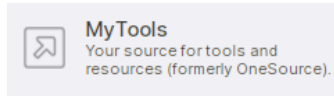


# Medical Center Badge Request Access to Lactation Rooms

- **Step One:** From OneSource click on My Tools



- **Step Two:** Choose the eservices icon



- **Step Three:** Under the Browse Catalog click: Access Control Request

[Access Control Requests](#)  
[Physical Access Requests - Badge and Key Access](#)  
[View Details](#)

- **Step Four:** Fill out the Access Control Request Form

Under the Badge Key Access section, if you type \*lactation you can choose from the following lactation rooms:

Badge/Key Access Information


\*Access:

Add Access

Check if this access is temporary.

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Use the Search field to locate a specific area or key. Type \* and the first few letters of the building to pare down the list.

\*Areas accessed by badge: 

*lactation
DN 715 Lactation Room
Emergency Department S-0038 Lactation/Supply
<b>Lactation Room Access</b>
NP 555 Lactation Room

**IT CAN TAKE SEVERAL DAYS TO GET YOUR BADGE AUTHORIZED SO TRY AND DO THIS AT LEAST A WEEK BEFORE YOU RETURN TO WORK**

**For questions, please contact the Lock Shop at 614-293-8412**