How To: Recontract for Campus Housing

**Step 1:** Log into AccessPlus and select the student tab from the top right hand corner. Select Campus Housing from the left hand link bar.

**Step 2:** Select the appropriate year you are re-contracting for. For example, the current school year is 2015-16, so select the 2016-17 term.

**Step 3:** Complete all of the provided steps. You will not be able to move onto the next step if there is an area that is not answered.
Step 4: Notice that you will not be making a preference list like new students do when they contract. Instead, during the month of February you will be able to search for and make your own assignment.

Please know that forming a roommate group DOES NOT automatically move a person into your room. If you have already chosen a room for the upcoming year, you need to pull your roommate group into the vacancy in your room. If you are a returning student forming a roommate group with an incoming student, you ARE able to pull them into vacancies. Everyone in a roommate group needs to submit their own contract.

Step 5: Finalize the contract. Be sure to read the statements of agreement before you check them off. Enter the last four digits of your student ID number and finalize the contract. Be sure that you receive a contract confirmation email.

Step 6: In February, you can return to AccessPlus and choose a new room for the upcoming year using the Search Assignments link.

More information regarding the recontracting process can be found online at:
http://www.housing.iastate.edu/contracts/recontracting

A calendar of dates regarding Campus Housing can be found online by clicking the calendar icon on the bottom of our website, housing.iastate.edu, or by visiting http://bit.ly/1RoNoyH

If you have any questions please let us know. You can reach us at housing@iastate.edu, 515-294-2900, or visit our office in 2419 Friley hall between 8 AM and 5 PM Monday through Friday.