

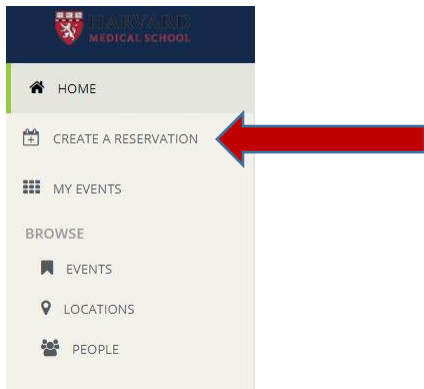


How to Reserve a Workstation at 180 Longwood using laptop or computer

- Navigate to roomscheduling.hms.harvard.edu
- Log in, in the upper right, where it says, “welcome guest.” Credentials are ecommons login.



- Once logged in, click “create a reservation” on the left.



- Where it says “Request a workspace for staff,” click “book now.”



- Select a date and time for your workspace needs, and hit “search.” (note, the reservation must be at least 3 hours in advance, and one reservation is allowed per day)

✕ Request a Workstation for Staff ⓘ

New Booking for Fri Nov 20, 2020

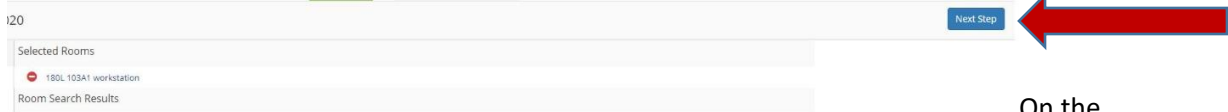
Date & Time		Select
Date		Your
Fri 11/20/2020		Room
Start Time	End Time	Room
9:00 AM	1:00 PM	
Create booking in this time zone		
Eastern Time		
Locations		Add/Remove
180 Longwood Ave		
Search		



- A list of available workstations will appear. If you need details about that workstation, click on the hyperlink of the workstation for more information.
- When ready to select, click on the green plus sign next to that station you want. The room will then move to the “selected rooms” at the top of your screen.

Rooms You Can Reserve		180 Longwood Ave (ET)																
	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
	180L 103A Huddle...	1																
	180L 103A1 works...	1																
	180L 103A2 works...	1																
	180L 103B office ...	1																
	180L 103B1 works...	1																
	180L 103B2 works...	1																
	180L 103B3 works...	1																
	180L 103C office ...	1																
	180L 103C1 works...	1																
	180L 103C2 works...	1																
	180L 103C3 works...	1																

- Click “next step” on the top right.



On the Reservation Details page, enter your name on the Event Name field, and be sure your department and correct name are displayed in the pull-down menus for “group” and “1st contact” field.

✕ Request a Workstation for Staff ⓘ

Reservation Details

Event Details

Event Name *

Touchdown space

Group Details

Group *

HMS-CPF-Campus Planning

1st Contact

Adams, Ellen R

1st Contact Phone *

617/432-2020

1st Contact Email Address *

ellen_adams@hms.harvard.edu

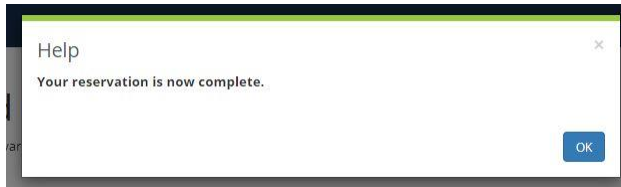




- Click “Create reservation.”



- You are done! You will receive an email notification, and a notification will be sent to security.





Please be sure to cancel if you no longer need your workstation. *(to cancel, when you are logged into your account, look under “my events.” Click on the name of the event you want to cancel, then click on the red minus sign. Don’t forget to hit “yes, cancel booking” on the pop up).*

Bookings

CURRENT PAST

Cancel Bookings Booking Tools

	Date	Start Time	End Time	Time Zone	Location
 	Sat Nov 7, 2020	9:00 AM	10:00 AM	ET	180 Longwood Ave - 180L 103C office workstation

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.