

How to:

Move a Roommate into Your Room's Available Space

Step 1:

Log onto AccessPlus then go to the Student tab in the upper right-hand corner. Then click Campus Housing on the left-hand link bar. Select the appropriate term.

Step 2:

Form a roommate group with the person you want to pull into your room. Roommate codes can be found in step 3 of your housing contract. Person A will need Person B's roommate codes. You **do not** need to switch codes. **Only one person needs to enter the information.** If you both try to enter each other's codes, you will receive an error message. Either person can form the roommate group.

Step 3 Roommate Request	This is step is optional.	Explain this step
My Roommate Codes->	My number code is 67890 and letter code is FGHIJ	
Request a Roommate->	More can be requested	Request a Roommate
Requested Roommates->	None have been requested	Change requested roommates

Step 3 Roommate Request	Explain this step
Request A Roommate->	Request A Roommate More details about Request A Roommate
	Requested roommate number code <input type="text" value="12345"/>
	Requested roommate letter code <input type="text" value="ABCDE"/>
	[Add Roommate] [Cancel Update]

Step 3:

Now that you have a roommate group formed, the person whose room you want to move into needs to go back to the main page of their contract and choose Move Roommates.

Note: This option will only become available if there is a vacant space in the room

My Eligibility	Eligible for upper division neighborhoods Searching for myself and 1 roommate	Change my roommate search group Move Roommates
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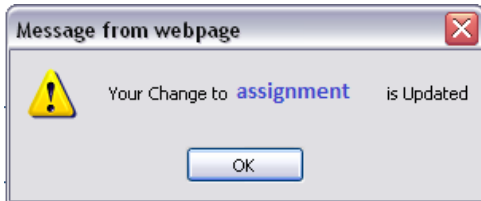
Step 4:

Review the information and select "Move group here" and then "Submit"

<p>My Roommate Group Person A's Name Assignment</p> <p>This assignment is available to my group Person B's Name</p>	<p>move group here</p>
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Take Assignment	Click submit to move roommate group to my room	<p>Submit to take this space</p> <p>I DO NOT want to take this space</p>
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Step 5:
Click Ok



On the page it should say:

Change complete	Your roommate group is now in your room.
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Verify that the change has gone through.

My Assignment	<p>Room# ##### Hall House</p> <p>Fall 15-Spring 16 move in/out information</p> <p>Parking permits available through the DPS Parking Division</p>	<p>More assignment details</p> <p>Move in/out webpage</p> <p>DPS Parking webpage</p>	<p>➔ Mailing address, roommate information, room rate per year</p>
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Mailing Address	##### Hall House Ames, IA zip code	Zip codes vary depending where you live, go to www.housing.iastate.edu/places/mail/
Annual Rate	\$rate per year	Check rate status
Roommates	<p>Roommate name Your name</p> <p>Other people on your floor</p>	<p>More roommate information</p> <p>Housemates</p> <p>roommate contact info</p>
Building Characteristics	Smoke free	<p>web site</p> <p>Info about your residence hall</p>

If you have any questions please let us know.

<p>Department of Residence 2419 Friley Hall, Ames IA 50012</p>	<p>Email: housing@iastate.edu Phone: (515) 294-2900 Hours: Mon. – Fri. 8am to 5pm</p>
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