

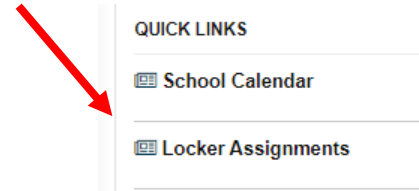


STUDENT LOCKER SIGN-UP INSTRUCTIONS WITH LOCKER GM

*Please note that the Locker GM app uses the term 'rental'.

To sign-up for a locker, go to the [school website](#) and click on the Locker Assignments tab in the Quick Links section on the right-hand side.

- Type the **Login Name** and **Password** to enter the portal.
 - ✓ Login Name - student number
 - ✓ Password – student number
- **Please change your password once you have logged in!**
- If you forget your password, students can retrieve it by clicking on **Lost password**
- The **Terms and Conditions** page contains details about the rules created by the school for student locker use and rental.



STUDENT HOME PAGE

When logged into the system, students can see their profile page and find information about their rental, including locker location, lock combination and expiry dates. Students can manage their profile and change any details, including their password. All changes made by a student will automatically update on the administrator portal.

- To change your password just click on **CHANGE PASSWORD**. It will pop up a new screen where you can add your new password and confirm.
- To see your combination, just click on **COMBINATION** and a screen will pop up with your combination number.
- To see your locker location just click on **LOCATION** and a screen will pop up with your location information.

Locker GM Logged in as 111

Home Help FAQ Logout

Student Home

My Rentals

+ New Rental...

You are part of following department reservations.

Department Name	Start Date	End Date
Grade 9	2021-04-16	2021-06-30
Grade 9	2021-08-03	2022-06-30

These lockers are currently rented to you:

Locker # C142

8/3/2021 - 9/30/2021

Combination Receipt

Location Renew

Return

My Profile

You can update your contact information below. Changing your email address will require that your password be reset to verify your new email address.

* Required Field

Login Name: 111

First Name: John

Last Name: Stephens

Email: john@test.ca

Grade: Grade 9

Home Room: Bla

Gender: Select Gender...

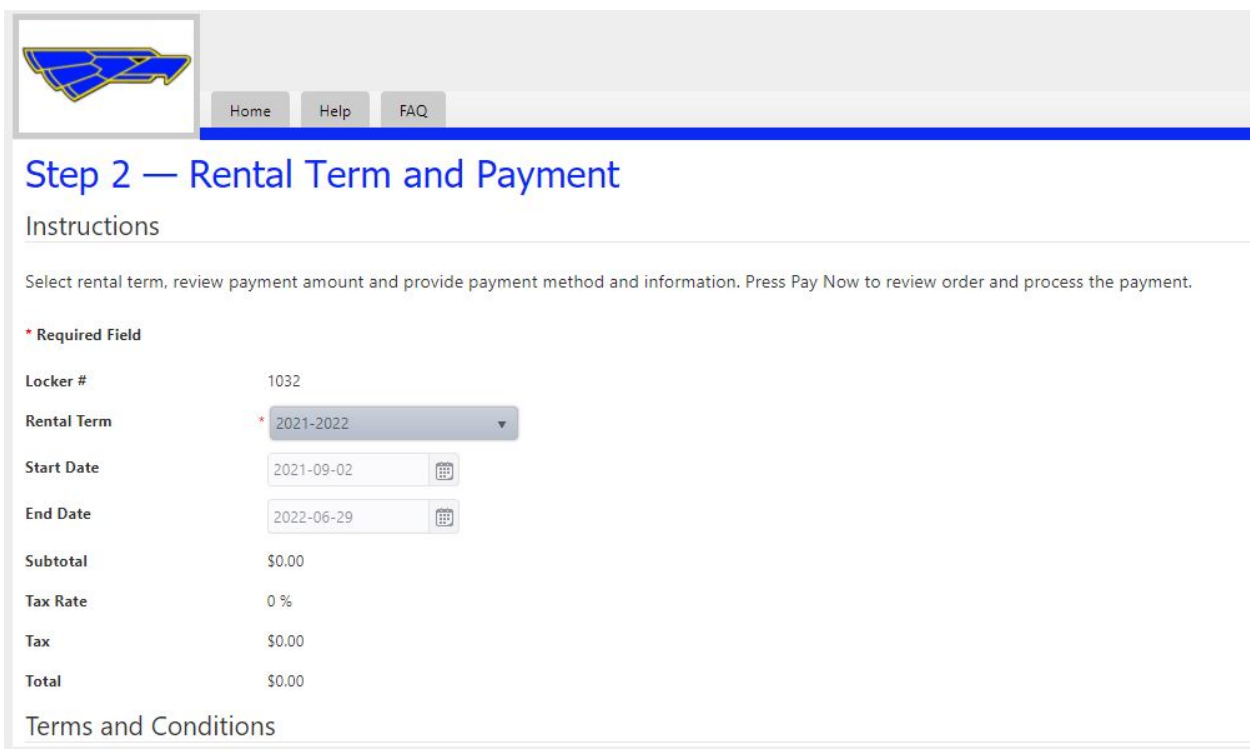
Phone:

Save Profile Change Password...

RENTING A LOCKER (SIGN-UP)

To sign-up for a locker, click on NEW RENTAL and follow the steps.

1. Click SEARCH
2. Select an available locker
3. Select a rental term – **2021 - 2022**
4. Select a payment method – **no charge**
- ★5. **Agree with the Terms and Conditions and click Pay Now to confirm the rental.**
**(There is no charge for the locker but still click on Pay Now)*



The screenshot shows a web interface for renting a locker. At the top left is a logo of a blue and yellow winged object. To its right are navigation buttons for 'Home', 'Help', and 'FAQ'. Below this is a blue header bar with the text 'Step 2 — Rental Term and Payment'. Underneath is a section titled 'Instructions' with the text: 'Select rental term, review payment amount and provide payment method and information. Press Pay Now to review order and process the payment.' A red asterisk indicates a required field. The form contains the following fields:

Locker #	1032
Rental Term	* 2021-2022
Start Date	2021-09-02
End Date	2022-06-29
Subtotal	\$0.00
Tax Rate	0 %
Tax	\$0.00
Total	\$0.00

Below the form is a section titled 'Terms and Conditions'.