



Self-Service Instructions On How To Rent A Locker

Student Locker Request System

Effective Fall, 2015

Log into Self Service:

<https://campus.stclaircollege.ca>

The screenshot displays the St. Clair College website interface. At the top is the college's logo and name. Below this is a 'Menu' bar with a search field and a list of links: 'Self Service (Click Here)', 'Change My Password', and 'My System Profile'. A callout box points to the 'Self Service (Click Here)' link with the text 'Click on Self Service'.

The main content area is divided into several sections, each with a title and a list of links:

- Self Service (Click Here)**: Includes links for 'Student Email', 'Tutoring Services', 'MIC Testing', 'Mentorship Program', 'Convocation Guest Request', 'Lockers', 'Enrollment', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Transfer Credit', 'Student Center', 'Campus Personal Information', 'Academic Records', and 'Transfer Credit'.
- Student Email**: Includes links for 'Student Email' and 'Request a New Email'.
- Tutoring Services**: Includes links for 'Request a Request for Tutoring', 'Find My Request for Tutoring', and 'My Appointment'.
- Convocation Guest Request**: Includes links for 'Convocation Guest Request' and 'Convocation Guest Request'.
- Enrollment**: Includes links for 'View appointments, plan and enroll in classes, view student and exam schedules', 'View My Appointments', 'Enrollment Guide', 'My Class Schedule', and 'More...'.
- Academic Records**: Includes links for 'View grades and scholastic and request transcripts and verification reports', 'Request Official Transcript', 'View Unofficial Transcript', and 'View Course Syllabus'.
- Transfer Credit**: Includes links for 'Evaluate courses for transfer and view your transfer', 'View Transfer Credit Report', and 'More...'.
- Lockers**: Includes links for 'Get A Locker', 'View My Locker', and 'Extend My Locker Use'.
- Campus Finances**: Includes links for 'View your account, make an electronic payment, view your payment history', 'Transfer Credit', 'Make a Payment', and 'View Financial Aid'.
- Transfer Credit**: Includes links for 'Evaluate courses for transfer and view your transfer', 'View Transfer Credit Report', and 'More...'.

A callout box points to the 'Get A Locker' link in the 'Lockers' section with the text 'Click on Get A Locker'.

COLLEGE

Menu

Search:

Self Service (Click Here)

Student Email

Tutoring Services

MIC Testing

Mentorship Program

Convocation Guest Request

Lockers

Get A Locker

View My Locker

Extend my Locker Rental

Enrollment

Campus Finances

Campus Personal Information

Academic Records

Transfer Credit

Student Center

Change My Password

My System Profile

Get A Locker

Student ID:

Current Program

Campus: SOUTH South Campus

Term: 1270 Fall 2015

Academic Year: 2015 2015 / 16

Program:

Level:

Your Reserved Locker

Campus: SOUTH South Campus

Academic Year: 2015 2015 / 16

Location Code: H04 2nd Floor

Building Code: Health Centre

Locker Number 6460

Locker Length: Upper Locker

Locker Width: 15 inches

Locker Status: Available

Status Date: 08/19/2015

*** You have until this time to confirm your locker 08/19/2015 2:30:07PM

Go To 'View My Locker' on the release date for combination

Select term rental required

Check Term	Term	Rental Cost	Rent Begin Date	Rent End Date	Rent Status	Rent Status Date	Combination Release Date
<input type="checkbox"/>	Fall 2015	15.00	09/08/2015	12/18/2015	Renting	08/19/2015	08/24/2015
<input type="checkbox"/>	Winter 2016	15.00	01/04/2016	04/29/2016	Renting	08/19/2015	12/18/2015
<input type="checkbox"/>	Spring 2016	15.00	05/09/2016	08/19/2016	Renting	08/19/2015	04/29/2016

New Rental Fee:

Confirm Locker

Cancel Locker

Select the term(s) for your locker rental

ST. CLAIR COLLEGE

Menu

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My System Profile

Get A Locker

Student ID:

Current Program

Campus: SOUTH South Campus

Term: 1270 Fall 2015

Academic Year: 2015 2015 / 16

Program:

Level:

Your Reserved Locker

Campus: SOUTH South Campus

Academic Year: 2015 2015 / 16

Location Code: H04 2nd Floor

Building Code: Health Centre

Locker Number 6460

Locker Length: Upper Locker

Locker Width: 15 inches

Locker Status: Available

Status Date: 08/19/2015

*** You have until this time to confirm your locker 08/19/2015 2:35:11PM

Go To 'View My Locker' on the release date for combination

Select term rental required

Check Term	Term	Rental Cost	Rent Begin Date	Rent End Date	Rent Status	Rent Status Date	Combination Release Date
<input checked="" type="checkbox"/>	Fall 2015	15.00	09/08/2015	12/18/2015	Renting	08/19/2015	08/24/2015
<input checked="" type="checkbox"/>	Winter 2016	15.00	01/04/2016	04/29/2016	Renting	08/19/2015	12/18/2015
<input type="checkbox"/>	Spring 2016	15.00	05/09/2016	08/19/2016	Renting	08/19/2015	04/29/2016

New Rental Fee: 0.00

Confirm Locker

Cancel Locker

Click on Confirm Locker

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- My System Profile

Get A Locker
Student ID:

Current Program
Campus: SOUTH South Campus Term: 1270 Fall 2015
Academic Year: 2015 2015 / 16 Program: Level:

Your Reserved Locker
Campus: SOUTH South Campus
Academic Year: 2015 2015 / 16
Location Code: H04 2nd Floor
Building Code: Health Centre

Locker Number
6460

Locker Length: Upper Locker
Locker Width: 15 In
Locker Status: Available

Message
Press OK to confirm the new term rental(s) and have the student account charged the locker rental fee of \$30 or press Cancel to cancel the locker (0.0)

*** You have until this time to confirm your locker 08/19/2015 2:35:11PM

Go To 'View My Locker' on the release date for combination

Select term rental required

Check Term	Term	Rental Cost	Rent Begin Date	Rent End Date	Rent Status	Rent Status Date	Combination Release Date
<input checked="" type="checkbox"/>	Fall 2015	15.00	09/08/2015	12/18/2015	Renting	08/19/2015	08/24/2015
<input checked="" type="checkbox"/>	Winter 2016	15.00	01/04/2016	04/29/2016	Renting	08/19/2015	12/18/2015
<input type="checkbox"/>	Spring 2016	15.00	05/09/2016	08/19/2016	Renting	08/19/2015	04/29/2016

New Rental Fee: 0.00

Click on OK

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Get A Locker
Student ID:

Current Program
Campus: SOUTH South Campus Term: 1270 Fall 2015
Academic Year: 2015 2015 / 16 Program: Level:

Your Reserved Locker
Campus: SOUTH South Campus
Academic Year: 2015 2015 / 16
Location Code: H04 2nd Floor
Building Code: Health Centre

Locker Number
6460

Locker Length: Upper Locker
Locker Width: 15 Inches
Locker Status: Available Status Date: 08/19/2015

Message
Thank you. Your new term rental(s) has been confirmed

*** You have until this time to confirm your locker 08/19/2015 2:35:11PM


Go To 'View My Locker' on the release date for combination

Select term rental required

Check Term	Term	Rental Cost	Rent Begin Date	Rent End Date	Rent Status	Rent Status Date	Combination Release Date
<input checked="" type="checkbox"/>	Fall 2015	15.00	09/08/2015	12/18/2015	Renting	08/19/2015	08/24/2015
<input checked="" type="checkbox"/>	Winter 2016	15.00	01/04/2016	04/29/2016	Renting	08/19/2015	12/18/2015
<input type="checkbox"/>	Spring 2016	15.00	05/09/2016	08/19/2016	Renting	08/19/2015	04/29/2016

New Rental Fee: 0.00

Click OK



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Get A Locker

Student ID:

Current Program

Campus: SOUTH South Campus Term: 1270 Fall 2015
Academic Year: 2015 2015 / 16 Program: Level:


Reserved Locker

South Campus
2015 / 16
2nd Floor
Locker Length: Upper Locker
Locker Width: 15 Inches
Locker Status: Available Status Date: 08/19/2015
*** You have until this time to confirm your locker 08/19/2015 2:35:11PM
Go To "View My Locker" on the release date for combination

Select term rental required

Check Term	Term	Rental Cost	Rent Begin Date	Rent End Date	Rent Status	Rent Status Date	Combination Release Date
<input checked="" type="checkbox"/>	Fall 2015	15.00	09/08/2015	12/18/2015	Renting	08/19/2015	08/24/2015
<input checked="" type="checkbox"/>	Winter 2016	15.00	01/04/2016	04/29/2016	Renting	08/19/2015	12/18/2015
<input type="checkbox"/>	Spring 2016	15.00	05/09/2016	08/19/2016	Renting	08/19/2015	04/29/2016

Click on View My Locker



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View My Locker

Student ID:

Your Locker

Campus: SOUTH South Campus
Academic Year: 2015 2015 / 16
Location Code: H04 2nd Floor
Building Code: Health Centre
Locker Number **6460** Locker Width: 15 Inches
Locker Length: Upper Locker
Locker Status: Rented Status Date: 08/19/2015
Combination
Your Locker combination will be release on this

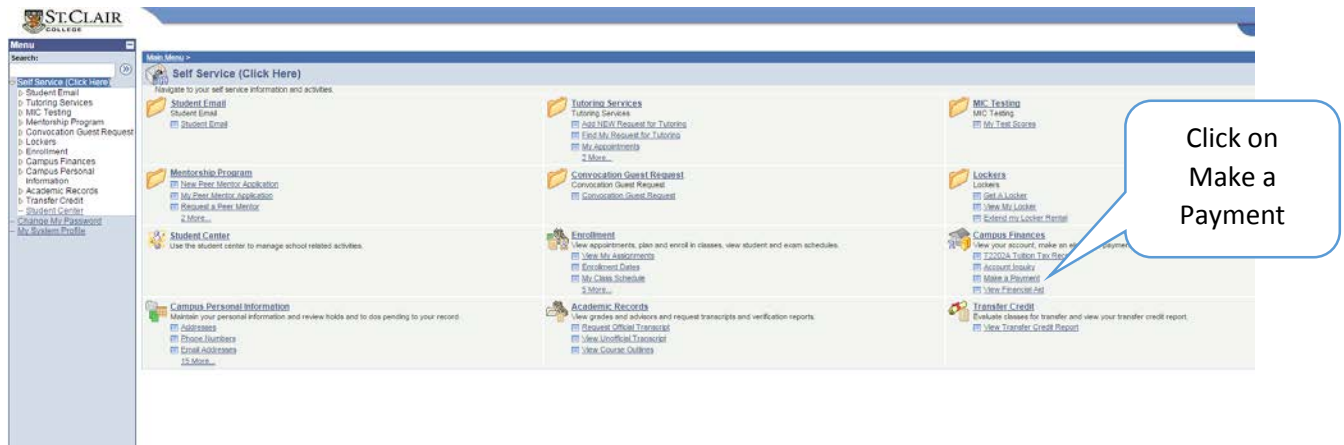
Your locker is rented for the following terms

Assigned Method	Term	Rental Cost	Rent Begin Date	Rent End Date	Rent Status	Rent Status Date	Combination Release Date
Self-Service	Fall 2015	15.00	09/08/2015	12/18/2015	Renting	08/19/2015	08/24/2015
Self-Service	Winter 2016	15.00	01/04/2016	04/29/2016	Renting	08/19/2015	12/18/2015

If your Combination is blank, check the Combination Release Date. You will have to access this screen again on or after the date noted for the Combination of your lock.

To pay for your locker rental

- Click on Self Service



Follow the instructions on the Make a Payment Screen

OR

Payments can be made online or through the Registrar's office (like tuition payments).

If you receive OSAP your account will be automatically cleared, including locker fee.

Failure to pay your fee will result in a hold placed on your official grades until restitution is made to the College.

Lockers are automatically assigned based on the program you are registered in.

If you require your locker to be in another area, please contact the locker office at

Windsor: 519-972-2727 ext. 5625 or room A2617

Chatham: 519-354-9100 ext. 3306 or room W1023