

# How To: Change Suite/Apt. Bedrooms

## Step 1:

Log onto AccessPlus <https://accessplus.iastate.edu> then select the STUDENT tab (located at the top right corner).  
Select "Campus Housing" (from the left hand link bar).  
Select the appropriate year "Fall \_\_ Spring \_\_" from the main (center) page.


## Step 2:

Select "Change Bedrooms" under the My Assignment red header.

<b>My Housing Contract</b>	OFFICIAL SUMMARY FOR: name Contract submitted for Fall 14-Spring 15  Contracted for non-family student housing Academic year contract ending May 9, 2015 I will receive text messages from the DOR 1 information release contact on file I am a non-smoker <b>RECONTRACTING</b> may be a different process than what you have done before. You will select your own space, so you will not submit assignment preferences. For details, including selection dates, refer to the <b>RECONTRACTING</b> link at right.	<a href="#">Review/Update Contract</a> <a href="#">Cancel my housing contract</a> <a href="#">Request a change to family housing</a>  <a href="#">Change my text message preferences</a> <a href="#">Change information release contacts</a> <a href="#">Change my smoking status</a> <a href="#">Recontracting information</a>
<b>My Assignment</b>	<a href="#">Assignment details here</a> My bedroom assignment is (X) Fall 14-Spring 15 move in/out information Parking permits available through the DPS Parking Division	<a href="#">More assignment details</a> <b>Change bedrooms</b> <a href="#">Move in/out webpage</a> <a href="#">DPS Parking webpage</a>

## Step 3:

If switching with someone, you will need the number code of the suite/apartment mate you will be switching with. They can find their code by selecting "Change my Roommate search group" under My Eligibility in their AccessPlus account. Enter the number code and select "Trade to this bedroom now" to the right of that person.

<b>BEDROOMS</b>	If moving to an occupied space, enter the Personal Number Code for that person here and click on the space you want to take.	
	Resident's Personal Number Code: <input type="text"/>	
<b>Bedroom</b>	<b>A</b> name	
<b>Bedroom</b>	<b>B</b> name	<a href="#">trade to this bedroom now</a>
<b>Bedroom</b>	<b>C</b> name	<b><a href="#">trade to this bedroom now</a></b>
<b>Bedroom</b>	<b>D</b> name	<a href="#">trade to this bedroom now</a>

If the space is vacant, then select "Take this bedroom now"

## BEDROOMS

If moving to an occupied space, enter the Personal Number Code for that person here and click on the space you want to take.

Resident's Personal Number Code:

**Bedroom A** This space available

[take this bedroom now](#)

**Bedroom B** name

[trade to this bedroom now](#)

**Bedroom C** name

[trade to this bedroom now](#)

**Bedroom D** (your room)

( you can't trade to the room you're already assigned to)

### **Step 4:**

Review the information and hit **Submit**.

**Take ### Hall**

Click Submit to trade spaces

**[SUBMIT]** to take this space

[I DO NOT want to take this space](#)

### **Step 5:**

Verify the change went through by checking that your campus housing information has been updated on the main summary page.

**Note:** During the school year, you will need to set up a time with your CA to officially change rooms.

If you have any questions please let us know.

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