



4433 Moscrop Street Burnaby British Columbia Canada V5G 2G3  
Phone: 604-296-6895 Fax: 604-296-6898 *Moscrop.burnabyschools.ca*

September 8<sup>th</sup>, 2021

Dear Moscrop Students,

Welcome back! This letter is to provide you with information about locker sign-up.

Using a Moscrop locker is optional and useful for students in order to store books, jackets, bags etc. while learning in the building. We strongly encourage students to leave personal valuables at home as the school is not liable for lost or stolen items.

Unfortunately, the total number of lockers in the building does not allow each student to have their own lockers for the school year. As has been tradition in the past, grade 12 students are the only grade that will have their own locker to use during their Grad year.

The locker database will be available on **Wednesday, September 8th at 3:00 pm** for all students. Log in using your student number as **both** the **user id** and your **password**. **Access will be closed on Thursday, September 30<sup>th</sup> at 3pm.**

Please visit the following webpage to choose a locker:

<https://moscropburnaby.lockergm.net/>

### **Information, Instructions and FAQ**

**Grade 12's:** Get their own locker- don't need to share: **Zone- 100 level** reserved. Go online to sign up.

**Grade 9-11:** Go online to select a locker. Must share with a partner of choice. **Zone- 200 and 300 level** reserved.

**Grade 8's:** must share with a partner. Lockers will be assigned in Homeroom. **DO NOT SIGN UP ONLINE.**

**International Students:** Please see Ms. Nguyen for a locker. **PLEASE DO NOT SIGN UP ONLINE.**

**IF you sign up for a "half locker", there is no need to choose a partner. (Gr.9-11)**

### **How to choose a locker**

1. On the home page click "New Rental"
2. Choose the "floor" and "area" you want your locker to be
  - o NOTE: if you choose floor 1, the area must be either 1north or 1south, etc.
3. Click "Search" to see the available lockers in this section
4. Select any available locker and click "Next"
5. Choose the "Rental Term" from the drop-down list (rental term is the current school year)
6. Scroll down to read and agree to the Terms and Conditions
7. Click "Pay Now" to confirm the rental
  - o NOTE: there is no charge for the locker, amount shows as \$0.00
8. Click the link to return to the "Home Page"

### **Where to Find the Combination for my Locker**

1. From the "Home Page", click the "Combination" button

### **Can I change the lock?**

Please **do not** remove the school lock and replace it with another one. The lock and locker is school property and the lock will be cut off if it is tampered with.

### **Can I get a locker after the closing date?**

Yes, if you need to get a locker, please see the Office staff.

### **How to Change my Password**

1. **DO NOT CLICK ON "LOST PASSWORD"** the first time you log in. Use the password indicated above.
2. Click the "change password" button on the "Home Page"
3. Enter your "old" password (student number)
4. Enter your new password
5. Confirm your new password
6. Click "Change Password"



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Regards,

Locker Admin