

# STUDENT INSTRUCTIONS TO RENT (Choose) A LOCKER

To enter locker portal please click on the link below and following the instructions

provided. <https://byrnekreek.lockergm.net/Account/Login#>

- Type the *Login Name* and *Password* to enter the portal.
- **All students please use – Login Name - student number, Password – student number**
- **Please change your password once you have logged in**
- Students can retrieve their password by clicking on *Lost password*.
- The *Terms and Conditions* page contains details about the rules created by the school to student use and rent their lockers.

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

The screenshot shows the 'Student Home' page of the LockerGM system. The user is logged in as '111'. The page is divided into two main sections: 'My Rentals' and 'My Profile'.

**My Rentals:** Includes 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'. The card contains buttons for 'Combination', 'Receipt', 'Location', 'Renew', and 'Return'.

**My Profile:** Includes a message: 'You can update your contact information below. Changing your email address will require that your password be reset to verify your new email address.' Below this is a form with the following fields:

- Required Field:**
- Login Name:** 111
- First Name:** John
- Last Name:** Stephens
- Email:** john@test.ca
- Grade:** Grade 9
- Home Room:** Bla
- Gender:** Select Gender...
- Phone:** (empty field)

At the bottom of the profile form, there are two buttons: 'Save Profile' and 'Change Password...'. The 'Change Password...' button is highlighted with a red box.

## Rent a new locker

- To rent a locker, click on *New Rental* and follow the steps.
1. Click search
  2. Select any available locker
  3. Select a rental term – **2021 - 2022**
  4. Select a payment method – no charge
  5. **Agree with terms and conditions and click *Pay Now* to confirm the rental (there is no charge for the locker but still click on pay now)**

New Rental Step 2 - LockerGM

https://bynecreekburnaby.lockergm.net/Rental/NewRental\_Step2

Logged in as Test

Home Help FAQ Logout

### Step 2 — Rental Term and Payment

Instructions

Select rental term, review payment amount and provide payment method and information. Press Pay Now to review order and process the payment.

\* Required Field

Locker #	B500
Rental Term	* 2021-2022
Start Date	2021-08-31
End Date	2022-06-29
Subtotal	\$0.00
Tax Rate	0 %
Tax	\$0.00
Total	\$0.00

#### Terms and Conditions

I agree to the above Terms and Conditions (scroll to the bottom to enable this checkbox)

Payment