How to Reserve a Workstation or Study Space 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,” or “request a study space” click “book now.”
- Select a date and time for your space needs, and hit “search.” (note, there may be different policies depending on space, and one reservation is allowed per day)
- A list of available spaces will appear. If you need details about that space, click on the hyperlink of the seat or workstation for more information.
- When ready to select, click on the green plus sign next to that station you want. The seat will then move to the “selected rooms” at the top of your screen.

![Image of reservation interface]

- 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 Name
Touchdown space

Group
HMS-CPP-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.

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).

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.