How to Change Your Housing Assignment

Important Tips:
- Vacancies listed are for the purpose of this tutorial and may not actually be open.
- Be sure to complete ALL of the steps to complete the change or you will not be moved into the space.
- Please be aware that you may not be the only one trying to select rooms. If you see an available room, don’t wait until later because it may not be there.
- If you don’t find what you’re looking for, please check again later. As students move themselves around, other spaces will continue to open up.

Roommate Groups:
- If you are looking for a space for both you and a friend(s), you need to be in a verified roommate group first before searching and taking a space.
- Only the group leader will be able to search and change the assignments for all members of the group
  - The group leader is the only one who can designate another person to be the group leader
- All members of the roommate group must have an assignment in order to change assignments

Contact Us!
If you have any questions please let us know.

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Step 1:
Log into the Housing Portal (https://iastate.starrezhousing.com/StarRezPortalX). From the main page, select ‘On-Campus Housing Contract’ (located along the top menu).

Select “Continue” next to the appropriate term.
**Step 2:**
Once in the contract, you should be directed to the “Search for Another Room” page. If not, you can select the option using the process ribbon along the top. Otherwise, select the ‘Save and Continue’ button.

![Search for Another Room](image)

**Step 3:**
The ‘Initial Selection’ page is where you can search for a specific type of space. You will only be able to see options that you are eligible for (i.e. students under the age of 19 will not be able to see apartments).

Select the type of space you want to search for. In this example, we selected the ‘Double with no AC’

![Initial Selection](image)
Step 4:
After you select the type of space you are searching for, you will be taken to a page with all the available rooms in that category.

Once you find a room you would like to choose, you will need to select ‘Add to Cart’. A timer for 10 minutes will start, holding your space for that amount of time until you complete the process.

IMPORTANT: make sure you scroll to the bottom of the page and select ‘Save & Continue’.
**Step 5:**
Our Housing Management System assigns students by the bed, so you will need to assign yourself to a bed space. If you are in a roommate group, the group leader will need to assign all members to a bed space on this page.

Once everyone in your group is assigned to a bed, select ‘Assign Beds’.

![Assign Beds](image_url)
Step 6:
Use the Review page to review your change. You will be able to see your current assignment and the new assignment. Select ‘Confirm’.

Once confirmed, you should be able to view this confirmation page. We recommend going to the ‘My Room Assignment’ page to further confirm the change, as well as see more assignment details (mailing address, roommate details, etc.).
Step 7:
Select the ‘More Details’ button for the term you wish to view.

Your new assignment information should be viewable here. You will also be able to see your mailing address and roommate information.

Please be aware that roommate information will only appear if you have a roommate. If your roommate has their information hidden by request, please contact our office and we will be able to reach to your roommate on your behalf.