STUDENT INSTRUCTIONS TO RENT (Choose) A LOCKER

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

provided. https://byrnecreekburnaby.lockergm.net/Account/LogIn?returnUrl=/

- Type the *Login Name* and *Password* to enter the portal.
- All students please use – <u>Login Name - student number</u>, <u>Password – date of birth yyyy-mm-dd</u> format.
- 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.

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 – 2024 - 2025
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)