Sullivan Heights Secondary
Reserve Your Lockers Online

At Sullivan Heights, **students reserve lockers through an online system** starting August 23, two weeks before school begins.   Information will be posted on the school's website and will include the link to the online locker system.

In most cases, students are not required to share lockers. However, since we have more students than we have lockers, **students in Grade 10 and Grade 11 are expected to share with one other student.**

If you are in Grade 10 or 11 and wish to share your locker <u>with someone you know</u>, your chances of securing a locker together will be greater if you and the other student arrange in advance to reserve your lockers on or around the same time. Otherwise, the likelihood is that you will be sharing your locker with someone you do not know.

<u>Please note</u>: <u>students are not required to reserve lockers; reserving and using a locker is entirely optional.</u>

Questions may be directed to the office or to Ms. Walsh, the vice principal responsible for lockers.

**Use of PE Lockers – students are to use their <u>own personal locks</u> to lock their belongings in the PE change room and must remove the personal locks as soon as class is finished, in time for the next period of PE classes to use. Locks left on lockers longer than one period will be cut off.

Instructions for Reserving Lockers Online

1. Go to the locker administration web site for the school: https://sullivanheights.lockerassignment.com
    - Your user ID is your student number (refer to your go-card or your MyEd portal)
    - Your password is your birthdate entered as MMDDYYYY
    - A map of the locker zones is included in this system

2.   Select an area (zone) of the school where you would like your locker to be.

3. Click on a zone and the available lockers will appear.
    - **Green** means a locker is empty.
    - Some lockers may be **orange; these lockers are for Grade 10 students, only** (who must share lockers) and indicate that one Grade 10 student has already reserved.

4. Select a locker. Once you have selected a locker you will be able to see the locker combination. You will also be able to login at any time in the future to see your assigned locker and combination.

5. Once you have selected a locker, **you cannot change** it through the online application.