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          Hours: Mon-Fri 8am to 5pm       Phone: 515-294-2900
Ames, Iowa 50012         housing@iastate.edu       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”
Step 4:
Select the current Academic Term

Step 5:
Read through the Room Change Process Instruction carefully. When you have finished, select “Save and Continue” at the bottom of the page.
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.
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.”
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.

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Step 9:
The portal will provide you with a confirmation that your room change request has been received.

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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.