

How to: Switch Rooms with another Student

Step 1: Log onto AccessPlus. Go to the Student tab (located at the top right hand corner). Select “Campus Housing” or “Residence Contract” from the left side link bar, then select the appropriate school year.

Step 2: Be sure you are **not** in a roommate group (yellow box in the picture below). If you are in a roommate group, remove yourself by clicking Change Requested Roommate (blue box in the picture below) and following the instructions on the page.

Step 3 **Roommate Request** [Explain this step](#)

This is step is optional.

My Roommate Codes-> My number code is 12345 and letter code is ABCDE

Request a Roommate-> More can be requested

Requested Roommates-> None have been requested

[Request a Roommate](#)

[Change requested roommates](#)

Step 3: Once you verify you are not in a roommate group, you will need the other person’s roommate codes. They can find their codes in step 3 of their contract in their AccessPlus account. You **do not** need to switch codes. **Only one person needs to enter the information.**

Step 3 **Roommate Request** [Explain this step](#)

This is step is optional.

My Roommate Codes-> My number code is 67890 and letter code is FGHIJ

Request a Roommate-> More can be requested

Requested Roommates-> None have been requested

[Request a Roommate](#)

[Change requested roommates](#)

Step 4: Now that you have the other person’s codes, select “Search Assignments” under Change my Assignment. This link may say ‘Search assignments to move to now’ during the school year.

Change My Assignment Search for a different assignment [Search assignments](#)

Step 5: Enter their roommate codes into the designated area at the **bottom** of the page.

Trade Rooms with a Resident Enter codes below for the resident you are trading with [Trade Places with this resident](#)

Their roommate codes go here

Resident's number Code: 67890

Resident's letter code: FGHIJ

After putting in their roommate codes, click Trade Places with this resident

Step 6: Select “Trade Places with this resident” and be sure to complete all of the steps. **Verify the change went through by checking that your campus housing information has been updated on the main summary page.**

If you have any questions please let us know.

Note: During the school year, you will need to contact your CA to set up a check out time and contact the Hall desk at your new location to set up a check in time.

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