

Student Locker Selection Instructions

IMPORTANT! YOU WILL NOT BE ABLE TO CHANGE YOUR LOCKER CHOICE AFTER YOU'VE REGISTERED FOR IT SO PLEASE CHOOSE CAREFULLY!

Tip: Write down the locker number of your five favourite lockers as they may already be taken by the time you log into the website to register.

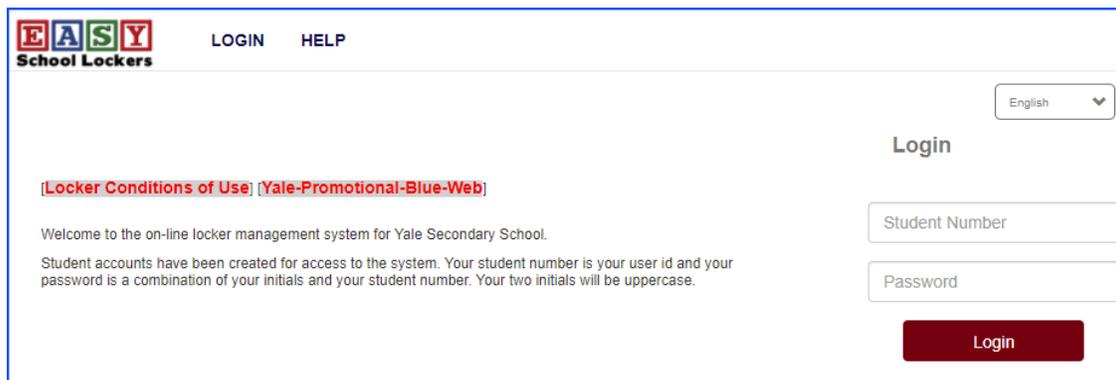
1. Go to <https://yalesecondary.lockerassignment.com>

2. Login using your student number as the user ID.

For example, if your student number is 12345, your user ID would be - 12345.

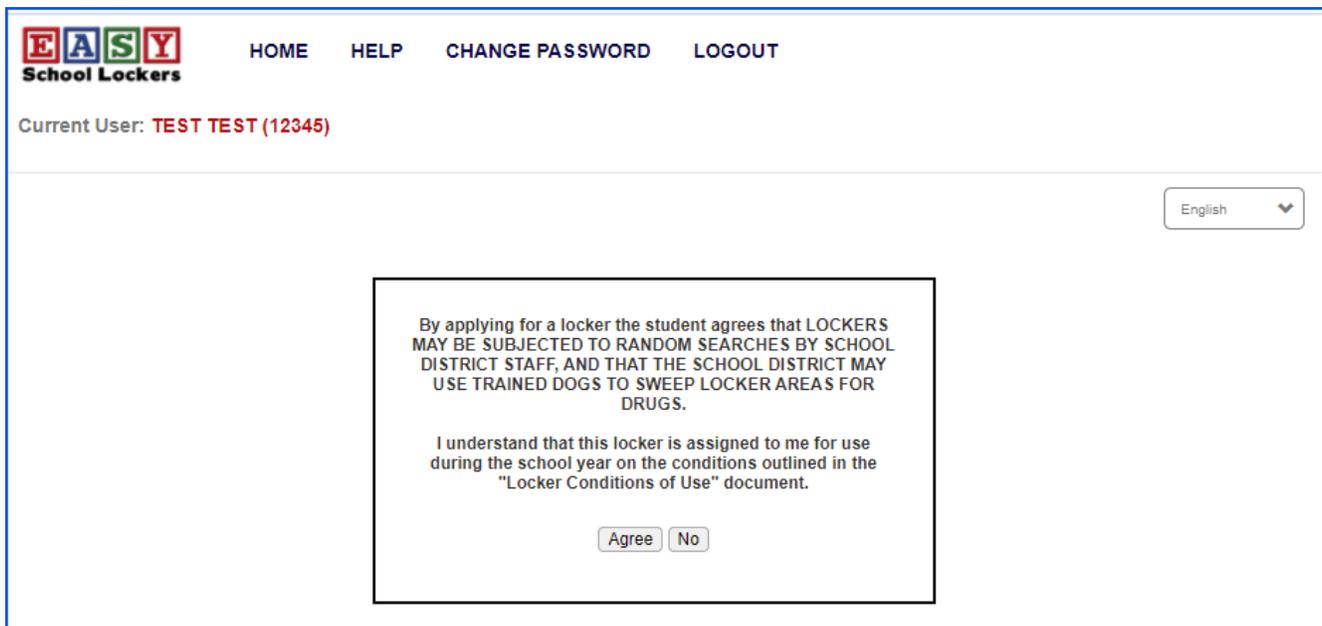
3. Your password will be your initials (UPPER CASE) and student number.

For example, if your name is John Smith and your student ID is 12345, your password would be - JS12345.



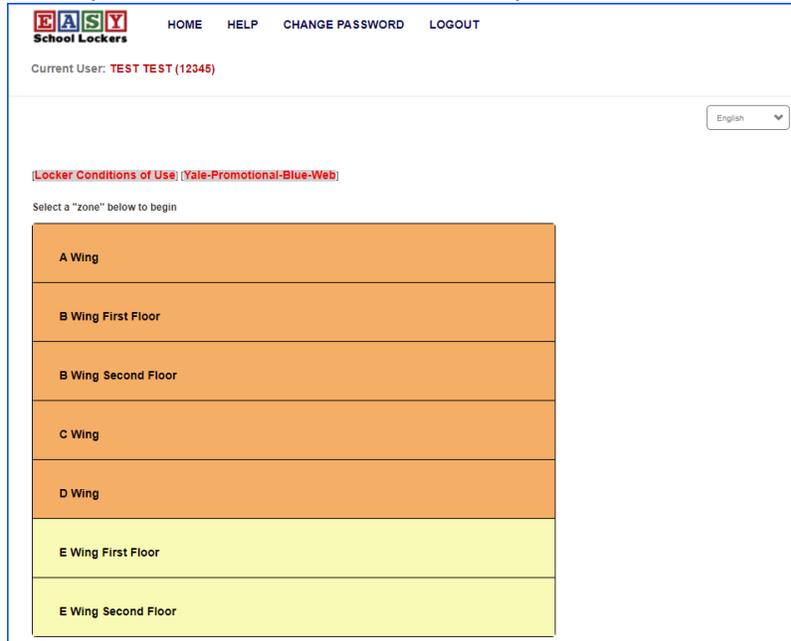
The screenshot shows the login page for EASY School Lockers. At the top left is the logo 'EASY School Lockers' with 'EASY' in large, colorful letters. To the right are links for 'LOGIN' and 'HELP'. A language dropdown menu is set to 'English'. The main heading is 'Login'. Below it, there are two input fields: 'Student Number' and 'Password'. A red 'Login' button is at the bottom right. On the left side, there is a link for '[Locker Conditions of Use] (Yale-Promotional-Blue-Web)'. Below that, a welcome message reads: '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. 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 sign out a locker.

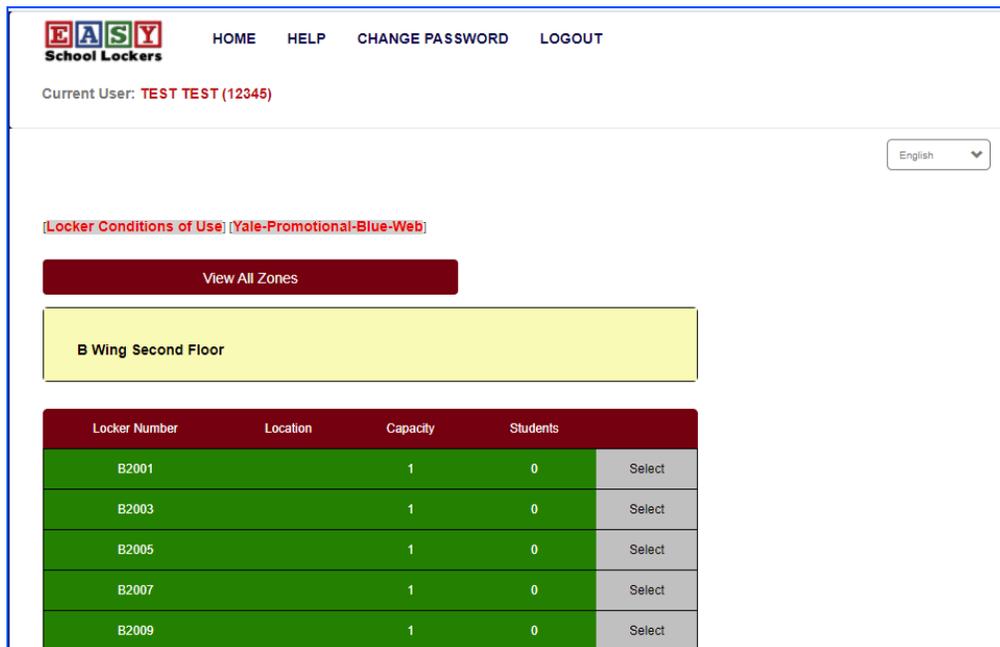


The screenshot shows the 'Locker Conditions of Use' agreement page. At the top left is the logo 'EASY School Lockers'. To the right are links for 'HOME', 'HELP', 'CHANGE PASSWORD', and 'LOGOUT'. Below the logo, it says 'Current User: TEST TEST (12345)'. A language dropdown menu is set to 'English'. The main content 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.' At the bottom of the text box are 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).



6. When a zone is selected the available lockers will be listed. **A locker that is GREEN is an empty locker. A locker that is RED is not available.**



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. ***If you forget your combo, just sign in again to see what the combo is.***

8. You cannot change your locker through the online application.

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