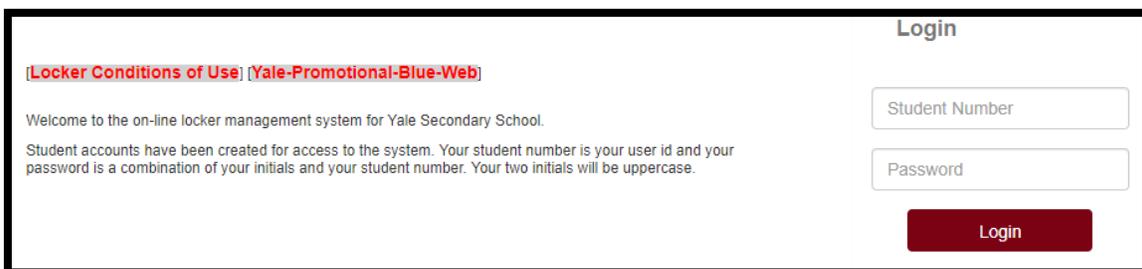


Student Locker Selection Instructions

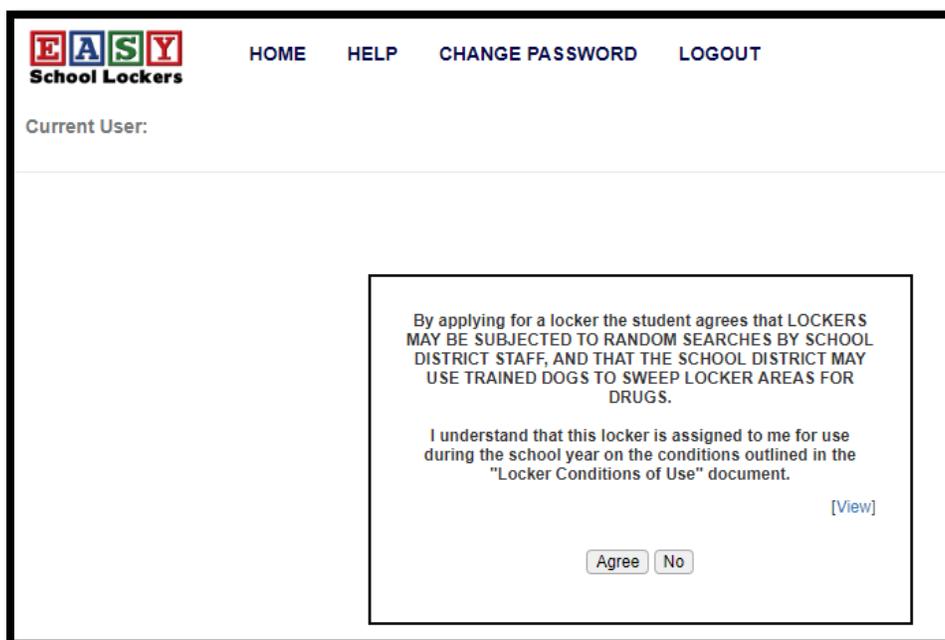
Tip: Take note of five of your choice locker numbers that you may want as they may already be taken by the time you log into the website. (Note that the lockers in A & B wing are either a top locker or bottom locker. Lockers numbers ending with an even number are bottom lockers. Locker numbers ending odd are top lockers.)

1. Go to <https://yalesecondary.lockerassignment.com>
2. Login using your student number as the user ID. **For example, if your student number is 12345, your user ID would be - 12345.**
3. Your password will be your initials (UPPER CASE) and student number. **For example, if your name is John Smith and your student ID is 12345 then your password would be - JS12345.**



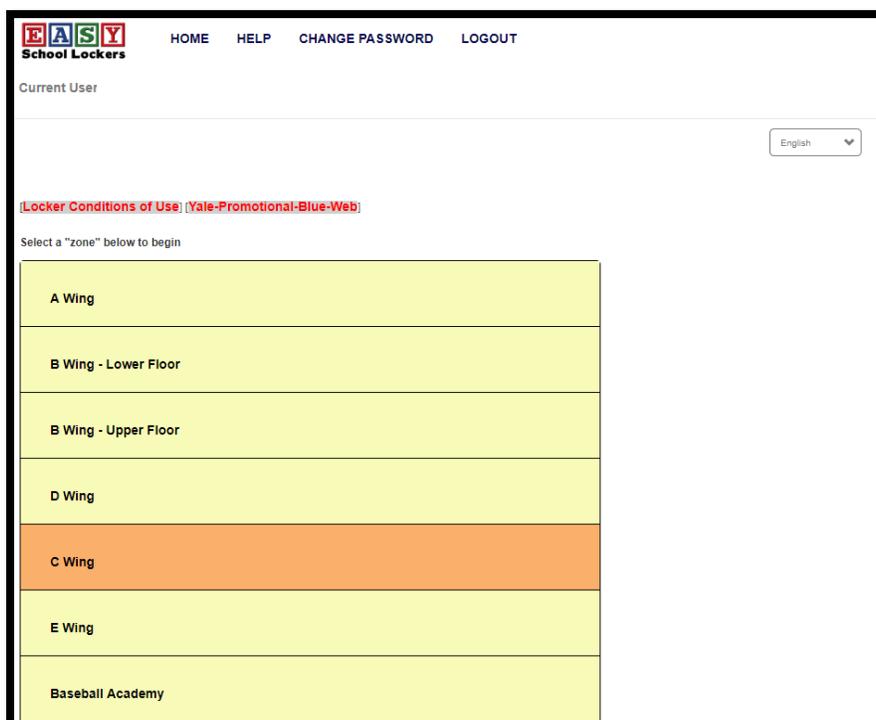
The screenshot shows the login page for the locker assignment system. At the top right, there is a "Login" heading. Below it, there are two input fields: "Student Number" and "Password". A red "Login" button is positioned below the password field. On the left side, there is a link for "[Locker Conditions of Use] [Yale-Promotional-Blue-Web]". Below this link, there is a welcome message: "Welcome to the on-line locker management system for Yale Secondary School. Student accounts have been created for access to the system. Your student number is your user id and your password is a combination of your initials and your student number. Your two initials will be uppercase."

4. View and read the "Locker Conditions of Use" document. By clicking on Agree, you are digitally accepting the conditions in the Locker Conditions of Use document. Once this is done, you can now sign out a locker.



The screenshot shows the "Locker Conditions of Use" document. At the top left, there is the "EASY School Lockers" logo. To the right of the logo are navigation links: "HOME", "HELP", "CHANGE PASSWORD", and "LOGOUT". Below the logo, it says "Current User:". The main content of the document is a text box with the following text: "By applying for a locker the student agrees that LOCKERS MAY BE SUBJECTED TO RANDOM SEARCHES BY SCHOOL DISTRICT STAFF, AND THAT THE SCHOOL DISTRICT MAY USE TRAINED DOGS TO SWEEP LOCKER AREAS FOR DRUGS. I understand that this locker is assigned to me for use during the school year on the conditions outlined in the 'Locker Conditions of Use' document." Below this text, there is a "[View]" link and two buttons: "Agree" and "No".

5. Select a zone of the school in which you would like to have a locker. The zones are listed by wing. Note that as the availability of lockers in a zone goes from "available" to "unavailable" the zone buttons will change from Yellow (many lockers available), to Orange (over 50% of lockers capacity assigned) to Red (no lockers available in zone).



The screenshot shows the zone selection page. At the top left, there is the "EASY School Lockers" logo. To the right of the logo are navigation links: "HOME", "HELP", "CHANGE PASSWORD", and "LOGOUT". Below the logo, it says "Current User:". On the right side, there is a language dropdown menu set to "English". Below this, there is a link for "[Locker Conditions of Use] [Yale-Promotional-Blue-Web]". Below the link, it says "Select a 'zone' below to begin". There is a list of zones, each with a colored button: "A Wing" (Yellow), "B Wing - Lower Floor" (Yellow), "B Wing - Upper Floor" (Yellow), "D Wing" (Yellow), "C Wing" (Orange), "E Wing" (Yellow), and "Baseball Academy" (Yellow).

6. When a zone is selected the available lockers will be listed. A locker entry that is Green is an empty locker, and a locker entry that is Orange has at least one person in the locker already.

The screenshot shows the EASY School Lockers web application. At the top, there is a navigation bar with the logo and links for HOME, HELP, CHANGE PASSWORD, and LOGOUT. Below the navigation bar, there is a section for the current user, which is currently empty. A language dropdown menu is set to English. A link for [Locker Conditions of Use] (Yale-Promotional-Blue-Web) is visible. A red button labeled "View All Zones" is present. Below this, a yellow box displays the selected zone: "Rm A136 - Schreyer". At the bottom, a table lists available lockers with columns for Locker Number, Location, Capacity, and Students. Each row also includes a "Select" button.

Locker Number	Location	Capacity	Students	
A1002		1	0	Select
A1003		1	0	Select
A1004		1	0	Select

7. Once you have selected a locker you will be shown the locker combination. You can login at any time to see your assigned locker and combination.

8. Once you select your locker, THERE WILL BE NO CHANGES. MAKE SURE YOU ARE HAPPY WITH THE LOCATION OF YOUR LOCKER BEFORE SELECTING ONE ONLINE. REMEMBER, THERE ARE NO CHANGES ONCE YOU PICK A LOCKER.