How to Reserve a Workstation or Study Space using mobile device¹

- Navigate to roomscheduling.hms.harvard.edu on your mobile app’s web browser.
- Log in with ecommons login.

- Once logged in, you’ll see a list of your reservations (if you have any).
- Click on “new booking” in the upper right.

¹ See end of document for log in and password help
• Select the template “Request a workstation for staff” or “Request a Study Space” and hit “book now”

• Enter the date and time of your request and click “let me search for a room”.
• Depending on the location you selected, the building should be in the locations, hit “search”.
• A list of available workstations or study spaces will appear. Click on the name of the space you would like to reserve. It will now be in your cart as shown. Click “next step”.

• Be sure your group and your name are selected from the pull-down menu.
For group study space reservations, under the name and phone number fields, please select “yes” to the question “Is this a group study session?” and provide the names of your group members in the text field.
• Click “Create reservation” in green at the bottom.

• You are done! You will receive an email notification.

Please be sure to cancel if you no longer need your workstation or study space. (to cancel, when you are logged into your account, go to “home”. A list of your bookings appears. Please note you can only cancel bookings you’ve made via your mobile phone on your mobile phone. For others you will need to use the web app on a computer. Click on the name of the mobile booking you want to cancel, and click “cancel in the lower left. Don’t forget to click “yes, cancel booking” on the pop-up. You will see a green notification.)
For more information, there are tutorial videos on our website roomscheduling.hms.harvard.edu under Resources and Links.

For IT and login questions, please call 432-2000. For room scheduling, call 432-2020.

**Login and Password Questions**

- If you are a School of Public Health student, or other affiliate, you may need to register your ecommons account in order to use the room scheduling website. Please follow instructions on this link: [https://it.hms.harvard.edu/getting-started-it/students](https://it.hms.harvard.edu/getting-started-it/students)
Register Your eCommons account

All HMS faculty, staff, and students will need to register for an eCommons account with their HUID.

An eCommons account is required for access to HMS resources, including email, collaboration shares, wireless network, research cluster, and the HMS Web Portal: https://my.hms.harvard.edu

1. Go to https://ecommons.med.harvard.edu and select the New User Registration link. Select Register Now.
2. Enter your Last Name in Step 1 and enter your HUID in Step 2, then select Submit.
3. Select Continue to validate your email address.
4. Create your new password, and select Submit to complete the registration process.
5. When prompted, register for Safecode security, a self-service feature that allows you to reset your password or unlock your account should you forget your eCommons password.
6. Register for MessageMe to receive emergency notifications from Harvard University: https://messageme.harvard.edu/

- If you have an ecommons account but need to reset your password, go to the ecommons website and click on “I forgot my password”: https://ecommons.med.harvard.edu