

***On-line locker management system for West Carleton SS.***

West Carleton is undergoing a major renovation and the school will not be accessible to students during the week before school starts. This has meant that we will continue the tradition of allowing students to choose lockers, however, this will now be done **online only**.

To access the student locker selection tool login into:

**wcss.lockerassignment.com**

Student accounts have been created for access to the system.

**Your student number is your user id (ex: S123123123)**

**Your password is the same one that you use for your student gmail account at school.**

Please ensure you have this information with you as we will not have phone support to locate ids and passwords.

Students will be able to select lockers on **Monday August 28, 2017**.

The system will open up for students in the following order:

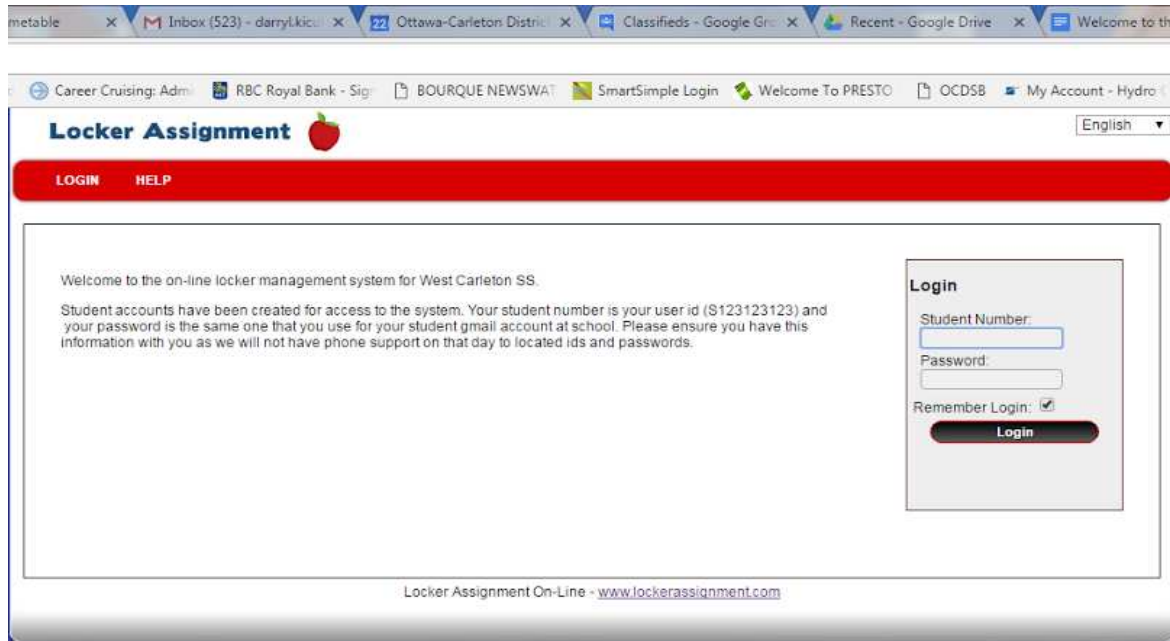
**9:00 am Students entering Grade 12**

**10:00am Students entering grades 10 and 11**

Students entering grade 9 will have their lockers assigned.

To Select a locker:

### 1. Login using the instructions above



The screenshot shows a web browser window with several tabs open. The active tab is titled "Locker Assignment" and features a red header bar with "LOGIN" and "HELP" buttons. Below the header, the page content includes a welcome message and a login form. The welcome message reads: "Welcome to the on-line locker management system for West Carleton SS. Student accounts have been created for access to the system. Your student number is your user id (S123123123) and your password is the same one that you use for your student gmail account at school. Please ensure you have this information with you as we will not have phone support on that day to located ids and passwords." The login form, titled "Login", contains three input fields: "Student Number:", "Password:", and "Remember Login:" (with a checked checkbox). A "Login" button is positioned below the "Remember Login:" field. At the bottom of the page, the text "Locker Assignment On-Line - [www.lockerassignment.com](http://www.lockerassignment.com)" is visible.

2. You will be prompted to enter your locker combination (##-##-##). If you do not enter a combination you cannot go to the next step.

3. Select a zone of the school in which you would like to have a locker. Note that as the availability of lockers in a zone decreases 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 a web browser window with the following elements:

- Browser Tabs:** Career Cruising: Adm, RBC Royal Bank - Sig, BOURQUE NEWSWA, SmartSimple Login, Welcome To PRESTO, OCDSB, My Account - Hydro.
- Page Header:** "Locker Assignment" with a red apple icon, "Current User: DARRYL KICUL", and a language dropdown menu set to "English".
- Navigation Bar:** A red bar with white text for "HOME", "HELP", "CHANGE PASSWORD", and "LOGOUT".
- Main Content Area:**
  - Text: "Welcome to the on-line locker management system for West Carleton SS."
  - Text: "Student accounts have been created for access to the system. Your student number is your user id and your birthdate is your password. The format of the password is YYYYMMDD, so if you were born Jan 1, 2000, your password would be '20000101'."
  - Text: "Select a 'zone' below to begin"
  - A vertical list of ten yellow buttons, each representing a school zone:
    - Main Hall - Main office to Guidance
    - Languages Hall
    - Outdoor Ed Hall - Double row of lockers by Outdoor Ed
    - Auto Tech Hall - Lockers By Auto Shop
    - Cross Hall - Lockers between main hall and tech hall
    - Comm Tech hall
    - Arts Corner
    - Portable Hall - Lockers by exit to portables
    - Science Hall
    - English Math Hall
- Page Footer:** "Locker Assignment On-Line - [www.lockerassignment.com](http://www.lockerassignment.com)"

4. 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 been selected by another student already.

Welcome to the on-line locker management system for West Carleton SS.

Student accounts have been created for access to the system. Your student number is your user id and your birthdate is your password. The format of the password is YYYYMMDD, so if you were born Jan 1, 2000, your password would be '20000101'.

[View All Zones](#)

**Arts Corner**

Locker Number	Type	Capacity	Students	
1826		1	0	Select
1827		1	0	Select
1828		1	0	Select
1829		1	0	Select
1830		1	0	Select
1831		1	0	Select
1832		1	0	Select
1833		1	0	Select
1834		1	0	Select
1835		1	0	Select
1836		1	0	Select
1837		1	0	Select
1838		1	0	Select
1839		1	0	Select
1840		1	0	Select
1841		1	0	Select
1842		1	0	Select

Locker Assignment On-Line - [www.lockerassignment.com](http://www.lockerassignment.com)

5. Click on the locker you would like (select button far right hand side). You will know you have been successful when you are taken back to the home screen and it says locker assigned and you will see the zone, the locker number and your combination.

6. Once you have selected a locker you will not be able to make changes on-line. You will have to deal with in the second week of school.

7. You can log back in any time if you forget your locker number or combination.