

# System Guide: Reserving a Time to Use a CMU Lactation Room

Audience: Individuals using lactation rooms on campus

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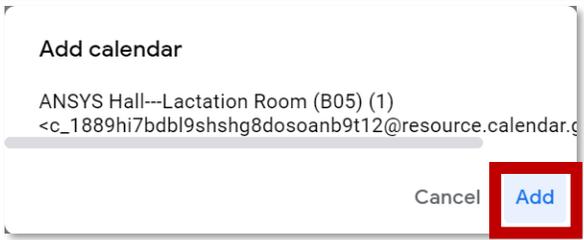
## Process Overview

The purpose of this system guide is to help individuals schedule lactation rooms on campus. The Office of Human Resources manages access to several [lactation rooms](#). To gain access to these rooms, please fill out the [request form](#). The Family Care Team will provide you with access to schedule the several lactation rooms on campus via Google Calendar.

*PRIVACY NOTICE: Due to the limitations of the Google Calendar system, if you make an appointment to reserve a lactation room, your name and appointment date/time will be visible to other users of the Google Calendar system. If you have scheduling questions or concerns, please contact the [Family Care Team](#).*

For more information about CMU's lactation rooms and other important information for new parents, please visit the [Lactation Resources webpage](#).

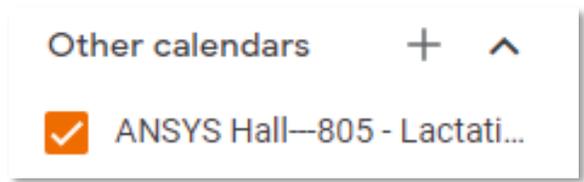
## Adding the Calendar

Step	Details
1	<p>Once Family Care approves your request for access to lactation rooms, they will add you to the Google Group titled "CMU Lactation Room Scheduling" and provide an email which includes guidelines for scheduling time in lactation rooms and a link to the lactation rooms webpage where the calendar links can be accessed.</p> <p>Once you have been added to the Google Group, you can add any of the calendars by clicking the links provided in the table on the lactation rooms webpage.</p>
2	<p>When you click a calendar link, it should open the Google Calendar associated with the account that you are using on your browser window.</p> <p>A pop-up will appear in front of your calendar which asks if you would like to add the new calendar to your account. To add the calendar, click "Add."</p> 

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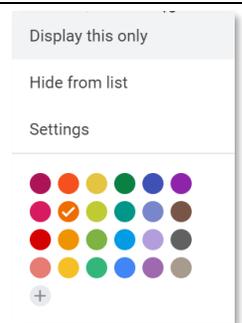
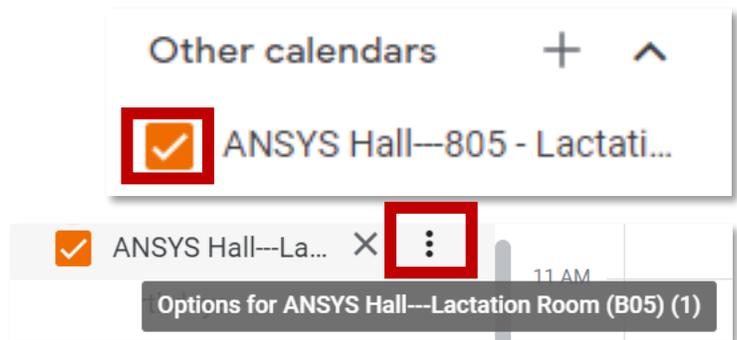
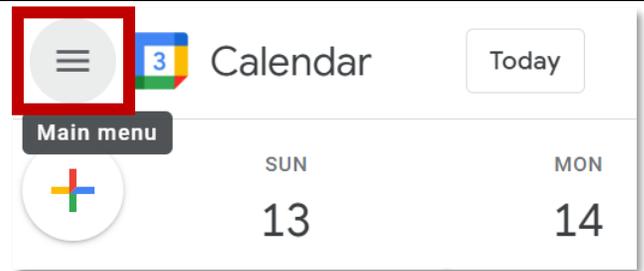
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Step	Details
3	<p>After clicking "Add," this calendar will now appear on your left navigation for Google Calendar. It will be listed under "other calendars."</p> <p>You now have access to view this calendar and add reservations to it. Repeat this process for any lactation room calendars that you want to schedule for.</p>



## Viewing the Calendars

Step	Details
1	<p>Once you have added a lactation room calendar to your Google account, you can view it by opening your navigation panel on the left side of the screen. Generally, this will already be open, but if it is closed, you can open it by selecting the three lines which indicate the main menu in the top left corner.</p>
2	<p>In the navigation panel on the left, scroll down to the section titled "other calendars." You should see the name of the lactation room you added listed as one of the options in this section.</p> <p>To view the calendar, make sure the box is checked next to its name. It will overlap this calendar with any other calendar you have selected.</p> <p>To view only the lactation calendar, hover over the name and select the three dots that appear.</p>
3	<p>The following menu appears. Select "Display this only."</p> <p>Now you will only see the lactation calendar displayed. To return to your other calendars, add them back by checking the boxes next to their names or follow this same process to make them the only calendar you see.</p> <p>If you wish to stop viewing the lactation room calendar, uncheck the box next to its name.</p>

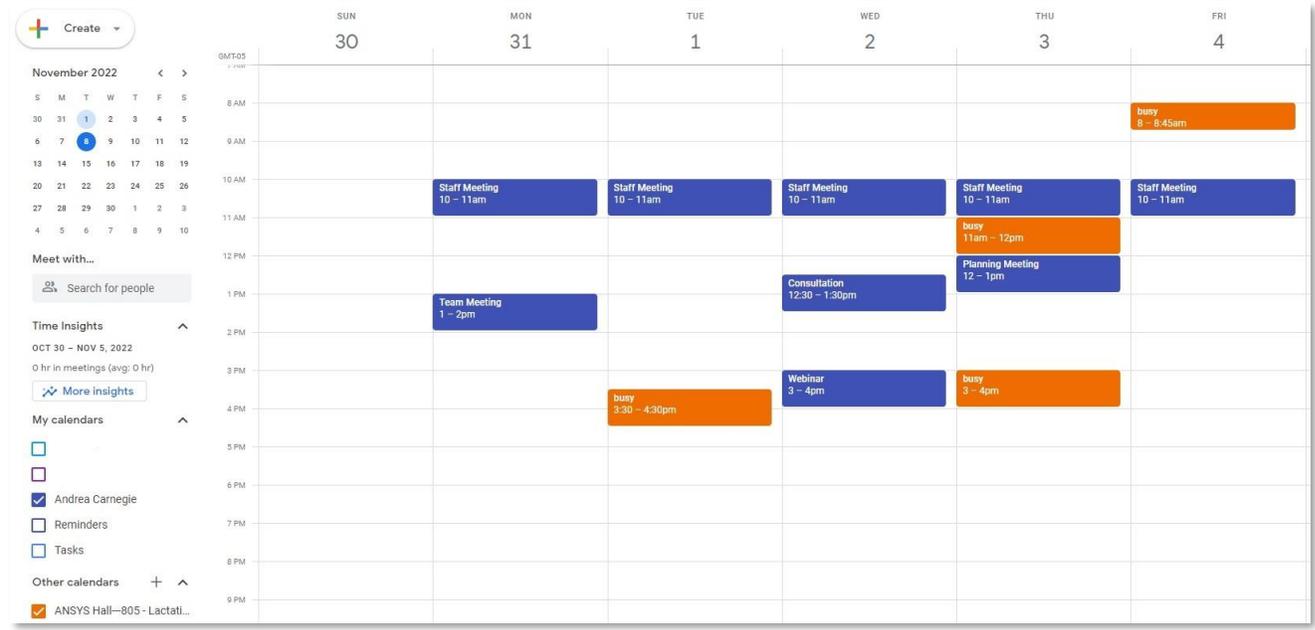
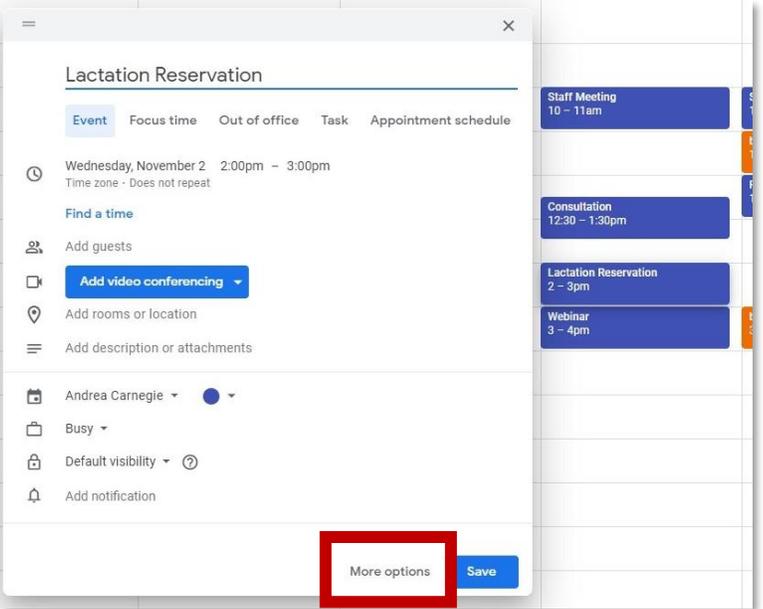


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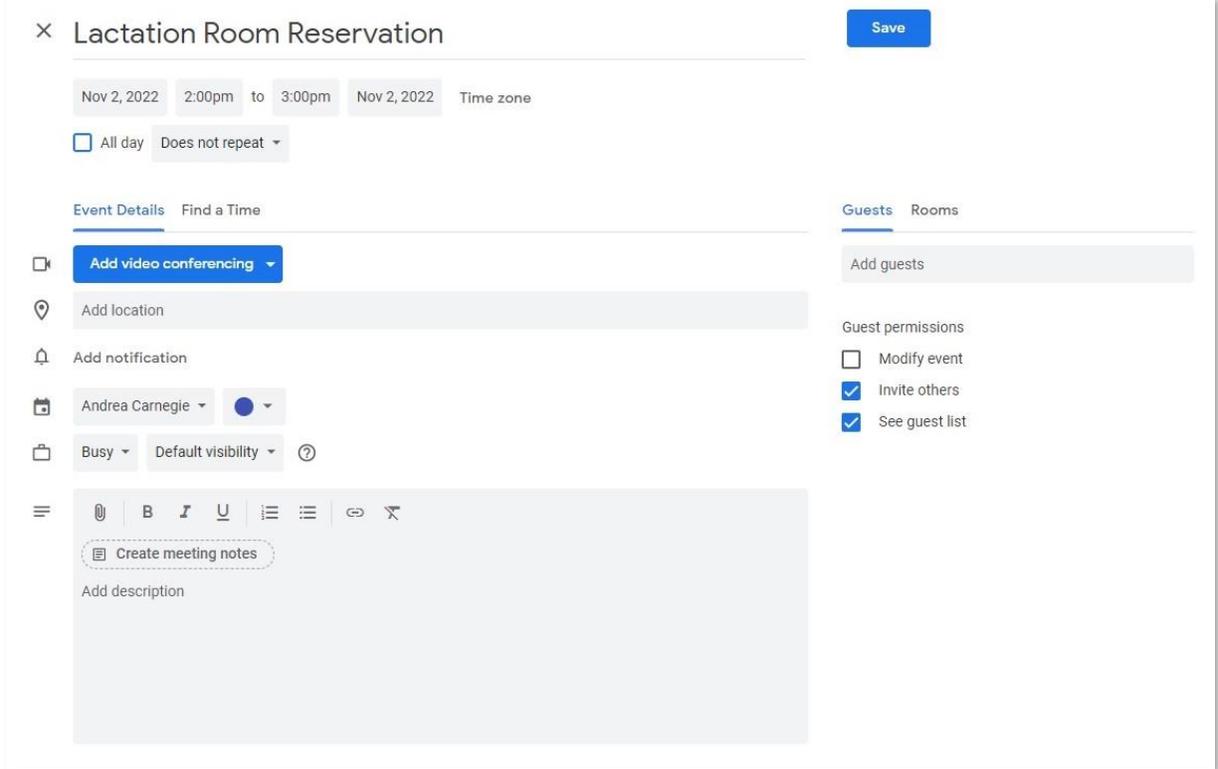
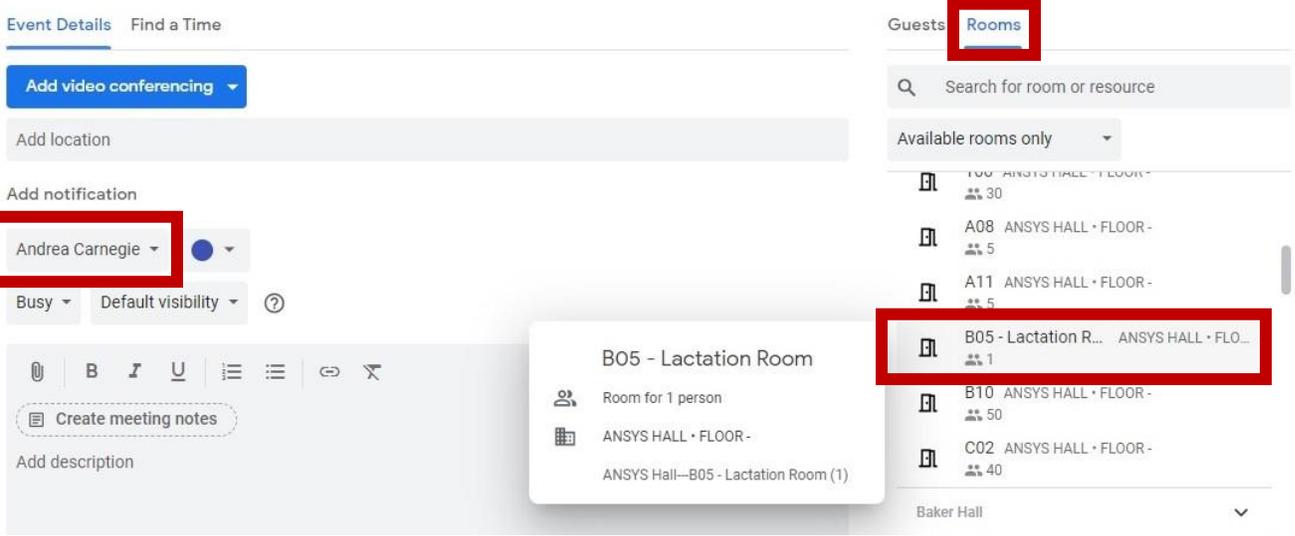
## Scheduling Time in a Room

Once you have added a lactation room calendar to your Google account and know how to view it, you can begin to make reservations.

Step	Details
1	<p>To make a reservation, select a lactation room calendar so that you can see any current reservations. Make sure that your personal calendar is also selected to see how the lactation room availability aligns with your own scheduling needs.</p> 
2	<p>Select the time you wish to make a reservation.</p> <p>Please keep in mind that appointments <b><u>should not be more than 45 minutes long</u></b>.</p> <p>You will see a box appear where you can name your reservation and set the time and details. To make sure your event shows up on both your calendar and the lactation room calendar, you will need to select the button at the bottom for "more options."</p> 

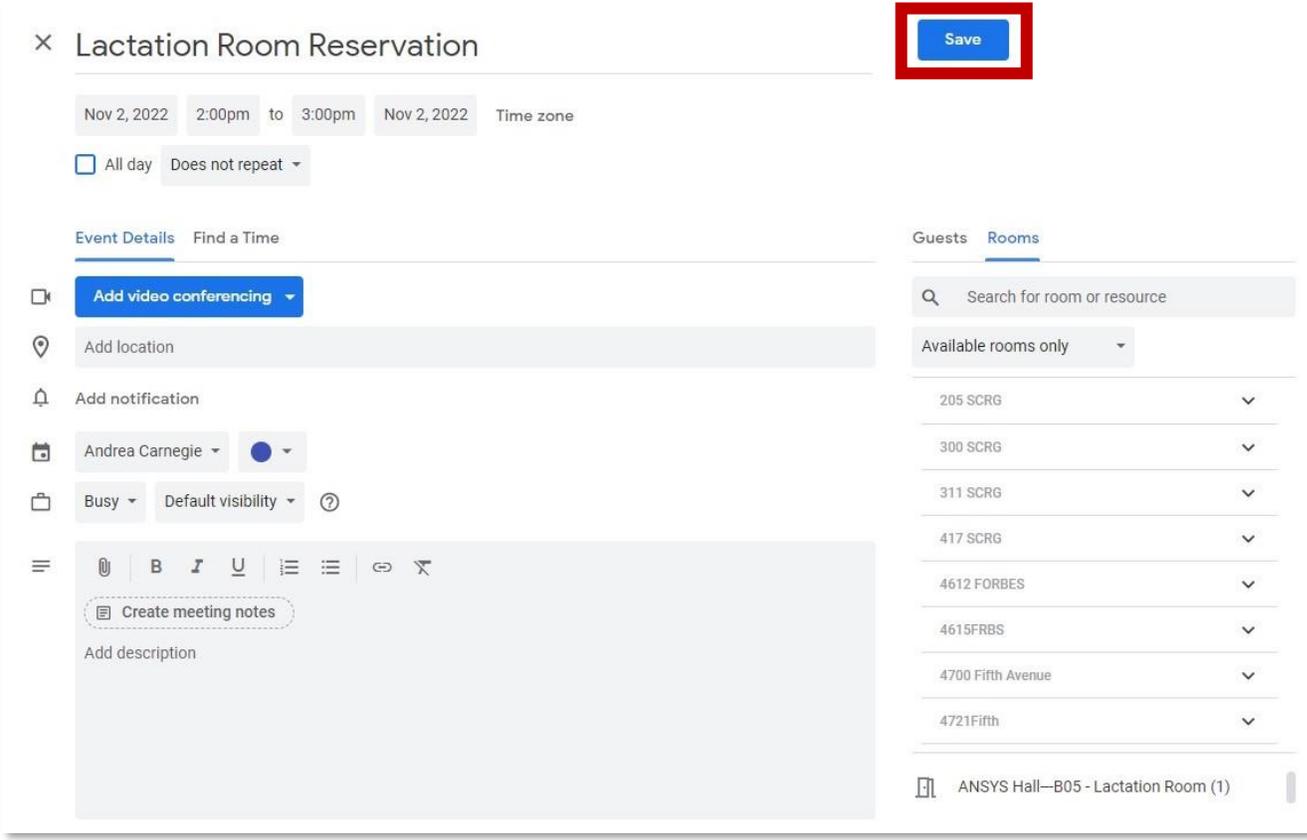
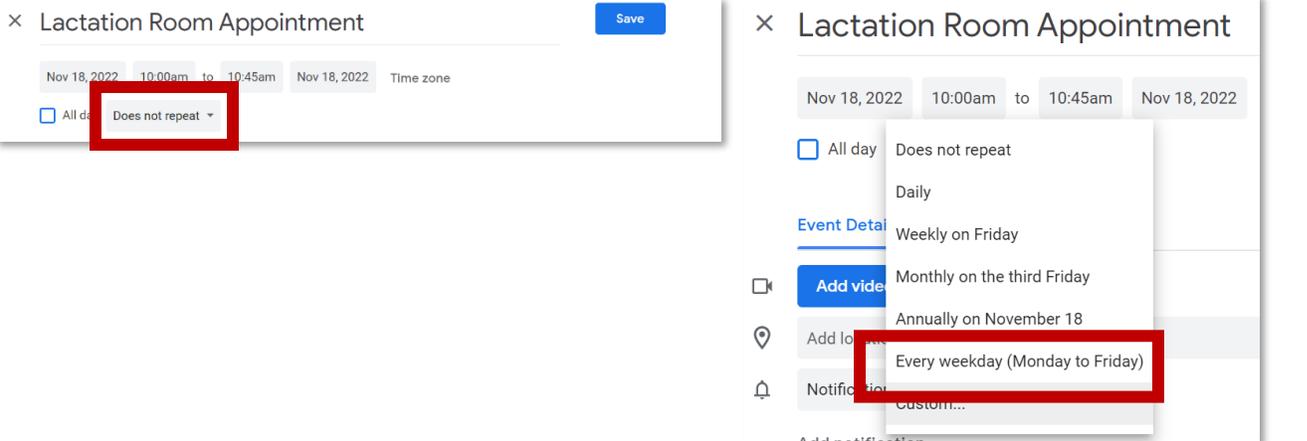
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Step	Details
3	<p>Once you have expanded the options, you will see that the entire window is devoted to creating this reservation. It will keep any information you entered on the previous screen, but you can always enter your reservation name and time here as well.</p> 
4	<p>On this screen, you can now make sure that your personal calendar is selected next to the calendar icon on the left. On the right, you will select the rooms tab and scroll down to the building your room is in. Once you open the appropriate building, you should see lactation room listed as an option. Select the room you wish to reserve from this menu.</p> 

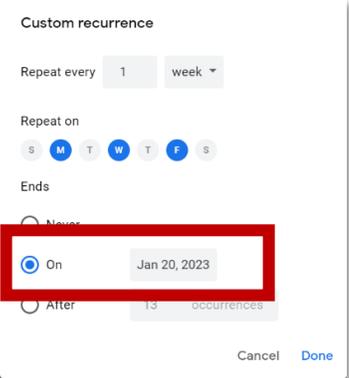
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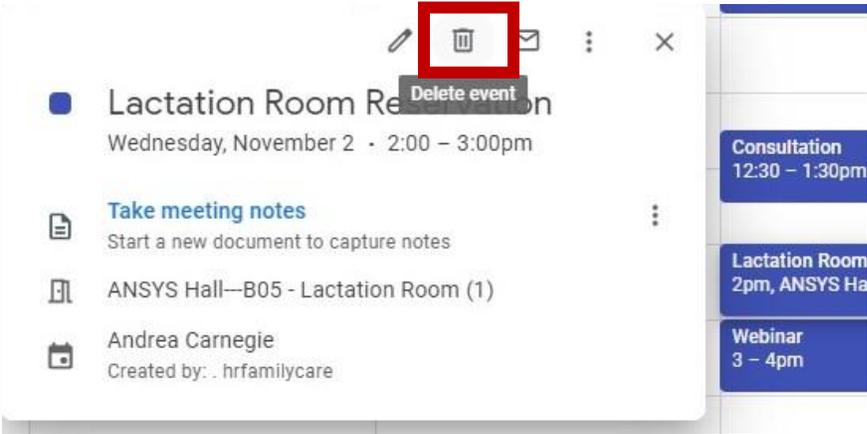
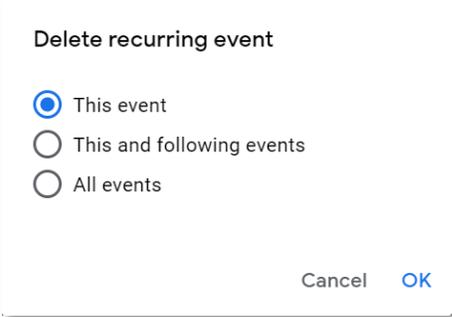
Step	Details
5	<p>Now that you have selected your own calendar and the room you wish to book and entered the time and details for your reservation, click the “save” button at the top of the screen.</p>  <p>Your reservation should now appear in both your own calendar and the lactation room calendar.</p>
6	<p><b>To make recurring reservations</b></p> <p>If you wish to make a recurring appointment in a lactation room, follow the steps listed above for scheduling time in a room. To make this a recurring event, prior to saving the event, click the drop down at the top of the screen which says “does not repeat.” From this, select the “custom” option.</p> 

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Step	Details
7	<p>In the custom menu, you can select the days you want this reservation to occur each week. Please be sure to <b>adjust the "ends on" date</b> to be no more than two months in the future. Select "done" and then "save" to make this a recurring reservation. Please be courteous to other room users by canceling your reservations if you do not need them on a certain day.</p> 

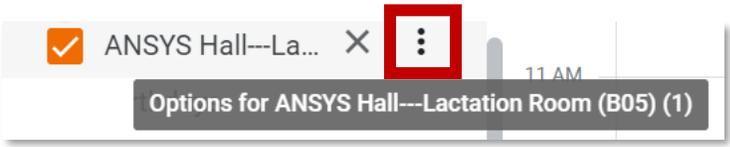
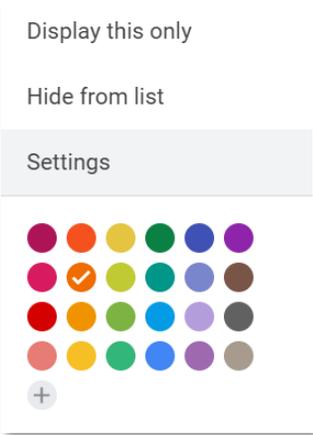
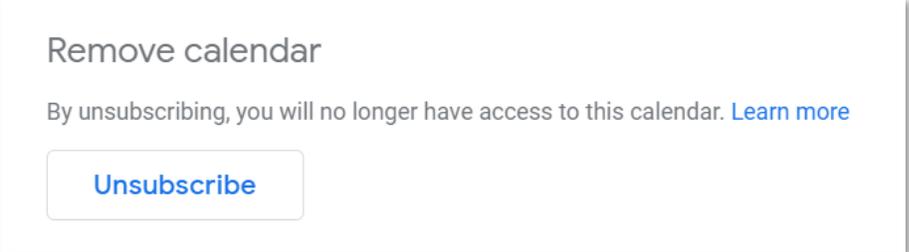
## To Delete or Cancel a Reservation

Step	Details
1	<p>To cancel a reservation, select the calendar event and click the trash can icon to delete the event.</p> 
2	<p>To cancel a reservation that is part of a recurring series of reservations, click the first reservation you want to cancel and click the trash can button. This will give you options for how many reservations to delete. To delete only the single reservation you selected, click "this event." To delete all instances of this reservation in the future, click "This and following events." To delete all instances of this reservation in the past, present and future, click "All events."</p> 

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## To Remove Lactation Room Calendars

Step	Details
1	<p>To remove lactation room calendars from your Google account, hover over the name of the lactation room calendar on your left navigation and select the three dots that appear.</p> 
2	<p>On the menu that appears, select "Settings."</p> 
3	<p>Scroll to the bottom of the Settings menu and select the button that says unsubscribe.</p>  <p>When you return to your calendar options, you will no longer see the lactation room calendar as an option. If you wish to add the calendar again you can use the links provided in your email from HR Family Care as long as you have not been removed from the Google Group. If you have been removed, you will need to email the <a href="#">HR Family Care Team</a> to request access again.</p>