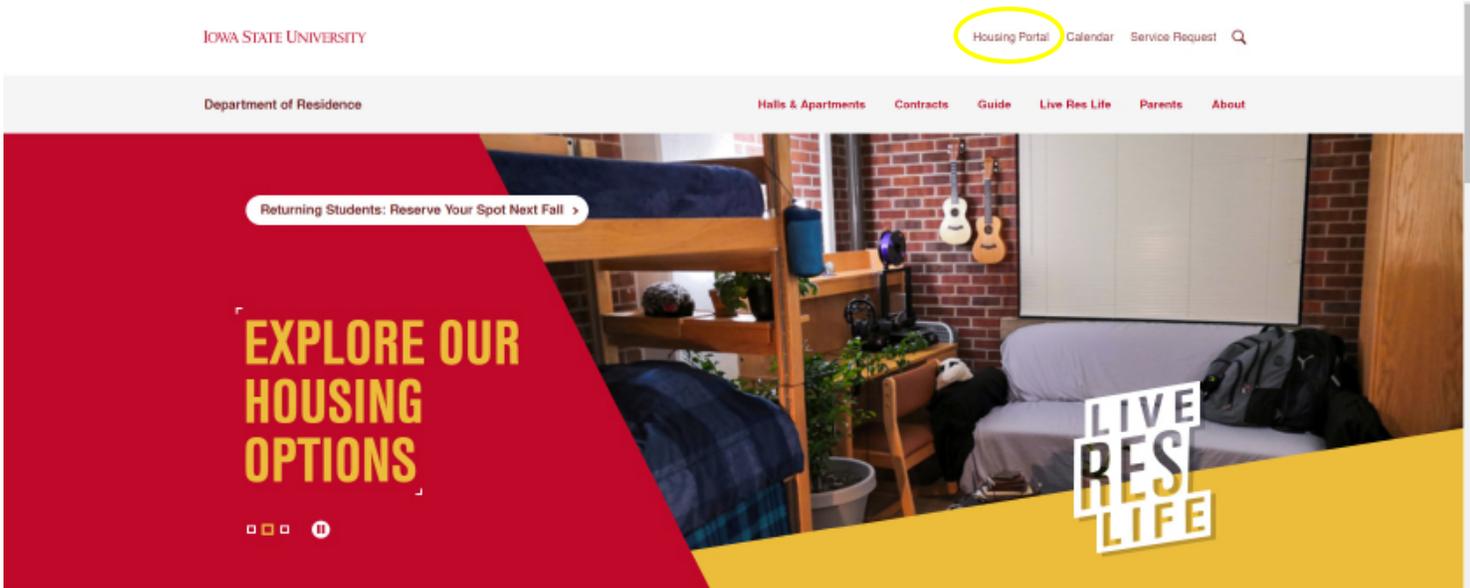


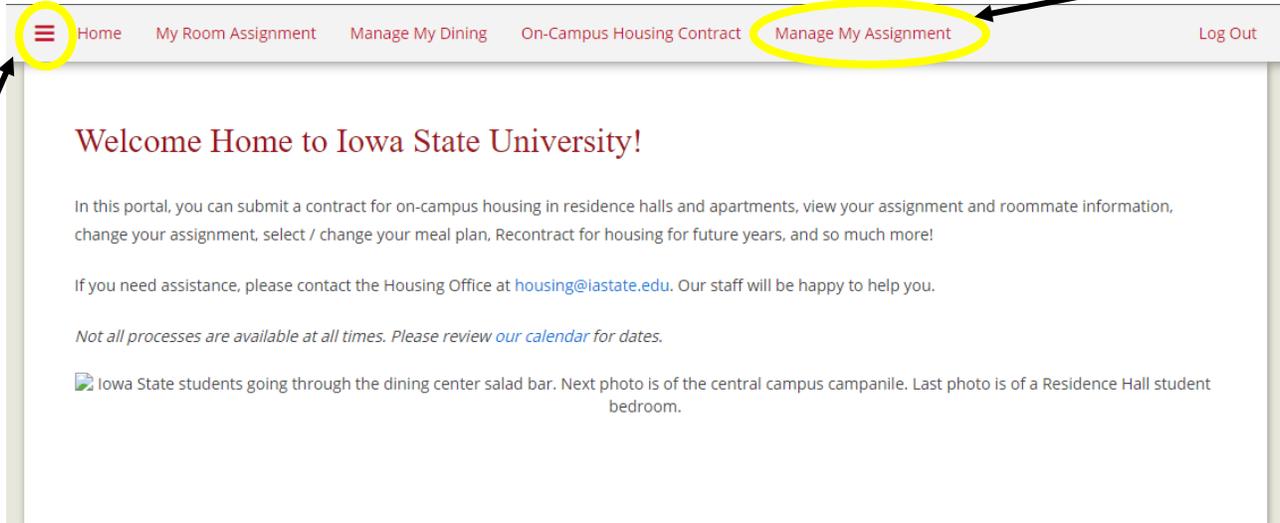
Manage My Assignment

1. Login to the StarRez Housing Portal. The login can be found in the upper right-hand corner of our website (housing.iastate.edu).



*Please login using your ISU Net-ID and password.

2. After logging in, select “Manage My Assignment” at the top of the page. If you are unable to see this option, select the symbol next in the upper left-hand corner.



3. After selecting “Manage My Assignment,” the portal should provide your current dorm information as shown below.

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

My Assignment Information

Housing Assignment for Academic Year 2021-2022

Room: Barton-102-2

House: Anders

Residence Hall: Barton Hall

Room Type: DOUBLE NO AC

Select A Process:

Request a Room Swap
This process allows you to swap your room with another student's room.

Search for Available Rooms
This process will allow you to search from a list of currently vacant rooms and request to move.

Select Next Step:
Please select next step

SAVE & CONTINUE

4. Then, select the down arrow on the drop-down box and click “Search for Available Rooms.”

Select A Process:

Request a Room Swap

This process allows you to swap your room with another student's room.

Search for Available Rooms

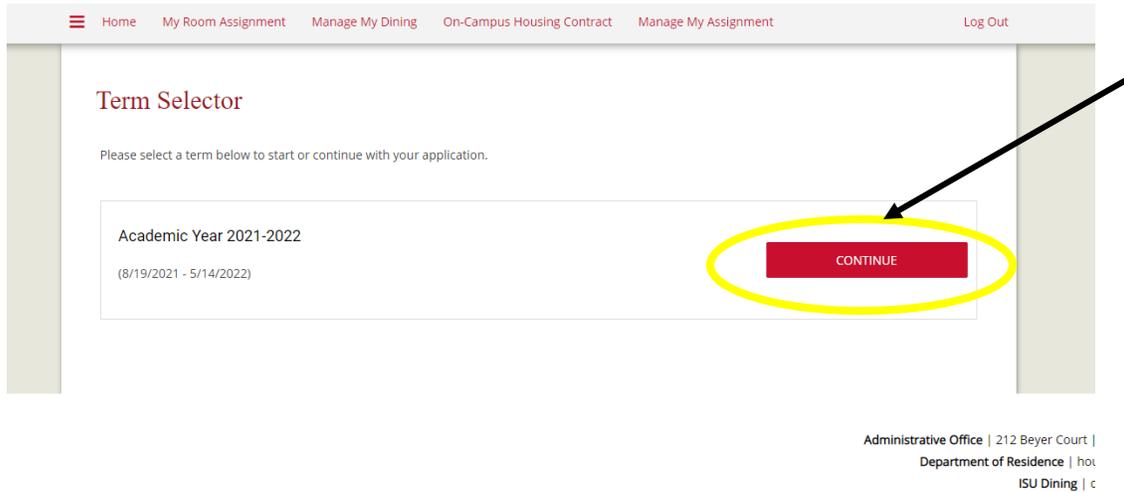
This process will allow you to search from a list of currently vacant rooms and request to move.

Select Next Step:

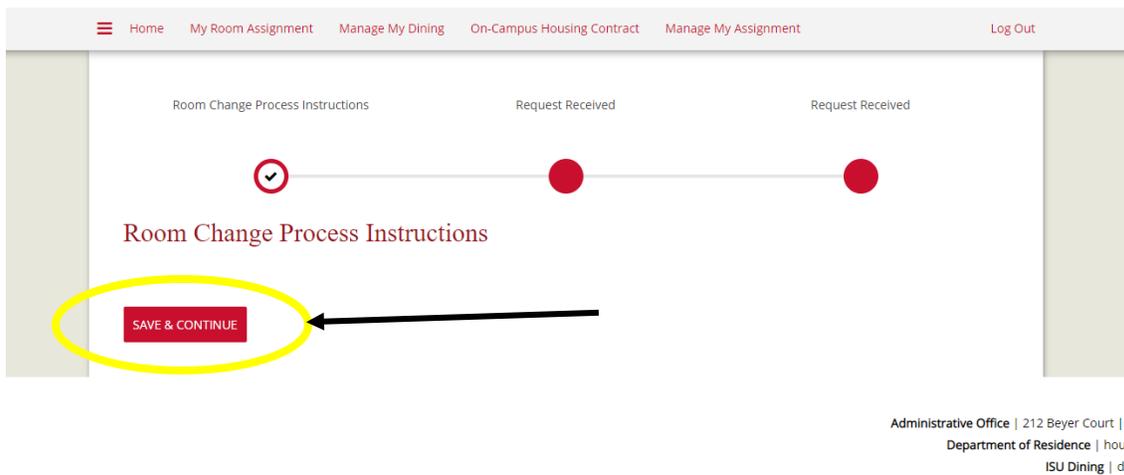
Search for Available Rooms

SAVE & CONTINUE

5. Select the Academic Term you are currently in (Fall 2021-Spring 2022).



6. Read through the Room Change Process Instruction carefully. When you have finished, select "Save and Continue" at the bottom of the page.



7. After selecting “Save and Continue,” the portal will provide you with available, eligible room spaces that you can select. These may differ depending on your age and the availability of the room preferences.

*Example: Student A wants to choose Frederiksen Court 36.

The screenshot displays a web interface for room selection. At the top, there is a navigation bar with links: Home, My Room Assignment, Manage My Dining, Campus Housing Contract, Manage My Assignment, and Log Out. The main heading is "Initial Selection". Below this, it states "Staying between 8/30/2021 and 5/14/2022 for Term 1: Academic Year 2021-2022". The room options are arranged in a grid:

Frederiksen Court 36 Frederiksen Court 36 SELECT	Frederiksen Court 51 Frederiksen Court 51 SELECT	Frederiksen Court 52 Frederiksen Court 52 SELECT
Frederiksen Court 53 Frederiksen Court 53 SELECT	Frederiksen Court 62 Frederiksen Court 62 SELECT	Frederiksen Court 73 Frederiksen Court 73 SELECT
Frederiksen Court 82 Frederiksen Court 82 SELECT	Frederiksen Court 83 Frederiksen Court 83 SELECT	University Village 129 University Village 129 SELECT
University Village 138 University Village 138 SELECT	University Village 149 University Village 149 SELECT	

A yellow circle highlights the "SELECT" button for Frederiksen Court 36, and a black arrow points to it from above.

8. After selecting the room that you want, in order to request it you need to enter the Room Space Code into the Request ID.

Room List

Please input 1 room space code into the box below. Click save and continue at the bottom of the page to continue the process.

Room Space ID Request

25533

Room Types

- 2 Bedroom 1 Level Apartment
- 2 Bedroom, 2 Person Pet Friendly Apartment FC
- Corner Double Suite
- Double Room No AC
- Double Room with AC
- Double Suite

Locations

- Barton Hall
- Birch Hall
- Buchanan Hall
- Eaton Hall
- Frederiksen Court 11
- Frederiksen Court 12
- Frederiksen Court 13

Staying between 8/30/2021 and 5/14/2022 for Term: Academic Year 2021-2022

FC-3620-B [Calculate Total](#)

4 **Room Type:** 4-BR-PRVT
House: BLDG 36
Building: Frederiksen Court 36
Gender:
Room Rate: {CurrentItem.RoomRate}
Room Space Code:
• 25533 [Show Room Info](#)

FC-3620-C [Calculate Total](#)

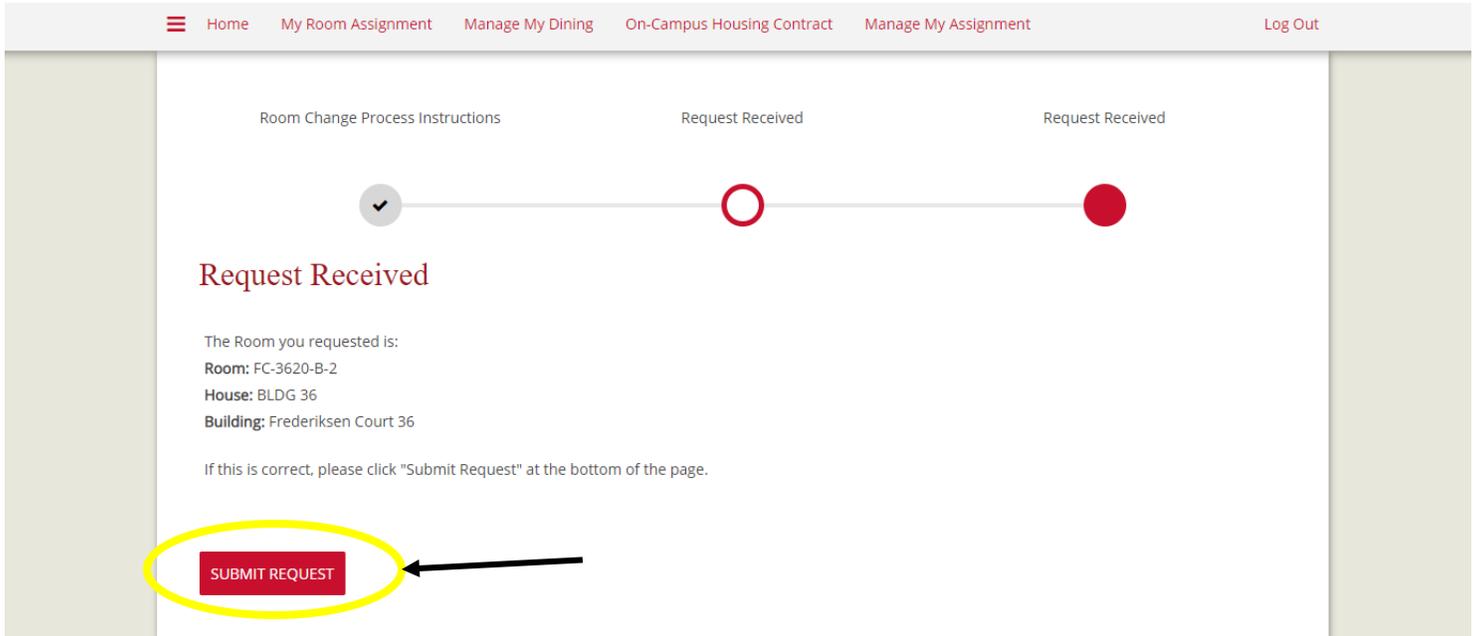
4 **Room Type:** 4-BR-PRVT
House: BLDG 36
Building: Frederiksen Court 36
Gender:
Room Rate: {CurrentItem.RoomRate}
Room Space Code:
• 25534 [Show Room Info](#)

[Previous](#) **1** [Next](#)

SAVE & CONTINUE

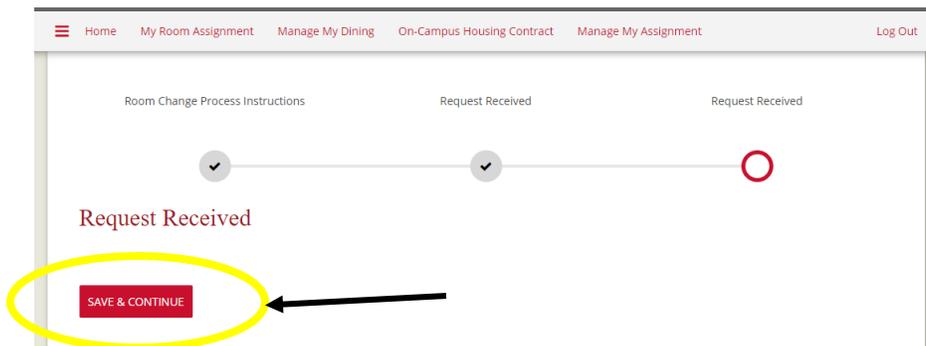
*In this example, Student A is selecting bed space B in Frederiksen Court 3620. They have entered it into the “Room Space ID Request.”

9. When you have finished Step 8, select “Save and Continue” at the bottom of the page. The portal will provide you with an overview of your request before you can submit. Please make sure the room you requested is correct before continuing.



Administrative Office | 212 Beyer Court | 2419 |
Department of Residence | housing@
ISU Dining | dining@

10. After you hit “Submit Request,” the portal will provide you with a confirmation that your room change request has been received.



Administrative Office | 212 Be
Department of Resid
ISU