



## Student Locker Assignments

Starting September 2017, Burnaby Mountain Secondary School will be using the [Locker Assignments On-line](#) locker management database. This database will greatly improve the efficiency of student locker distribution and management

*On Wednesday August 23<sup>rd</sup>, grade 8 students will have access to choose a locker and on Thursday August 24<sup>th</sup> grade 9—12 students will be able to choose a locker.* Students will be able to sign into the locker database to choose their locker. **It is important to note that once students have selected a locker number there is no ability to choose another locker.** The locker combination will be provided once the locker is chosen. Instructions are as follows:

### CHOOSING A LOCKER & INSTRUCTIONS

**Please note that students are not to share lockers with friends.** The sharing of lockers has resulted in many valuable personal effects going missing from lockers and damage to personal property over the years.

1. Click on the locker management [link](#) on the school website or go to <https://bbymountain.lockerassignment.com/>.
2. Login using your student number as the user id and your birth date as the password, in “YYYYMMDD” format.
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 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).
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 at least one person in the locker already.
5. 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.
- 6. You cannot change your locker through the online application.**

Students should **memorize their locker number, combination and location.** Please **don't keep your combination in your agenda or binder** as this increases the chance that someone else might see it. Please keep your combination to yourself and **don't share it with anyone** (not even your best friend!).



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### LOCKER ISSUES

If you think that someone knows your combination, please see Ms. Cappelletti at the office or Mr. Morton (Vice-Principal) and your locker combination will be changed. Any other problems with lockers should also be reported to Ms. Cappelletti at the office.

**Please note:** The school can't be responsible for items that go missing from lockers. Therefore, it is strongly recommended that you don't leave valuables (such as iPhone, iPod etc.) in your lockers. Leave them at home or keep them on your person at all times.

The school reserves the right to open and inspect lockers at any time for regular maintenance and health and safety concerns. **Please regularly clean out your locker and don't leave food items in your locker over weekends.** Remember that you are responsible for any damage done to your locker.

**If you decide that you do not wish to use your locker, please report this to Ms. Cappelletti at the office. As enrollment is high, we need to reassign any unused lockers to students who will need them.**

### LOCKER OPENING INSTRUCTIONS

All locks are combination locks that are provided by the School. **Students are not allowed to put personal locks on their lockers for any reason.** Any personal locks will be cut off by School Administration.

To open your locker, follow this example. Suppose you were given the locker combination **15–40–10**. Here's how you would open it.

**Step 1:** Start by rotating the dial to the **RIGHT** (that's **clockwise**). **Turn the dial at least two full turns.**

**Step 2:** **Stop when you get to the first number** (in this case, 15).

**Step 3:** Now, turn the dial to the **LEFT** (**counterclockwise**).

**Step 4:** Continue to turn left **one whole turn past the first number** and stop at the **second number**. (in this case, 40).

**Step 5:** Now, turn the dial to the **RIGHT** towards the third number. **Stop at the third number.**

**Step 6:** Pull down on the lock. Bingo – your lock opens!