### Objectives

1. **Overview of Locker tab**
2. **Viewing the Locker** information
3. **New Locker Assignment**
4. **Ending Locker Assignment**
5. **Printing** Locker Assignment Information for a student
6. **Deleting** Locker Assignment

### Window

**Accessing Locker Information**

<table>
<thead>
<tr>
<th>Index</th>
<th>Search</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Search for a:
- Student
- Tab

- Quick Search
- Advanced Search >>

### Information

1. From the **Index** tab, select the **General** folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder.

2. Select the **General** folder within Student Information folder.

3. Search for a student using either the **Index** tab or the **Advanced Search >>** option.

4. After selecting a student, click the **Lockers** tab.

### Viewing Locker Information

- **Quick Search**
- **Advanced Search**

Highlight the Locker detail from the **Locker Assignment List** and the student’s locker number, combination, serial number, location, etc. The type and location information is created by the System Administrator.
Printing Locker Assignments for a Student

Use print screen.
1. Right mouse click to view the menu options and select Print.

Adding a Locker to a Student

1. From the Lockers tab, select the icon. A New Locker Assignment table will appear below the Locker Assignment List.

2. The Type of locker is not currently used by DPS.

3. Enter the *Number of the locker by:
   a. If this number is unknown, or an available locker needs to be found, click the icon to the right of the Number field. This will display a list of all unassigned and available lockers that match the type selected.
   b. If a list of all lockers matching that type is desired, click the icon. This will display all lockers in the building matching that type regardless of it being assigned to another student.
4. After the list is populated, select the desired locker from the drop down list. This will place the locker number into the *Number field.

5. Enter the Start Date for the locker. This is the date the student began using the locker. The system will default to today’s date but can be changed by typing in the date or using the icon.

6. The Combo field will be populated upon selecting a locker. The list of lockers and combinations to those lockers are built by the System Administrator.

7. Click the Save icon when finished. The new locker will be listed in the Locker Assignment List. If the locker is a shared locker the detail will display any other student’s assignment to the same locker.

---

**Ending a Locker for a Student**

1. From the tab, select the entry that needs to be ended.
2. In the Edit Locker Assignment detail, enter an End Date for the locker. This is the date the student stopped using this locker.
3. Click the Save icon when finished. The locker will still be listed in the Locker Assignment List but will indicate the date that it was last used.
Deleting a Locker Assignment

To delete a locker assignment from a student, select the locker to be deleted from the Locker Assignment List and click the Delete icon.

Important!
This will permanently remove the locker from the student’s record.