

# Room Change Process – How To

\*This How-to Guide is for the Room Change Process that occurs during a semester (Fall or Spring).

## 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.

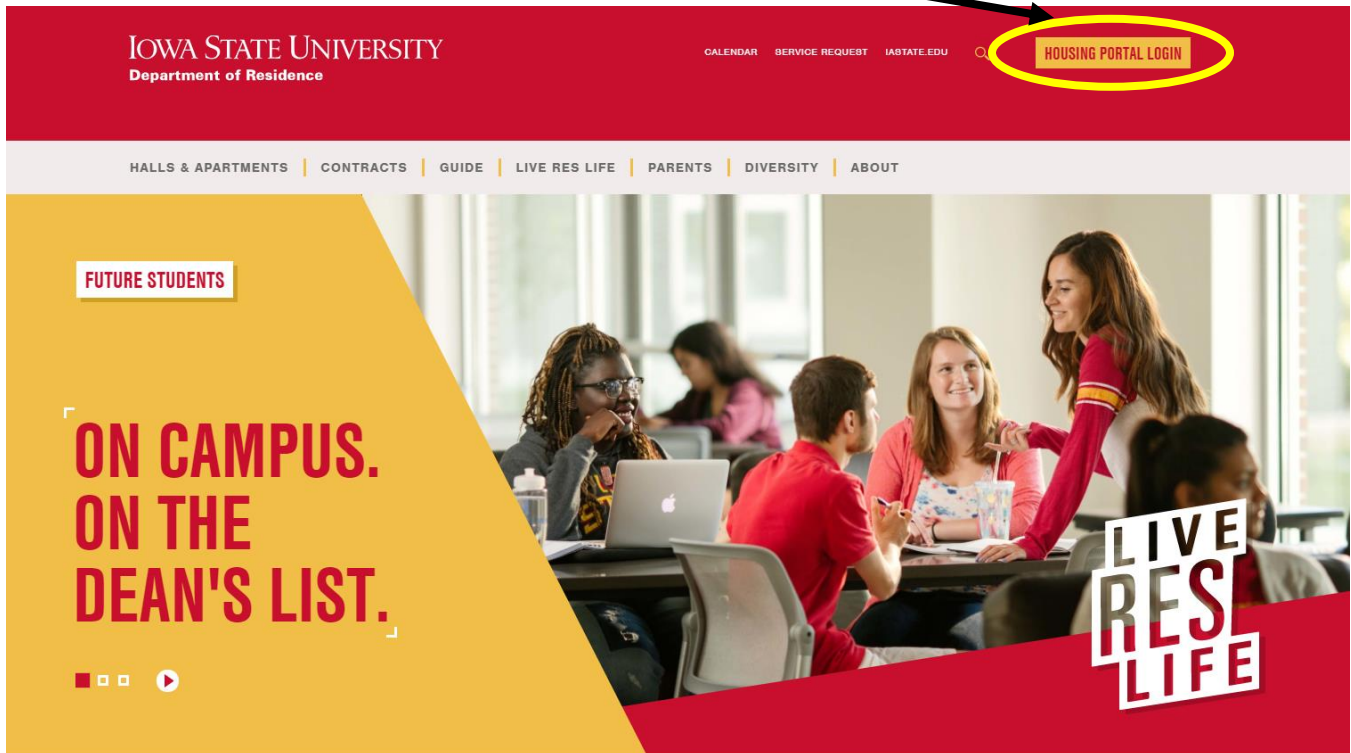
2419 Friley Hall  
Ames, Iowa 50012

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

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

### Step 1:

Log into the Housing Portal. The login can be found in the upper right-hand corner of our website (housing.iastate.edu).



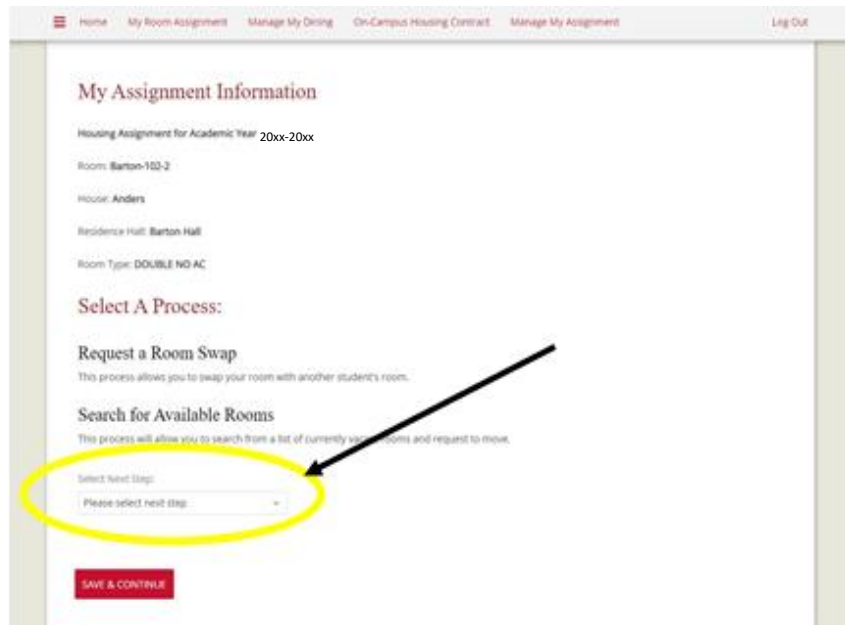
### Step 2:

Select "Manage My Assignment" at the top of the page. If you are unable to see this option, select the menu symbol in the upper left corner.



### Step 3:

This page should provide your current dorm information and provide an option to select process. Select the down arrow and click “Search for Available Rooms”



The screenshot shows a web interface with a navigation bar at the top containing links: Home, My Room Assignment, Manage My Dining, On-Campus Housing Contract, Manage My Assignment, and Log Out. The main content area is titled "My Assignment Information" and displays the following details:

- Housing Assignment for Academic Year: 20xx-20xx
- Room: Barton-102-2
- House: Anders
- Residence Hall: Barton Hall
- Room Type: DOUBLE NO AC

Below the details, there is a section titled "Select A Process:" with two options:

- 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.

Under the "Search for Available Rooms" option, there is a dropdown menu labeled "Select Next Step:" with the text "Please select next step:" and a downward arrow. This dropdown menu is circled in yellow. A black arrow points from the text "Select the down arrow and click 'Search for Available Rooms'" to the dropdown menu. At the bottom of the form is a red button labeled "SAVE & CONTINUE".

### 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.

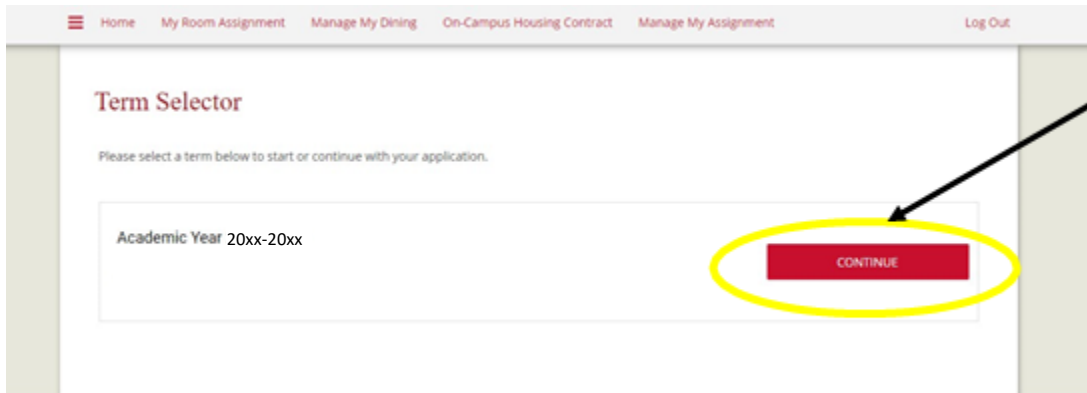
Select Next Step:

Search for Available Rooms ▼

SAVE & CONTINUE

## Step 4:

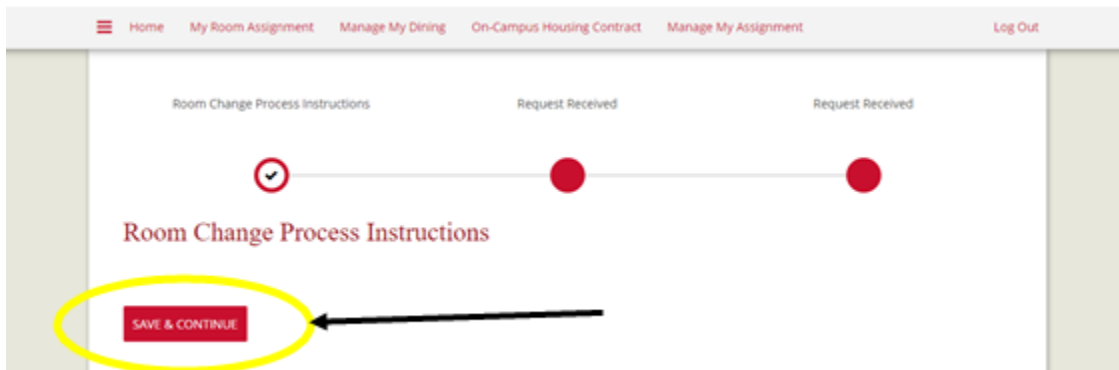
Select the current Academic Term



The screenshot shows a web application interface with a navigation bar at the top containing links: Home, My Room Assignment, Manage My Dining, On-Campus Housing Contract, Manage My Assignment, and Log Out. The main content area is titled "Term Selector" and includes the instruction "Please select a term below to start or continue with your application." Below this instruction is a form with the text "Academic Year 20xx-20xx" and a red "CONTINUE" button. A yellow oval highlights the "CONTINUE" button, and a black arrow points to it from the right side of the image.

## Step 5:

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



The screenshot shows a web application interface with a navigation bar at the top containing links: Home, My Room Assignment, Manage My Dining, On-Campus Housing Contract, Manage My Assignment, and Log Out. The main content area displays a progress bar with three steps: "Room Change Process Instructions" (marked with a red circle containing a white checkmark), "Request Received" (marked with a red circle), and "Request Received" (marked with a red circle). Below the progress bar is the title "Room Change Process Instructions" and a red "SAVE & CONTINUE" button. A yellow oval highlights the "SAVE & CONTINUE" button, and a black arrow points to it from the right side of the image.

## Step 6:

The portal will provide you with a list of room spaces that you can select from. These may differ depending on your age, classification, or size of roommate group.

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

The screenshot shows a web portal titled "Initial Selection". At the top, there is a navigation bar with links: Home, My Room Assignment, Manage My Dining, On-Campus Housing Contract, Manage My Assignment, and Log Out. The main content area displays a grid of room selection cards. Each card contains the room name, a smaller version of the name, and a red "SELECT" button. The first card in the top row is for "Frederiksen Court 36", and its "SELECT" button is circled in yellow. A black arrow points from the top of the page down to this button. Other cards include Frederiksen Court 51, Frederiksen Court 52, Frederiksen Court 53, Frederiksen Court 62, Frederiksen Court 73, Frederiksen Court 82, Frederiksen Court 83, University Village 129, University Village 138, and University Village 149.

Room Name	Room Name	Room Name
Frederiksen Court 36	Frederiksen Court 51	Frederiksen Court 52
Frederiksen Court 36	Frederiksen Court 51	Frederiksen Court 52
<b>SELECT</b>	<b>SELECT</b>	<b>SELECT</b>
Frederiksen Court 53	Frederiksen Court 62	Frederiksen Court 73
Frederiksen Court 53	Frederiksen Court 62	Frederiksen Court 73
<b>SELECT</b>	<b>SELECT</b>	<b>SELECT</b>
Frederiksen Court 82	Frederiksen Court 83	University Village 129
Frederiksen Court 82	Frederiksen Court 83	University Village 129
<b>SELECT</b>	<b>SELECT</b>	<b>SELECT</b>
University Village 138	University Village 149	
University Village 138	University Village 149	
<b>SELECT</b>	<b>SELECT</b>	

## Step 7:

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

The screenshot displays the 'Room List' interface. At the top, a navigation bar includes links for Home, My Room Assignment, Manage My Dining, On-Campus Housing Contract, Manage My Assignment, and Log Out. The main heading is 'Room List'. Below it, a instruction states: 'Please input 1 room space code into the box below. Click save and continue at the bottom of the page to continue the process.'

A yellow circle highlights the 'Room Space ID Request' input field, which contains the value '25533'. A black arrow points from this field to the 'Room Space Code' field in the room selection cards below.

On the left, there are two sections: 'Room Types' and 'Locations', each with a list of checkboxes. The 'Room Types' list includes: 2 Bedroom 1 Level Apartment, 2 Bedroom, 2 Person Pet Friendly Apartment FC, Corner Double Suite, Double Room No AC, Double Room with AC, and Double Suite. The 'Locations' list includes: Barton Hall, Birch Hall, Buchanan Hall, Eaton Hall, Frederiksen Court 11, Frederiksen Court 12, and Frederiksen Court 13.

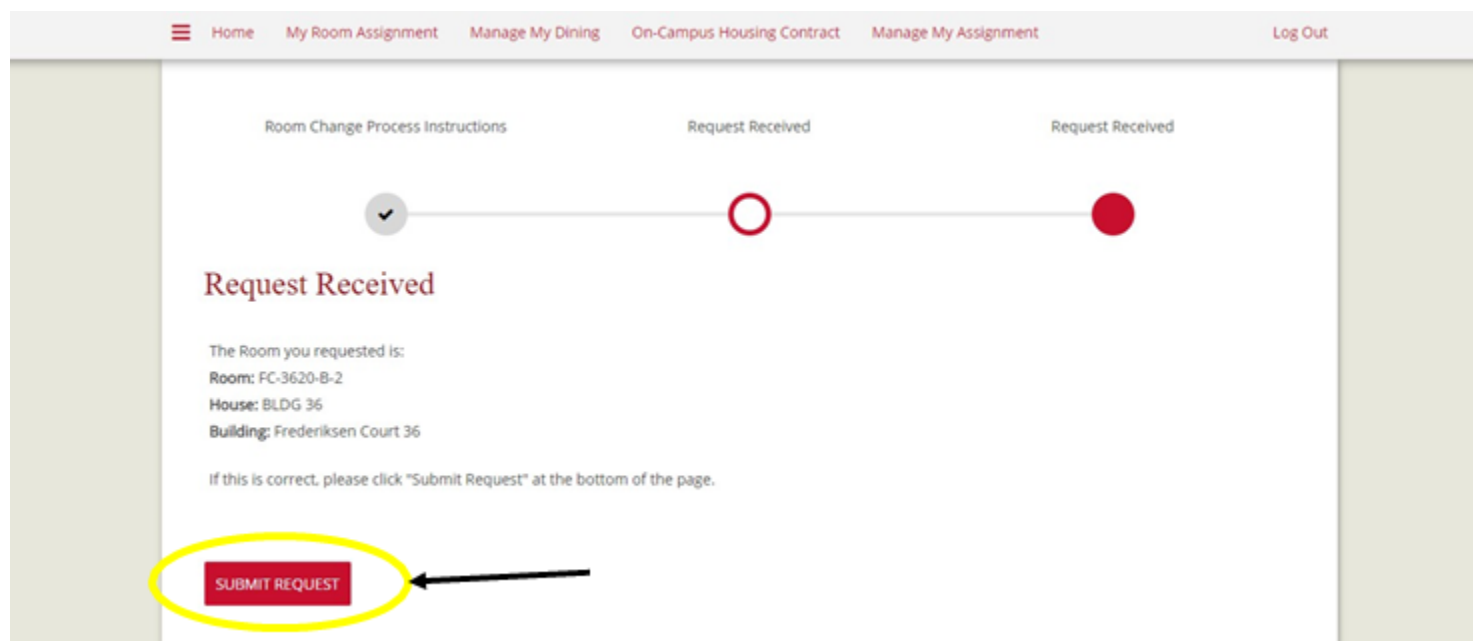
Two room selection cards are shown. The first card is for 'FC-3620-B' and the second is for 'FC-3620-C'. Both cards display a bed icon, a '4 km' distance, and a 'Calculate Total' link. The details for each card are: Room Type: 4-BR-PRVT, House: BLDG 36, Building: Frederiksen Court 36, Gender: (blank), Room Rate: (CurrentItem.RoomRate), and Room Space Code: 25533. A yellow circle highlights the 'Room Space Code' field in the first card, which contains the value '25533'. A 'Show Room Info' link is located below each card.

At the bottom of the page, a red button labeled 'SAVE & CONTINUE' is highlighted with a yellow circle. To the right of this button, there are navigation links for 'Previous', '1', and 'Next'.

### Step 8:

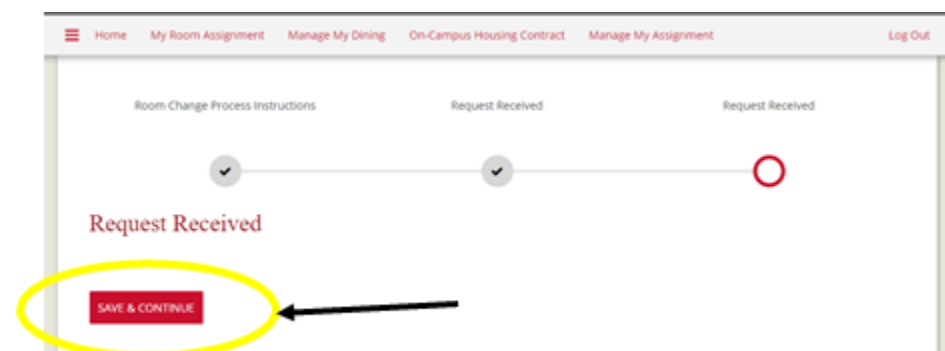
The portal will provide you with an overview of your request before you can submit. Please make sure the room you requested is correct before continuing.

\*Tip – Do not click too fast through the process or you may cause the system to timeout and lose the space.



### Step 9:

The portal will provide you with a confirmation that your room change request has been received.



### Step 10:

You will receive a confirmation email from the Department of Residence Administrative Services office with more details about your move. If you do not receive an email within 1 business day, please contact us.