

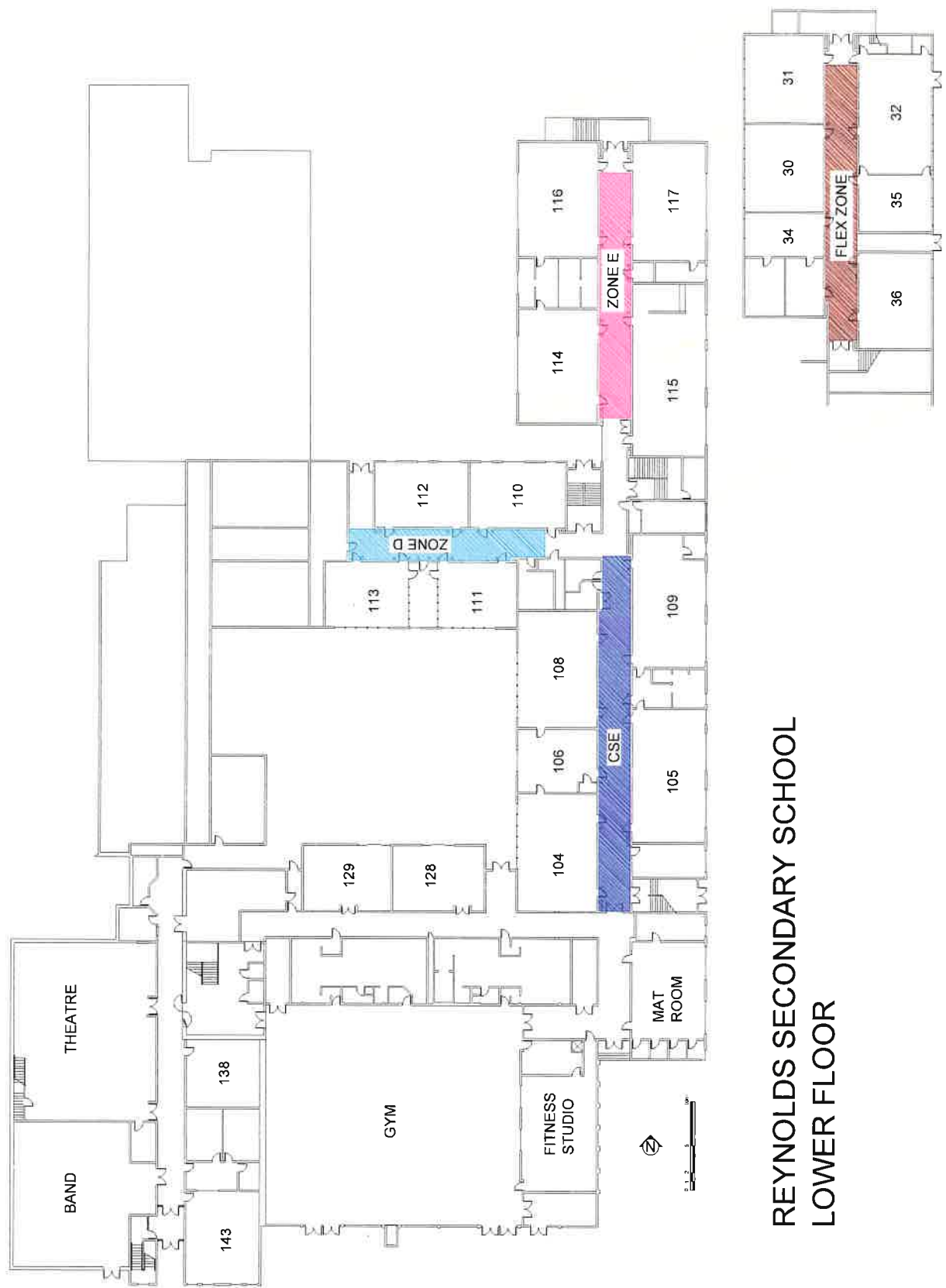


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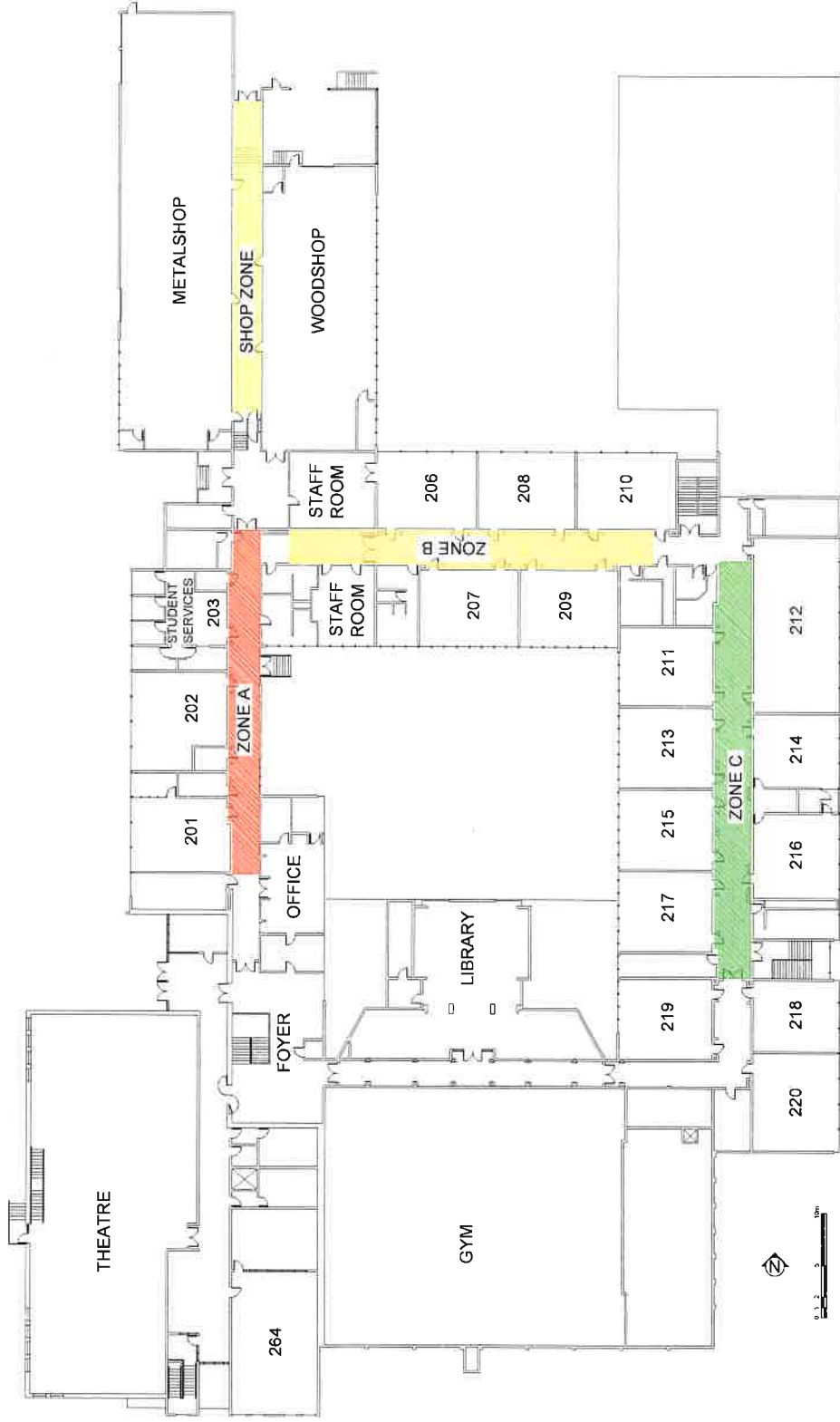
## Locker Instructions

Students can select their own locker online. With some care and planning students can arrange to share their locker with their preferred partner.

- Please be aware that lockers are shared with the exception of the half-lockers in the shop wing.
  - Each locker is designated for a specific grade:
    - Grade 9s will share only with other grade 9s
    - Grade 10s will share only with other grade 10s
    - Grades 11 and 12 will share only with other grade 11 or 12s.
  - Students wishing to share a locker with a friend should select the same locker number when registering and complete the process at approximately the same time to be assured of both getting the same locker.
1. Go to <https://reynolds.lockerassignment.com/>
  2. Login using your student number as the User ID and your initials and student number as the Password. For example, if your name is "John Smith" and your student number is 12345, your user id would be "12345" and your password would be "JS12345". The password is case sensitive. **You should change your password once you have logged in.**
  3. Select a zone of the school in which you would like to have a locker. Zones are identified on the maps Lower Floor and Upper Floor links. If you click on a zone that turns Red it means that that there are no lockers available. CSE students have been pre-assigned a locker.
  4. When a zone is selected the available lockers for the student's grade will be listed. A locker that is Green is an empty locker, and a locker that is Orange has 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.



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LOWER FLOOR



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UPPER FLOOR**