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.

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

<table>
<thead>
<tr>
<th>My Eligibility</th>
<th>Residency Hall Rooms</th>
<th>Residence Hall Suites</th>
<th>Apartments</th>
<th>Trade Rooms with a Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible for lower &amp; upper division neighborhoods Searching for myself only</td>
<td>Meal plan required in all residence halls except Wallace and Wilson Halls</td>
<td>Meal plan required in all residence halls</td>
<td>Frederiksen Court Shared Bedroom Apts Frederiksen Court Private Bedroom Apts University Village Shared Apartments University Village Private Apartments</td>
<td>Enter codes below for the resident you are trading with</td>
</tr>
<tr>
<td>Change my roommate search group</td>
<td>Search Wallace-Wilson Singles Search Richardson Court Singles Search Union Drive Singles Search Wallace-Wilson Doubles Search Maple-Willow-Larch Doubles Search Barton-Lyon-Freeman Doubles Search Birch-Walsh-Roberts Doubles Search Linden Hall Doubles Search Friley Doubles Search Helsen Doubles Search Richardson Court Triples Search Richardson Court Quads Search Union Drive Triples Search Union Drive Quads Search Wallace-Wilson Triples Search Wallace-Wilson Quad</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Single Rooms</th>
<th>Double Rooms</th>
<th>Triple/Quad Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wallace-Wilson (Open Breaks) Richardson Court Single Rooms Union Drive Single Rooms</td>
<td>Wallace-Wilson (Open Breaks) Richardson Court Maple-Willow-Larch Barton-Lyon-Freeman Birch-Walsh-Roberts Linden Hall (Open Breaks) Union Drive Friley Helsen</td>
<td>Richardson Court Triple Rooms Richardson Court Quad Rooms Union Drive Triple Rooms Union Drive Quad Rooms Wallace-Wilson Quad Rooms</td>
</tr>
</tbody>
</table>

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

**Step 5:**
Select “Take this room”

**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.