

Mother's Rooms Google Check-In A helpful way to save you time!

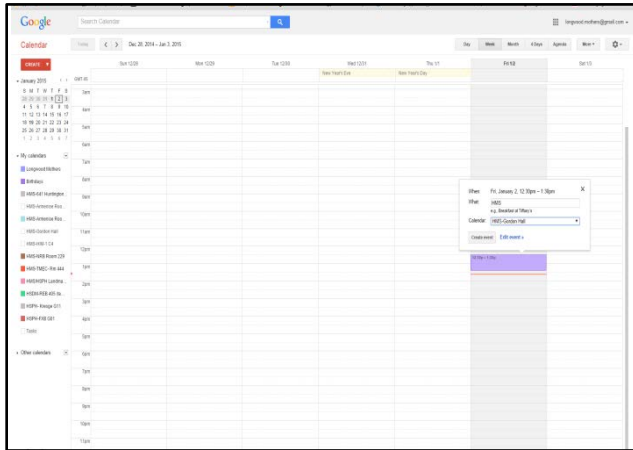
Organized by the Joint Committee on the Status of Women Childcare subcommittee and the HLC Office of Work-Life
Beginning in 2015, users of the Longwood Campus Mother's Rooms are kindly asked to 'check-in' on arrival.

- This will allow other users to look online and see what rooms are open at any given time. Our goal is to avoid anyone having to “walk the halls” looking for an open room.

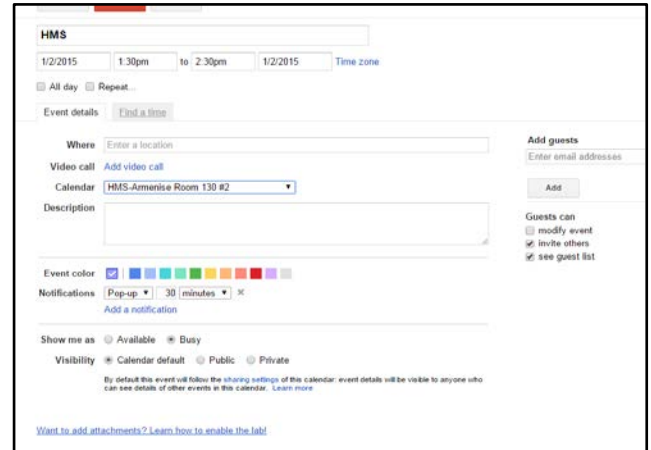
How do I check-in?

- If you have a smart phone or laptop/tablet with wireless access:
 - Go to www.google.com/calendar and log in with the following credentials
Login: longwood.mothers
password: pump1234
- Point your mouse to the appropriate time on the calendar. A pop-up box will allow you to name your event.
 - Please input your initials in the “what” box and select the room/pump you will use from the calendar drop-down.
- Click on edit event to change amount of time you will be using the room. Please select the amount of time you plan to use the room. You can also switch to a different room/pump on this screen.

Calendar Pop-Up Box



Edit Event Screen



What if I don't have access to an internet connection in the nursing room?

- You can check in immediately before leaving for the nursing room however please bear in mind that someone may have gone in that was waiting outside the door. Please do not reserve in advance.
- Check in is not required, but helps other mother's room users identify open rooms and make efficient use of their time.

Thank you for your cooperation!

If you have any questions, concerns or feedback please contact

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