Room Selection Step by Step Guide

Instructions for Roommate Group Leaders or Individuals Not in Roommate Groups

**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 Group leaders must add two beds to their cart: one for themselves and one for their preferred roommate.

**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 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 to a specific bed (if applicable). 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 $175 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.

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**Instructions for Students in a Roommate Group**

**Step 1:** Log in to the Housing Portal.
**Step 2:** View and accept the room assignment from your Group Leader.
**Step 3:** Pay the $175 Room Booking Fee.
**Step 4:** Once you have paid your Room Booking Fee, you have completed Step 3.

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

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