FIRST-YEAR HOUSING APPLICATION
STEP 3: ROOM SELECTION GUIDE

KENNESAW STATE UNIVERSITY

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

STEP 1:
Log in to the Housing Portal and click on the upcoming Academic Year Application within the top menu bar.

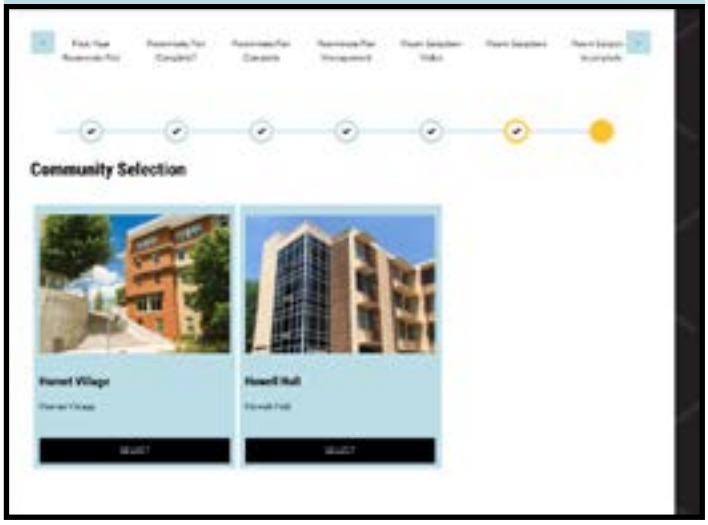
STEP 2:
You will see a list of communities with available units. If you do not, see a community listed on this page, it is either not available due to your classification or because there are no longer any beds available in that community.

STEP 3:
Once you select a community, you will be able to sort the beds within that community based on room type and specific building.

STEP 4:
When you find a room that interests, you, select it 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 must be in the same unit, otherwise will receive an error message.

STEP 5:
You will have ten minutes from the moment. You add the first bed to 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 1:



STEP 2:



STEP 6:
After you add the room(s) to your cart, you will need to assign yourself and your roommate (if applicable) to a specific bed. You will not be able to move forward until you have placed yourself 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 sign the upcoming Academic Year License Agreement and pay the $75 Room Booking Fee. You will be taken outside the Housing Portal to complete your payment. You and your roommate must both sign the License Agreement and pay the 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 signed the License Agreement and 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.

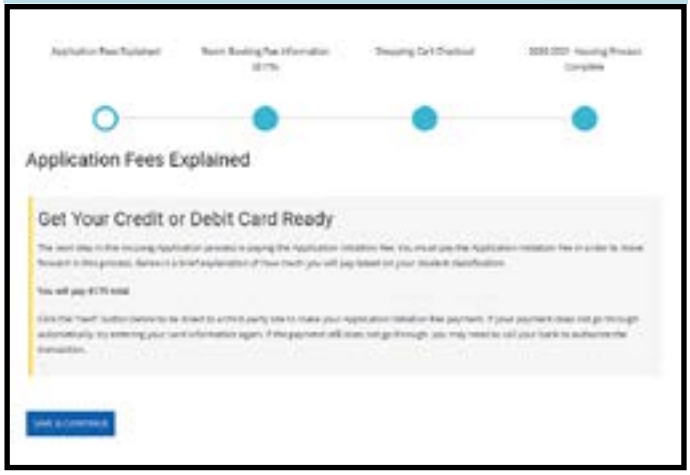
STEP 3:
Sign the upcoming Agreement License Agreement and pay the $75 Room Booking Fee.

STEP 4:
Once you have signed the License Agreement and paid your Room Booking Fee, you have completed Step 3.

STEP 6:



STEP 8:



TALONONE SERVICE CENTER

Get Housing and Campus Services Updates including important dates for the Housing Application straight to your phone! Opt in to receive text messages through the Housing Portal.

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/housing