



September 2nd, 2022

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 locker for the school year. As has been tradition in the past, grade 12 students will have the opportunity to have their own locker (not sharing), to use during their Grad year.

The locker database will be available on **Wednesday, September 7th 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 Friday, September 30th at 3pm.**

Students interested in signing out a locker must do so at the main office after September 30th provided there are lockers available.

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 8-11: 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. LockerGM website will be open sign up on the first day of school. **(Tuesday, September 6th).**

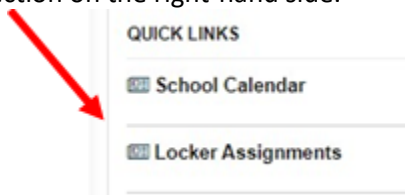
International Students: SIGN UP ONLINE.

IF you sign up for a "half locker", there is no need to choose a partner.

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**

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.

The screenshot displays the 'Student Home' interface. At the top left is the 'LOCKERGM' logo. Navigation tabs for 'Home', 'Help', and 'FAQ' are visible. The main content is divided into two columns. The left column, 'My Rentals', features a '+ New Rental...' button and a table of department reservations:

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

Below the table, it states 'These lockers are currently rented to you:' and shows a card for 'Locker # C142' with the rental period '8/3/2021 - 9/30/2021'. Action buttons for 'Combination', 'Receipt', 'Location', 'Renew', and 'Return' are provided. The right column, 'My Profile', includes a note about updating contact information and a form with the following fields: Login Name (111), First Name (John), Last Name (Stephens), Email (john@test.ca), Grade (Grade 9), Home Room (Bla), Gender (Select Gender...), and Phone. At the bottom of the profile form are 'Save Profile' and 'Change Password...' buttons, with the latter highlighted by a red box.

To see your locker location just click on **LOCATION** and a screen will pop up with your location information.

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 – 2022 - 2023**
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)*

Can I get a locker after the closing date?

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

Regards,

Locker Admin