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.

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.

If the space is vacant, then select “Take this bedroom now”
Step 4:
Review the information and hit Submit.

**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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