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:
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

Step 4:
Review the information and select “Move group here” and then “Submit”

<table>
<thead>
<tr>
<th>My Roommate Group</th>
<th>Person A’s Name</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>This assignment is available to my group</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Person B’s Name</td>
</tr>
</tbody>
</table>

Step 5:
Click Ok

On the page it should say:

**Change complete**

Your roommate group is now in your room.

Verify that the change has gone through.

If you have any questions please let us know.

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