

Roommate Groups

What is a Roommate Group?

A roommate group is a virtual link between students. When we make a new student's initial housing assignment, we look for a roommate group, and then make an assignment based on the preferences set on the earliest contract date in the group. Your contract date can be found on the main page of your housing contract. **Everyone in the roommate group needs to submit a contract.**

If your roommate group is not placed together, it is most likely because we did not have enough vacancies with two spaces in one room. However, in this case we try to place the students on the same floor or in the same residence hall.

If you aren't initially placed with your roommate request, but still want to live together, there will be a room change process on AccessPlus available Thursday through Sunday during June and July and the school year. While the room change process is open, you are able to search for vacancies around campus to move to. Before searching you will want to form a roommate group again, as roommate groups are only good for one move.

If you are a returning student recontracting, **please know that forming a roommate group DOES NOT automatically move a person into your room.** You need to pull them in as well. If you are a returning student forming a roommate group with an incoming student, you ARE able to pull them into vacancies. If you have questions about how to do this, please contact our office at housing@iastate.edu.

Step 1:

Log onto AccessPlus then go to the Student tab then "Campus Housing" (located on the left link bar). Then select the appropriate term.

Step 2:

To begin, one person will need to give the other their roommate codes, both letter and number. This is found on the first line in Step 3.

Step 3	This is step is optional.	Explain this step
Roommate Request		
My Roommate Codes->	My number code is 12345 and letter code is ABCDE	
Request a Roommate->	More can be requested	Request a Roommate
Requested Roommates->	None have been requested	Change requested roommates

You **do not** need to switch codes. **Only one person needs to enter the information.** If you both try to enter each other's codes, you will receive an error message.

Step 3:

When you have the other person's roommate codes (for our example, this would be 12345 and ABCDE) click "Request a Roommate."

Step 3
Roommate Request

This is step is optional.

[Explain this step](#)

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:

Enter the two codes in the field boxes and then submit the request by selecting "Add Roommate"

Step 3
Roommate Request

[Explain this step](#)

Request A Roommate->

More details about Request A Roommate

Requested roommate number code

12345

Requested roommate letter code

ABCDE

[\[Add Roommate\]](#) [\[Cancel Update\]](#)

The information under step 3 should now be updated to show your roommate requests. Everyone in the roommate group should be able to see this, regardless of who entered the codes. Roommate groups may consist of up to six people.

Step 3
Roommate Request

This is step is optional.

[Explain this step](#)

My Roommate Codes-> My number code is **12345** and letter code is **ABCDE**
Request a Roommate-> More can be requested

Requested Roommates-> 1 has been requested

[Request a Roommate](#)

[Change requested roommates](#)

To remove someone from a roommate group, click here

To verify who is in the group or to remove someone from the group, select "Change requested roommates."

Step 3
Roommate Request

Requested Roommates->

Check box(s) and click submit to remove a requested roommate

SMITH JOHN

[Remove Selected Roommate\(s\)](#)

[Cancel Update](#)

If you have any questions please let us know.

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