



Welcome to the Department of Residence Life!

To pay the housing application fees please follow the detailed steps below.

The screenshot shows the Alcorn State University website. The top navigation bar includes 'FACULTY/STAFF', 'STUDENTS', 'CAMPUSES', and 'NEWS/EVENTS'. A dropdown menu is open under 'STUDENTS', listing 'STUDENT PORTAL', 'STUDENT AFFAIRS', 'BANNER ONLINE SERVICES', 'BLACKBOARD LMS', 'STUDENT EMAIL', and 'RESIDENCE LIFE'. A red arrow points from the 'STUDENTS' dropdown to the 'STUDENTS' link in the right-hand instruction box. The main banner features 'CONGRATULATIONS BRAVES' and '2014 SWAC FOOTBALL & BLACK COLLEGE NATIONAL CHAMPIONS'. A yellow box on the right contains a 'SWAC CHAMPIONSHIP' announcement with 'Apply Now' and 'Visit Campus' buttons. The bottom section has 'EVENTS' and 'NEWS' columns. The browser address bar shows 'http://www.alcorn.edu/'.

- ❖ Go to: www.alcorn.edu
- ❖ Click on: STUDENTS
- ❖ Click on: BANNER ONLINE SERVICES

User Login

- ❖ Enter User ID: Student ID Number (A00000000) or Social Security Number
- ❖ Enter PIN: 6 Digit Date of Birth (Temporary) or Permanent PIN
- ❖ Login

ellucian™

HELP EXIT

User Login

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.
Please Note: ID is Case Sensitive.
Log in to activate your Email/Blackboard account.
To protect your privacy, please Exit and close your browser when you are finished.

[Look Up your ASU Generated ID](#)

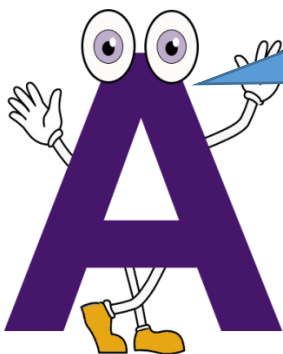
User ID:

PIN:

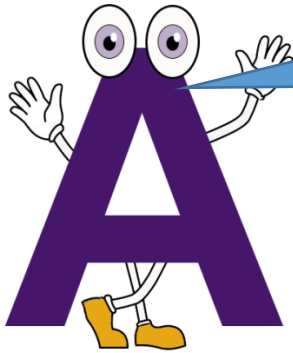
RELEASE: 8.5.2

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- ❖ User ID
- ❖ Enter PIN
- ❖ Login



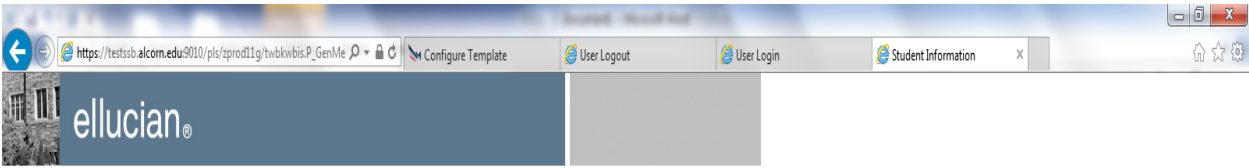
I found my student ID number by clicking on "Look Up Your ASU Generated ID". Also, I logged in too many times and my account was disabled. I called the Registrar's Office and they reset my pin for me.



Do you have an ASU email account? If not, please click on "Activate Email Account".

The screenshot shows a web browser window with the URL <https://selfserve.alcorn.edu/pls/prod11>. The page features the 'ellucian' logo and navigation tabs for 'Personal Information', 'Student and Financial Aid', 'Faculty Services', and 'Employee Services'. A search bar is present with a 'Go' button. Below the navigation is a 'Main Menu' section with a welcome message: 'Welcome to ASU Online Services! Last web access on Jan 30, 2015 at 08:41 am'. A red arrow points from the speech bubble above to the text 'ACTIVATE EMAIL ACCOUNT' in red. Below this, a message states: 'First time Freshmen and Transfer Students: To activate your Email/Blackboard account, select Personal Information, Activate Email/Blackboard Account and follow the prompts.' A list of service categories follows: 'Personal Information' (Change your PIN, Change your security question, View your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status); 'Student Services & Financial Aid' (Register, view your academic records and account information); 'Faculty Services' (Enter Grades and Registration Overrides, View Class Lists and Student Information); and 'Employee Services' (Payroll, benefits, deductions, tax forms, EPAF). At the bottom, it says 'RELEASE: 8.5.2' and '© 2015 Ellucian Company L.P. and its affiliates.' The Windows taskbar at the bottom shows the time as 8:54 AM on 1/30/2015.

❖ Click on: Student Services & Financial Aid



Personal Information **Student and Financial Aid** Employee Services

Search Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Services & Financial Aid

[Admissions](#)

File an application for admissions; Review existing applications, their status, and the status of supporting requirements.

[Course Enrollment and Registration](#)

Check your registration status; Add or drop classes; Display your class schedule.

[Student Records](#)

View your holds; Display your grades and transcripts; Review charges and payments.

[Financial Aid](#)

Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

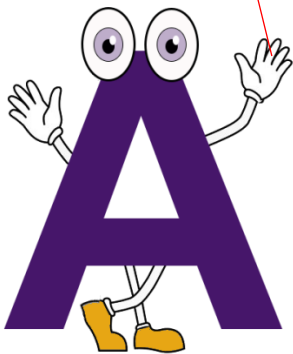
[Campus Parking - BOSSCARS](#)

Campus Automobile Registration and Parking Management System

[Pay Housing Deposit](#)

RELEASE: 8.7

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❖ Click on: Pay Housing Deposit

Spring 2015 Housing Application Fee - New Students

Welcome to the Department of Residence Life at Alcorn State University!
The application process consist of **THREE** steps!

Payment of \$125.00 *NONREFUNDABLE* Application Fee

Please note the application fee will not be refunded if housing application is cancelled at anytime

Complete required application (Freshmen or Upperclass) - NEW STUDENTS ONLY!!!

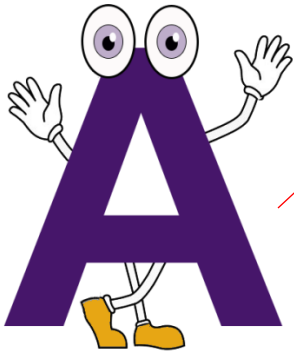
Request Confirmation Code and SIGN contract (Follow Instructions detailed on Application)

If UNDER 18 a legal parent or guardian electronic signature is REQUIRED

Confirmation Code will be sent to ASU student email address, unless YOU enter an alternate email address

PLEASE CLICK "NEXT STEP" TO GET STARTED

CANCEL **NEXT STEP**



❖ Click On: Next Step

First Name:	sample	Address:	Permanent
Middle Name:	sample	Address2:	Permanent
Last Name:	sample	City:	Permanent
University ID:	sample	State:	Permanent 1 ▾
Cell Phone:	sample *	Zip Code:	Permanent
Phone:	Permanent	Country:	Permanent

HOW TO PAY HOUSING APPLICATION FEE


- | | |
|--|--|
| <ul style="list-style-type: none"> ▪ Review Applicant Information and ENTER cell phone number - REQUIRED ▪ Review Item to be paid (HOUSING APPLICATION FEE) ▪ CLICK MAKE PAYMENT ICON | <ul style="list-style-type: none"> ▪ SELECT Payment Method - FOLLOW PROMPTS and COMPLETE PAYMENT ▪ Select PROCEED TO SUMMARY ▪ CLICK FINISH - Your payment will NOT be processed or posted to your account in you do not CLICK the FINISH button - REQUIRED |
|--|--|

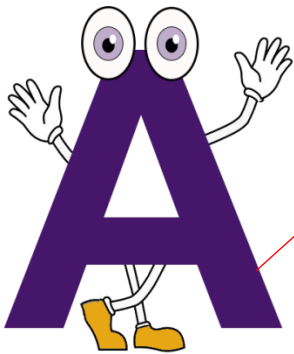
Item	Amount
Housing Application Fee	\$125.00
Fees Sub-Total	\$125.00

Credit Card

Check

Number: *





❖ Click On: Make Payment

Please select a payment method

* Indicates required information

Please pay amount shown:

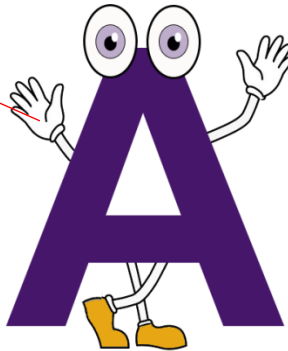
\$ 128.44

* Payment method:

Select a Payment Method ▼

Continue

Cancel this payment transaction.



- ❖ Click On: Continue
- ❖ Enter payment information and click continue

Please enter your credit card information

Total:

\$128.44

* Indicates required information

* Credit Card Type:

MasterCard ▼

* Account Number:

5454545454545454

* Expiration Date:

04 ▼ 2015 ▼

* Security Code: [\(View example\)](#)

125

* Name on Card:

Jane Doe x

* Email:

housing@alcorn.edu

Mobile Phone:



Return Policy Agreement

By clicking Continue, I agree to the above Return Policy

Continue

Print Agreement

Cancel this payment transaction.

Payment Receipt

Transaction Date: 01/28/2015 02:57:39 PM
Receipt For: Jasmair Mcclelland
Request ID: tnJDN2SHU4DZ
Reference No: 20150128000001
Authorization Code: 150053
Return Message: APPROVED
Gateway
Batch/Trans No:
Transaction Successful: Yes

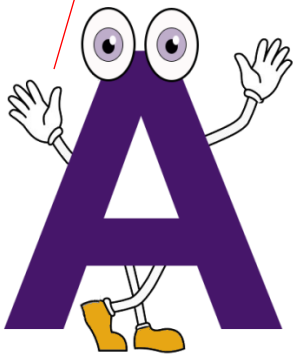
Fees, Deposits and Prepayments

<u>Item</u>	<u>Amount</u>
Housing Application Fee	\$125.00
Fees Sub-Total	\$125.00
Convenience Fee	\$3.44
Total Amount	\$128.44

 [Print](#)

 [Close](#)

**BE SURE TO CLICK FINISH To
COMPLETE TRANSACTION**



PAYMENT SUCCESSFUL!!!

Your \$125 Housing Application Fee has
been paid.

**One-time Payment
Non-refundable**

❖ Click Close and proceed to Application

NEW STUDENTS!!! NEW STUDENTS!!!

Attending Alcorn for the first time for the 2015-2016 academic year? Moved off campus and will be returning for the 2015-2016 academic year?

Applications will be available Monday, February 2, 2015

FALL 2015 - SPRING 2016
NEW FRESHMEN ONLY

FALL 2015 - SPRING 2016
NEW UPPERCLASS STUDENTS ONLY

If you are a **CURRENT** residential student, **DO NOT** complete this application.

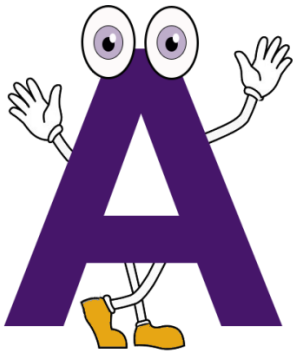
If you are a **CURRENT** residential student, **DO NOT** complete this application.

APPLY HERE



CANCEL APPLICATION



APPLY HERE

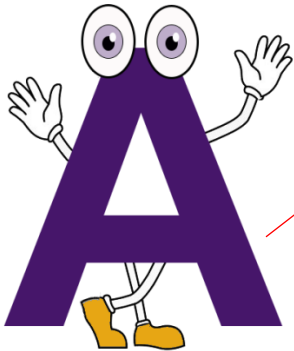
CANCEL APPLICATION



❖ Select appropriate application

Student Profile Information		Emergency Contact Information	
First Name:	sample	Title:	Emergency 1
Middle Name:	sample	First Name:	Emergency *
Last Name:	sample	Middle Name:	Emergency
Address:	Permanent	Last Name:	Emergency *
Address2:	Permanent	Address:	Emergency *
City:	Permanent	Address2:	Emergency
Zip Code:	Permanent	City:	Emergency *
State:	Permanent 1	State:	Emergency 1
Permanent Email:	sample	Zip Code:	Emergency *
Gender:	sample 1	Home Phone:	Emergency *
University ID:	sample	Work Phone:	Emergency
Cell Phone:	sample *	Cell Phone:	Emergency *  
Birth Date:	sample	Email:	Emergency *
Student Type:	sample	Relation:	Emergency *

 [Cancel](#)
 [Next step](#)













- ❖ Enter ALL required fields - Cell Phone Number
- ❖ Emergency Contact
- ❖ Click Next Step

Room Preferences

TO SELECT A ROOM

1. Click GREEN plus sign
2. Click PREFERENCE TYPE
3. Click PREFERENCE (select desired residence hall)
4. Click PREFERRED ROOM TYPE (select desired room)

Please list two to four preferences.

	<u>Type</u>	<u>Preference</u>	<u>Room Type</u>
  	Community	North Campus	Double
  	Building	Jones Hall	Single
  	Building	Great Hall	Single
			

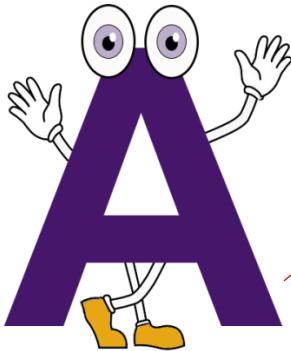
Please check box below if you would like to request a private room for the 2015-2016 year. Private rooms are issued based on available space.

Request Private Room:

 [Cancel](#)

 [Previous](#)

 [Next step](#)



- ❖ Follow Instructions at top of page
- ❖ Click on: Next Step




Roommate Preferences

TO SELECT A ROOMMATE

(ALL fields must be completed for desired roommate)

1. Click GREEN plus sign
2. Enter LASTname
3. Enter ASU ID
4. Click SEARCH icon
5. Selected roommate's name will appear
6. Click SELECT

Roommate

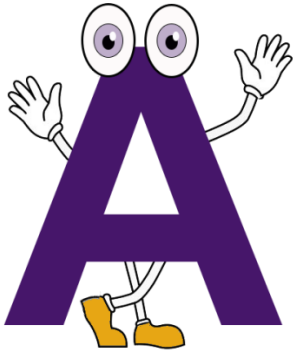
-  Jane Doe
-  Samantha Jones
- 

NEW STUDENTS: If your preferred roommate is a CURRENT residential student, you MUST submit their information and THEY must request you as well. Roommate requests will NOT be granted if both students don't request each other at the time of application submission.

Roommate Matching

#	Description	Preference
1	Non-Smoking	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Pref
2	Visitors	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Pref
3	I am an Early Riser	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Pref
4	Loud Music	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Pref

 [Cancel](#)  [Previous](#)  [Next step](#)



- ❖ Follow Instructions
- ❖ Click Next Step

Meal Plan Options

All students living in the residence halls are required to purchase one of the specified meal plans listed below.

Meal Plans CANNOT be changed after completion of the registration process.

Meal Plans Options: *

19 MEALS + \$75 FLEX DOLLARS

- 3 Meals per day Monday - Friday
- 2 Meals per day Saturday - Sunday
- Flex dollars can be used in Pizza Hut, Sub Connection, Star Bucks and Grill in Cafeteria
- Meal Plans begin over each week
- Flex dollars DO NOT roll over from semester to semester

15 MEALS + \$150 FLEX DOLLARS

- 3 Meals per day for five days
- Flex dollars can be used in Pizza Hut, Sub Connection, Star Bucks and Grill in Cafeteria
- Meal Plans begin over each week
- Flex dollars DO NOT roll over from semester to semester

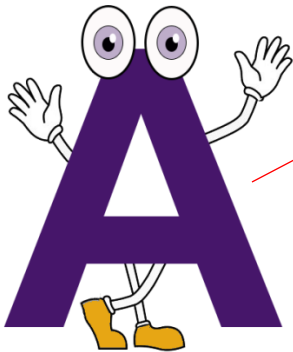
10 MEALS + \$325 FLEX DOLLARS

- 2 Meals per day for five days
- Flex dollars can be used in Pizza Hut, Sub Connection, Star Bucks and Grill in Cafeteria
- Meal Plans begin over each week
- Flex dollars DO NOT roll over from semester to semester

7 MEALS + \$450 FLEX DOLLARS

- 1 Meal per day during a seven day period
- Flex dollars can be used in Pizza Hut, Sub Connection, Star Bucks and Grill in Cafeteria
- Meal Plans begin over each week
- Flex dollars DO NOT roll over from semester to semester


 [Cancel](#)  [Previous](#)  [Next step](#)



- ❖ Select preferred meal plan
- ❖ Click Next Step

Summary

Step 1 - Profile

 **RMS University Housing**

Profile Information

First Name: Hank
Last Name: Aarons
University ID: HAN AAR 55

Step 2 - Preferences

Room Preferences

Room	Preference	Room	Preference
1st Floor	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> No Pref	Student Services	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> No Pref
Community	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> No Pref	Advisor Room	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> No Pref
Floor Section	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> No Pref	TV/Digital Room	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> No Pref
Avenue Plaza 1 East	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> No Pref	TV/QA Room	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> No Pref

Roommate Matching Preferences

No.	Description	Preference
1	Tidy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Pref
2	Visitors	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> No Pref
3	Early Pkwr	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> No Pref
4	Non Smoking	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> No Pref
5	Loud Music	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Pref
6	smores	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> No Pref
7	messy	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> No Pref
8	test	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Pref



Email



Download



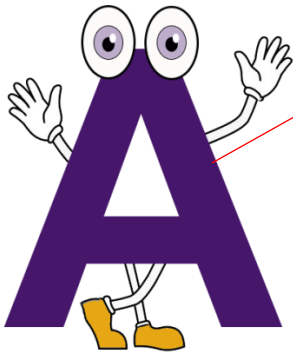
Cancel



Previous



Go To Contract



❖ Click: Go To Contract

Name: John Doe
 University ID: johndoe@asu.edu
 Email: johndoe@gmail.com
 Permanent Address: 557 Bellvue St. Flagstaff, AZ 86001
 Student Cell Phone: 520-555-5555

Download

SAMPLE

I state that I am 18 years of age. (Leave blank if under 18.)

I Agree to the terms and conditions of this Contract.

University ID: *

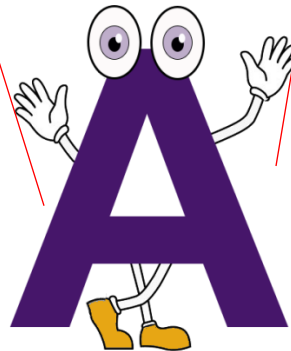
ConfirmationCode: *

Co-signature Email 1: *

I Agree

ATTENTION STUDENTS:

Request Confirmation Code ONE TIME ONLY. Multiple attempts(5 or more)will result in an AUTHENTICATION FAILURE and LOCKED CONTRACT. The code is will be sent to your ASU email address, if you want to change the address click in the box and input desired address. It may take a few minutes to receive code, so please be patient. If code is not received within 10-15 minutes, REQUEST CODE AGAIN. You MUST USE MOST RECENT CODE.



Applicants UNDER 18 years of age at the time of submission of application

- ❖ DO NO check box
- ❖ Click: SEND CONFIRMATION CODE - Code will be sent to ASU student email account
- ❖ Co - Signature - Email address listed in Emergency Contact Information
- ❖ Input University ID (ASU ID) and confirmation codes
- ❖ Click: I AGREE

Thanks for Applying

Thank you for submitting
your 2015 Housing Application!

Your information will be processed and your housing
assignment will be emailed. Please check your ASU
student email periodically for updates.

If you have any follow up questions or concerns,
please contact our office at 601.877.6478 or
housing@alcorn.edu.

Always ALCORN!
Department of Residence Life



[RESIDENCE LIFE](#)

[Freshmen Click Here](#) [FYE](#)