

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.

2419 Friley Hall
Ames, Iowa 50012

Hours: Mon-Fri 8am to 5pm
housing@iastate.edu

Phone: 515-294-2900
Fax: 515-294-0623

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).



Welcome Home to Iowa State University!

In this portal, you can submit a contract for on-campus housing in residence halls and apartments, view your assignment and roommate information, change your assignment, select / change your meal plan, Recontract for housing for future years, and so much more!

If you need assistance, please contact the Housing Office at housing@iastate.edu. Our staff will be happy to help you.

Not all processes are available at all times. Please review our calendar for dates.



Select "Continue" next to the appropriate term.



Term Selector

WELCOME TO THE ON-CAMPUS HOUSING CONTRACT!

We're so glad you're here and can't wait for you to be part of our on-campus community!

To start, choose a term from the options below and click the link on the right to continue to that term's contract.

- Fall only terms are not available, so you should select the Academic Year option. If you will leave ISU at the end of the fall term, you will be able to waive that portion of the contract later on.
- **Please Note:** NEWLY ADMITTED UNDERGRADUATE STUDENTS - freshmen and transfers - must accept their offer of admission before they can submit a contract. Visit www.admissions.iastate.edu for details.

By completing the steps in this process, you will enter into a **legally binding contract**. Thoroughly read all of the information provided to understand all deadlines, fees, and your legal obligations.

Academic Year 2021-2022

(8/19/2021 - 5/7/2022)

Your application is complete as of 3/16/2021.

CONTINUE

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.

Home My Room Assignment Manage My Dining On-Campus Housing Contract Log Out

Contract Holder Information Contract Roommate Groups Returning Student Process Information Room Preferences Search for Another Room Roommate Pull-In Any Building Room Change - Groups

Search for Another Room

SAVE & CONTINUE

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'

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Initial Selection

Staying between 8/19/2021 and 5/7/2022 for Term: Academic Year 2021-2022

Unfurnished 2 Bedroom 1 Level 2 Bedroom 1 Level Apt UV Shared	Unfurnished 2 Bedroom Townhouse Pet Friendly 2-BR-TWN-PRVT-PET	Single Suite 1-Person 1-Bedroom Suite
SELECT	SELECT	SELECT
Single Room with AC Single Room	Double Room No AC Double Room	Double Room with AC Double Room
SELECT	SELECT	SELECT

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'.

The screenshot shows a web application interface for room selection. At the top, there is a navigation bar with links: Home, My Room Assignment, Manage My Dining, and On-Campus Housing Contract. The current time is 09:55 and there is a Log Out option. Below the navigation bar, the page title is "Room Rate" and the stay dates are "Staying between 8/19/2021 and 5/7/2022 for Term: Academic Year 2021-2022".

On the left side, there are several filter sections:

- Room Rate:** A slider set to "\$0 - \$1000".
- Room Types:** A list of checkboxes: Corner Double Suite, Double Room No AC, Double Room with AC, Double Suite, Furnished 2 Bedroom Townhouse, Furnished 4 bedroom.
- Areas:** East Campus, West Campus.
- Locations:** Barton Hall, Birch Hall, Freeman Hall, Friley Hall, Helser Hall, Lyon Hall, Roberts Hall.

A yellow box highlights these filter sections with the text: "Use these filters to search for specific the spaces".

The main content area displays a grid of room cards. Each card includes a room icon, a room number (e.g., Barton-311, Barton-358, Barton-370, Birch-3275, Birch-3302, Freeman-301, Freeman-305, Freeman-306, Freeman-313), a "Calculate Total" link, a "Show Room Info" link, and an "ADD TO CART" button. The "REMOVE FROM CART" button for the Birch-3302 room is circled in red.

At the bottom of the page, there is a pagination control with "Previous", "1", "2", "3", "4", "5", "6", and "Next" buttons. The "SAVE & CONTINUE" button is circled in red.

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'.

The screenshot shows a web application interface for assigning beds. At the top, there is a navigation bar with links: Home, My Room Assignment, Manage My Dining, and On-Campus Housing Contract. On the right side of the navigation bar, there is a shopping cart icon, the time 08:15, and a Log Out link.

Below the navigation bar, there is a progress indicator consisting of seven circular steps connected by a horizontal line. The first six steps contain a checkmark, and the seventh step is an empty circle, indicating the current step.

The main content area is titled "Assign Beds". Below this title, there is a section labeled "My Room" which contains a large icon of a bed.

To the right of the bed icon, there is a form for entering student information. The form includes fields for "Name", "Age:", and "Gender:". Below these fields is a dropdown menu labeled "Select Bed". The dropdown menu is open, showing the following options: "Select Bed", "Birch-3302 (2 total spaces, 2 available, 0 unavailable)", "Birch-3302-1", and "Birch-3302-2".

At the bottom left of the page, there are two buttons: "GO BACK" and "ASSIGN BEDS". The "ASSIGN BEDS" button is highlighted with a red circle.

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'.

Home My Room Assignment Manage My Dining On-Campus Housing Contract 07:12 Log Out

Contract Holder Information Contract Roommate Groups Returning Student Process Information Room Preferences Search for Another Room Any Building Room Change - Individuals

Review Your Change

Please view your current booking(s) below. This will be changed with the new booking upon completion.

Current Room

- Name:
- Location: Larch Hall
- Floor: Larch-2322
- Bed Assignment: Larch-2322-1
- Check In Date: 8/19/2021
- Check Out Date: 12/18/2021

New Rooms

Birch-3302, Birch-3302, Birch Hall

1. Birch-3302-1:

GO BACK 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.).

Home My Room Assignment Manage My Dining On-Campus Housing Contract Log Out

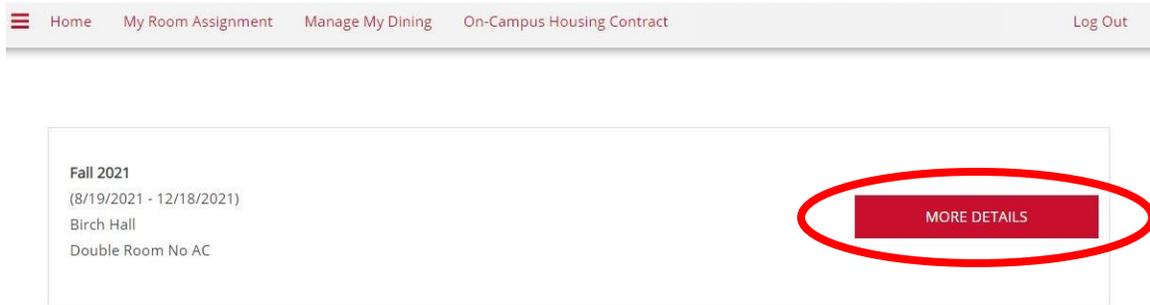
Contract Holder Information Contract Roommate Groups Returning Student Process Information Room Preferences Search for Another Room Roommate Pull-In Any Building Room Change - Groups You've Changed Your Assignment!

You've Changed Your Assignment!

Congratulations! You have changed your housing assignment. To confirm this change, as well as see more details (mailing address, roommate information, etc.), please visit the 'My Room Assignment' page.

Step 7:

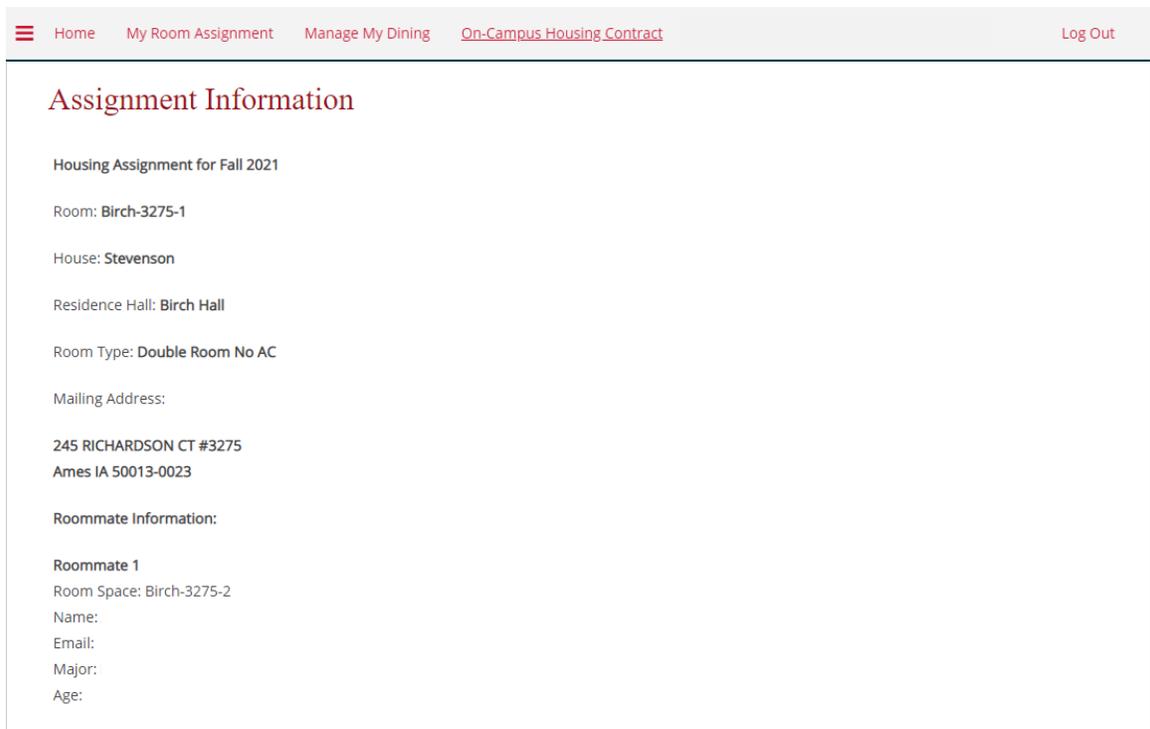
Select the 'More Details' button for the term you wish to view.



The screenshot shows a navigation bar with the following items: Home, My Room Assignment, Manage My Dining, On-Campus Housing Contract, and Log Out. Below the navigation bar, a list item is displayed with the following text: Fall 2021 (8/19/2021 - 12/18/2021), Birch Hall, and Double Room No AC. A red oval highlights a red button labeled 'MORE DETAILS' to the right of the list item.

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.



The screenshot shows a web application page with a navigation bar containing Home, My Room Assignment, Manage My Dining, On-Campus Housing Contract, and Log Out. The main content area is titled 'Assignment Information' and contains the following details:

- Housing Assignment for Fall 2021
- Room: Birch-3275-1
- House: Stevenson
- Residence Hall: Birch Hall
- Room Type: Double Room No AC
- Mailing Address:
245 RICHARDSON CT #3275
Ames IA 50013-0023
- Roommate Information:
Roommate 1
Room Space: Birch-3275-2
Name:
Email:
Major:
Age: