



Assigning Lockers Quick Reference

Task	Completed	Initials
Task #1: Create Rooms/Locations. <u>StudentInformation</u> - <u>Management</u> - <u>School Administration</u> - <u>School Building Administration</u> - <u>Rooms/Locations</u>	<input type="checkbox"/>	
Task #2: Create Locker Size Codes. <u>StudentInformation</u> - <u>Management</u> - <u>School Administration</u> - <u>School Building Administration</u> - <u>Locker Administration</u> - <u>Locker Size Codes</u>	<input type="checkbox"/>	
Task #3: Create Lockers. <u>StudentInformation</u> - <u>Management</u> - <u>School Administration</u> - <u>School Building Administration</u> - <u>Locker Administration</u> - <u>Locker Maintenance</u> - <u>Add Locker button</u>	<input type="checkbox"/>	
Task #4: Assign Locker Locations. <u>StudentInformation</u> - <u>Management</u> - <u>School Administration</u> - <u>School Building Administration</u> - <u>Locker Administration</u> - <u>Locker Location Assignment</u>	<input type="checkbox"/>	
Task #5: Assign Locker Grade Levels. <u>StudentInformation</u> - <u>Management</u> - <u>School Administration</u> - <u>School Building Administration</u> - <u>Locker Administration</u> - <u>Locker Grade Level Assignment</u>	<input type="checkbox"/>	
Task #6: Bulk Locker Assignment. <u>StudentInformation</u> - <u>Management</u> - <u>Ad-Hoc Updates</u> - <u>Locker Bulk Assignment</u>	<input type="checkbox"/>	
Task #7: Clearing Locker Assignments. <u>StudentInformation</u> - <u>Management</u> - <u>Ad-Hoc Updates</u> - <u>Locker Bulk Assignment</u>	<input type="checkbox"/>	
Task #8: Single Locker Assignment on Registration page. <u>StudentInformation</u> - <u>SIS</u> - <u>Registration Wizard</u>	<input type="checkbox"/>	
Task #9: Single Locker Assignment on Edit Profile. <u>StudentInformation</u> - <u>SIS</u> - <u>Student</u> - <u>Edit Profile</u> - <u>Additional tab</u>	<input type="checkbox"/>	
Task #10: Single Locker Assignment on Locker Assignment page. <u>StudentInformation</u> - <u>SIS</u> - <u>Student</u> - <u>Locker Assignment</u>	<input type="checkbox"/>	
Task #11: View Free Lockers. <u>StudentInformation</u> - <u>SIS</u> - <u>School</u> - <u>Free Lockers</u>	<input type="checkbox"/>	
Task #12: View Locker Resident. <u>StudentInformation</u> - <u>Management</u> - <u>School Administration</u> - <u>School Building Administration</u> - <u>Locker Administration</u> - <u>Locker Maintenance</u> - <u>click on locker #</u>	<input type="checkbox"/>	
Task #13: View Locker Assignment from Lockers page. <u>StudentInformation</u> - <u>SIS</u> - <u>Student</u> - <u>Lockers</u>	<input type="checkbox"/>	
Task #14: Run Student Locker Allocation Report (LOCK). <u>StudentInformation</u> - <u>School</u> - <u>Student Reports</u> - <u>Student Locker Allocation (LOCK)</u>	<input type="checkbox"/>	