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 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.
Please enter your FAMNET credentials in the text boxes on this page.
Please follow the Duo process that was set up for accessing your iRattler account.
To navigate to classic view click on “NavBar” in the upper right corner.
Click on “Campus Solutions”.
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 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

### Housing Advanced Payment Term Selection

**NOTE:** Housing Payments will NOT be processed after Deadline.

<table>
<thead>
<tr>
<th>Term</th>
<th>Academic Career</th>
<th>New Student Deadline</th>
<th>Existing Student Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester 2023</td>
<td>Undergraduate</td>
<td>12/18/2022</td>
<td>12/18/2022</td>
</tr>
</tbody>
</table>

**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.

***If 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.
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.
**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**

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 go to the URL https://monit.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 (352) 599-3511 Monday - Friday 8:00am - 5:00pm (EST)
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.
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 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 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 choose your term)

Thank you for logging into FAMU Housing Portal online!

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 Main Office at (850) 599-3651 or visit our Housing webpage FAMU HOUSING

2022-2023 Academic Year
(08/15/2022 - 04/30/2023)

Contact Us at FAMU Housing
famuhousing@famu.edu
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.

Signature:

[Signature]
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.
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.
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.
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.
You are at the end of the application. Click save and continue.

Application Status

You started your application for 2023-2024 Academic Year on 11/30/2022, and have signed the contract as of 11/30/2022.

The status of your application is not complete. It will only be complete once you click the "Save and Continue" below.

Room space assignment information for 2023-2024 Academic Year on 11/30/2022.

SAVE & CONTINUE
The final screen is your on-screen receipt page showing your room assignment. **Congratulations!** You have completed the room assignment process.

Thank you!

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 P: (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 www.famu.edu/housing.