

# Locker Assignment.com

## On-Line Locker Management and Student Locker Selection



### Panorama Ridge Locker Information

Panorama Ridge is pleased to offer our students the ability to go on line and select their own locker. Once selected, students are able to log back in at any time during the year to check their locker number and/or combination if they forget.

### Student Instructions

1. Go to locker administration web site for the school, <https://eprss.lockerassignment.com/>
2. Login using your student number as the user id, and your birthdate (yyyymmdd format) as the password.
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 changes, the zone buttons will change from **GREEN** (many lockers available), to **YELLOW** (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. (It is important to remember that not all lockers in a zone are available to all grade levels.)
5. Select the locker of your choice by clicking on it. Be sure of your choice - once you have chosen a locker, you cannot change it.
6. 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.

\*\*\*Please note: Timeframes for each grade to log in and select a locker are as follows:

Monday, August 25:                      Grade 12s - 12:00pm onward  
    Grade 11s - 2:00pm onward

Tuesday, August 26:                      Grade 10s - 10:00am onward  
    Grade 9s - 12:00pm onward

Wednesday, August 27:                      Grade 8s - 12:00pm onward



### Locker Security

Each year we have students report items going missing from their lockers. Please talk with your children about keeping their combinations secure. A suggestion is to never give the combination to anyone, even close friends. An additional problem we face is that students sometimes change lockers during the year without notifying the office. **School policy is that no one shares a locker.** Also, please remind your student to **NEVER** bring valuables to school and always leave their lock on their locker. Do not take it home or someone else may take over your locker.

***Students are responsible for the care and safety of all their personal belongings. The school does not accept responsibility for lost or stolen items.***

### Lockers - Conditions of use

1. Students are responsible for the locker assigned to them. It is not to be used by any other person.
2. Only school issued locks may be used on student lockers.
3. The locker may only be used for the storage of books, school supplies and equipment, outerwear, school sports equipment and lunches.
4. The locker is to be kept clean and food removed on a regular basis.
5. Students are responsible for cleaning and removing all material from their locker at the end of the year or when they leave the school. Items left in the locker after clean-out will be removed and placed in the lost & found. Unclaimed items are donated at the end of the school year.
6. No illegal substances, weapons or other prohibited or offensive material may be placed in school lockers.
7. School officials and/or designates may search student lockers at any time and without prior notice in order to ensure compliance with the conditions of use and other school policies and rules.
8. Permission to use the locker may be terminated when a student does not comply with the conditions of use or school policies or rules.