to pay rent for the semesters or terms of the
- Report Aid from Other	Agreement period will be continued. Upon receipt of the application as indicated herein, the University
Sources	agrees to provide housing accommodations for the specified period, subject to availability, and to the
- Purchase Miscellaneous	terms and conditions outlined in this agreement and the "FAM Housing Terms and Conditions"
- View 1098-T	document.
D Campus Personal	
Information	If vou are under the age of eighteen or require reasonable accommodations, please provide
D Academic Records	supporting documentation from the appropriate agency to include accommodation requirement(s).
Degree	Medical accommodations require documentation from a physician. Please click on a this link
Progress/Graduation	<u>PANU Hollshir Arreemen</u> to download a nardxopy Holshig Agreement, ii needea.
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- Class Search	ue ueretes and me cange with oe removed non-jour account.
Campus Community	
Student Recruiting	NOTE:: You will not be able to apply for Housing for the Term if you have not clicked 🔺
Student Admissions	on and read the FAMU Housing Agreement Terms and Conditions, accepted
Records and Enrollment	the acknowledgement and paid your charge. An email continuation of the
D Curriculum Management	posing or the charge to your account, in applicable, will be sent to the Email
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	Submit Datum

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. Type your student id number in the signature line.



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.

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**Please note: Some scholarship recipients <u>with room and board</u> 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.



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.

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

(850) 599 – 3651 or (850) 599 – 3652.



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 redirect 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 <u>your</u> 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)

Sign In for	FAMU Office 365 Email	
FLORI	DAACOUNIVERSITY	
MyMail.Famu.	Ēdu	
Type your FAMU	email address and password.	
User name: Password:	Example: firstname.lastname@famu.edu	
	Sign In	
To reset your FAMn	etID (email) password or establish a profile to enable FAMnetID SelfService,	
Please Click here		
Are you new to the contacting the IT He	Jniversity and don't have your FAMU email? You can activate your account by lp Desk at 412-HELP.	

Once logged in, please select a term to book your room.

Term Selector (Please choose your term)	
Please click on the term session below to only view your room space assignment.	
If you do not have a room space assignment, or have any questions, don't hesitate to get in touch with Housing Ma Housing webpage <u>FAMU HOUSING</u>	in Office at (850) 599-3651 or visit ou
2022-2023 Academic Year	CONTINUE

Personal Detail	Emergency	Standard Profile	Evacuation Plan	Contract	Room Selection	Application	LLC
	Contact	Selections				Status	
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Personal [)etail						
This is the default te	xt to display, refe	r to the widget settir	igs to update the con	itent.			
First Name							
Last Name							
Birth Gender							
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Student Number	-						
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Personal /	Address						
Street							
Street 2							
Zip Postcode							
State Province							
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City <empty></empty>							
Email							
Phone Mobile Cell							

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)

Click here to Apply					Log Oi
Personal Detail Emergency Contact	Standard Profile Evacuation Selections	Plan Contract	Room Selection	Application Status	ШС
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Emergency Contact					
Please fill out the below information:					
Contact Name					
Relationship					
Email					
Phone					
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The dropdown boxes on this screen allow the user to setup a standard profile to <u>possibly</u> be used for matching purposes with a potential roommate.

Click here to Apply						Log
Personal Detail Emergency Contact	Standard Profil Selections	e Evacuation Plan	Contract	Room Selection	Application Status	LLC
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Standard Profile S	elections					
Please answer the "Standard Profile	" questions below. 1	These questions will g	enerate your profi	ie type, which can or v	ill be used for match	ning with a
potential roommate.						
Room Environment	and Movies? -					
(Please Select)	v v					
How often do you play video games	?:					
(Please Select)	~					
How noisy do you like your room to	be?:					
(Please Select)	~					
How often do you have/like to have	visitors? :					
(Please Select)	×					
How tidy do you keep your room? :						
(Please Select)	~					
What is your room temperature pro	ference when you a	ire sleeping? :				
(Please Select)	×					
How do you prefer the room tempe	rature when you ar	e not asleep? :				
(Please Select)	*					
Sleep Habits						
(Please Select)	×					
What time do you wake up? :	×					
(Please Select)	~					
a						
General Questions						
What do you typically do on weeker	ids?:					

In case of evacuation please provide to us how you will evacauate and a plan for pickup if possible.

							Log O
Personal Detail	Emergency Contact	Standard Profile Selections	Evacuation Plan	Contract	Room Selection	Application Status	LLC
 			\bigcirc	_ ~ _			_
In case of an emerg	ency evacuation,	please fill out the info	ormation below to info	orm staff on how	v you will evauate (pare	ents, self, etc.,) and v	vhat is your plan.
How will you evacua	ate						
How will you evacuate	ate						
How will you evacuate Parents	ite						

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	2022-202 Terms. Cr	3 FAMU Student Housing Agreement onditions, and Responsibilities		
I. OVERVIEW/BACKGROUND: The F	FAMU Student Housing Agreement establishes the	terms, conditions, and responsibilities between Florida	A&M University and each student living in U	Iniversity
 FAMU Student Housing Ag a public body corporate, and a pr (30) credit hours graduating from of space and all terms including in neither be honored nor deemed Student Housing Agreement term 	resement ("Agreement"): The Student Housing Ag ospective or enrolled student who is and intends to a high school more than thirty-dwg (35) miles from ength of agreement, cancellation terms and other ter valid without specific written approval from the Uni ns.	reement is a financially and legally binding agree-ment remain enrolled at FAMU. All freshmen (First Time-In- campus are required to live in University-owned or cop- times set forth herein will be enforced. Any alterations by versity. By signing the Agreement, electronically or oth	between the Florida A&M University Board o College Students) and/or students with fewer rated residential facilities. This agreement is the student to the terms contained in the agr envise, the student is acknowledging notice	f Trustees, than thirty for the use eement will of all of the
II. TERMS OF AGREEMENT: 1.Definitions				
Application: The form that is	completed that contains preferences for roomma	ates, and/or room/building type.		

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 your preferred facility. Up to 3 selections.

Personal Emerg Detail Con	gency Standard tact Profile Selections	Evacuation Plan	Contract	Room Preferences	Roommate Groups	LLC	Application Status	Thank you
·	· - •	-•	-•-	\odot	-•			
oom Preference	S							
Please add at least 1	preferences. Please s	elect at least 1 uni	ique locations.					
							ADD	PREFERENC
Order	Lo	cation		Room Prefe	erence	Del	ADD	PREFERENC
Order 1	Lo 	-Please Select Please Select	~	Room Prefe	erence	V DI	ete ELETE	PREFERENC

Once you have selected the building preferences, you will be asked if you have a roommate preference. In order to select a specific, you will need to know the persons "Roommate Search Name." You will need to get that from the individual. It can be found here on the Roommate Group and on the Standard Profile Selections.

Selections	
Roommate Groups	
Your Profile Your Roommate Search Name: .Daniel.Parrish13311 Your Roommate Description: I am a cool guy	
This page is where you can search for roommates and create a roommate group. If you do not want to be in the rest of the application below.	a roommate group, you can continue to
Not In a Group You are not a member of any roommate groups.	
CREATE GROUP	Join Group Search For Roommate Group Search for Roommates by Details Search for Roommates by Profiles Suggest Roommates

If you do not want to select a roommate, you can skip this step by clicking save & continue. If you want to select a roommate, click CREATE GROUP. Enter the person's Roommate Search Name. If valid, the name will populate. Click on at then click SAVE GROUP.

Personal Detail	Emergency Contact	Standard Profile Selections	Evacuation Plan	Contract	Room Preferences	Roommate Groups	LLC	Application Status	Thank you!
•	~	-•-	-•-	~	~	\odot			
Roommate	e Group Deta	ils							
Group Name:									
Please f	ill your gro	OUD'S TOOT	n mandat	ory profi	les below:				
<u>GO BACK</u>	SAVE GROUP								

If you are interested in applying for a living learning community, you can click in the link below to find out more information about applying. This is for First Time In College students ONLY. You can skip if you are not interested or do not qualify.

	Application Status	Thank you!
	·	
LC		
Welcome to our Living Lear	rning Community (LLC) selection preferen	ce. LLC selections are optional and are only for incoming first year students.
FAMU's LLCs provide a holi through academic partners connects students, faculty,	stic and diverse style to student growth a ships, service-learning opportunities and i and staff through the classroom, prograr	nd education. Our residents live in housing facilities which support these ideals in-hall education. Each community facilitates a uniquely-designed platform whi mming and personal interaction.
Please select the LLC that is select one LLC by clicking o on the LLCs requirements.	s the same as your College or School. All L on a link below. LLC spaces are only for the	LLC students will reside in FAMU Towers North housing facility. You are able to e Colleges/Schools listed below. Also additional documents may be needed bas
Please click on a link below	to access the LLC application form for yo	bur College/School.
Living Learning Community	y (LLC):	
College of Agriculture and I	Food Sciences	
College of Education		
College of Science and Tech	<u>hnology</u>	
FAMU-FSU College of Engin	neering	
Provost Leadership		
School of Allied Health Scie	ences	
School of Business and Ind	lustry	
School of the Environment		
School of Journalism and G	iraphic Communication	
School of Nursing - (Once y	ou click on the link you will be prompt to	enter your FAMNET ID)
School of Architecture and	Engineering Technology	
<u>Pharmacy</u>		
College of Social Sciences A		



You are at the end of the application. 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.



Thank you for applying for FAMU Housing. We appreciate you taking the time to apply. Please continue to visit our Housing webpage and social media platforms for updated Housing information.

Contact Us:

FAMU HOUSING

Office of University Housing 1735 Wahnish Way Suite 305 Tallahassee, FL. 32307

P: (850) 599-3651 F: (850) 561-2620

Housing Online Process

Congratulations, you completed the online housing payment steps for 2023-2023 academic term.

For assistance, call us directly at 850-599-3651 or email us at **famuhousing@famu.edu** or visit our Housing website at <u>www.famu.edu/housing</u>.