

How To: Search and Select Your Assignment

Note: If you are looking for a space for both you and a friend, form a roommate group **first** before searching and taking a space. If you have questions about how to do this, contact us at housing@iastate.edu

Step 1:

Log onto AccessPlus <https://accessplus.iastate.edu> and select the STUDENT tab (located at the top right corner). Select "Campus Housing" (from the left hand link bar). Select the appropriate term from the main (center) page.

Step 2:

Select "Search assignments" under the Change My Assignment header.

Change My Assignment	Search for a different assignment		Search assignments
-----------------------------	-----------------------------------	---	------------------------------------

During the available hours, the screen will look **similar** to this:

My Eligibility	Eligible for lower & upper division neighborhoods Searching for myself only	Change my roommate search group
Residence Hall Rooms	Meal plan required in all residence halls except Wallace and Wilson Halls	
Single Rooms	Wallace-Wilson (Open Breaks) Richardson Court Single Rooms Union Drive Single Rooms	Search Wallace-Wilson Singles Search Richardson Court Singles Search Union Drive Singles
Double Rooms	Wallace-Wilson (Open Breaks) Richardson Court Maple-Willow-Larch Barton-Lyon-Freeman Birch-Welch-Roberts Linden Hall (Open Breaks) Union Drive Friley Helser	Search Wallace-Wilson Doubles Search Maple-Willow-Larch Doubles Search Barton-Lyon-Freeman Doubles Search Birch-Welch-Roberts Doubles Search Linden Hall Doubles Search Friley Doubles Search Helser Doubles
Triple/Quad Rooms	Richardson Court Triple Rooms Richardson Court Quad Rooms Union Drive Triple Rooms Union Drive Quad Rooms Wallace-Wilson Quad Rooms	Search Richardson Court Triples Search Richardson Court Quads Search Union Drive Triples Search Union Drive Quads Search Wallace-Wilson Quads
Residence Hall Suites	Meal plan required in all residence halls Buchanan Hall Martin-Eaton Maple Hall Suites	Search Buchanan Hall Search Martin-Eaton Search Maple Hall Suites
Apartments	Frederiksen Court Shared Bedroom Apts Frederiksen Court Private Bedroom Apts University Village Shared Apartments University Village Private Apartments	Search Frederiksen Shared Bedrooms Search Frederiksen Private Bedrooms Search University Village Shared Apts Search University Village Private Apts
Trade Rooms with a Resident	Enter codes below for the resident you are trading with Resident's number Code: <input type="text"/> Resident's letter code: <input type="text"/>	Trade Places with this resident

Step 3:

Select where you would like to search. Any vacancies will be posted in red. If you see the word **Vacancy**, select the house name to the left. If it doesn't say **Vacancy**, all of the spaces are currently full. If it says "All spaces held," the location is available to learning community members only.

Hall/House	Floor #	Double Room	Floor gender
<u>Wilson Hall</u>		Double Room	
<u>Gwynne</u>	1st	No Vacancy	Coed House
<u>Owens</u>	2nd	No Vacancy	Coed House
<u>Hewitt</u>	3rd	Vacancy	Coed House
<u>Johnson</u>	4th	No Vacancy	Coed House
<u>Lamson</u>	5th	No Vacancy	Coed House
<u>Mashek</u>	6th	Vacancy	Coed House
<u>Matterson</u>	7th	No Vacancy	Coed House
<u>Rothacker</u>	8th	No Vacancy	Coed House
<u>Webber</u>	9th	No Vacancy	Coed House
<u>Werkman</u>	10th	No Vacancy	Coed House

Note: these vacancies are listed for the purpose of this tutorial and may not actually be open.

Step 5:

Select "Take this room"

Room	Floor Plan	Cap.	Vac.	Flooring	Bed Type	Current Residents	Rate	Availability
<u>Hewitt</u>	3rd Floor, COED					<u>Housemates</u>		
Rm#	View Plan	2	1	Carpet	Lofted	Roommates	\$3993	Take This Room
Click here to see the current roommate information								

Step 6:

Hit Submit.

Verify the change went through by checking that your campus housing information has been updated on the main summary page.

Important Tips:

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.

If you have any questions please let us know.

Department of Residence
2419 Friley Hall, Ames IA 50012

Email: housing@iastate.edu
Phone: (515) 294-2900
Hours: Mon. – Fri. 8am to 5pm