ST.CLAIR

COLLEGE

Self-Service Instructions On How To Rent A Locker

Student Locker Request System

Effective Fall, 2015

Log into Self Service:

https://campus.stclaircollege.ca

Click on Self Service

Click on Get A Locker

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: /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

A locker will be assigned to you. You will have 10 minutes to confirm your request

Select term rental required

Check Term	Term	Rental Cost	Rent Begin Date	Rent End Date	Rent Status	Rent Status Date	Combination Release Date
☐	Fall 2015	15.00	09/08/2015	12/18/2015	Renting	08/19/2015	08/24/2015
☐	Winter 2016	15.00	01/04/2016	04/29/2016	Renting	08/19/2015	12/18/2015
☐	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

Get A Locker

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Current Program

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Academic Year: 2015   2015 / 16   Program: Level:

Your Reserved Locker

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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

Click on Confirm Locker

Select term rental required

Check Term	Term	Rental Cost	Rent Begin Date	Rent End Date	Rent Status	Rent Status Date	Release Date
☑	Fall 2015	15.00	09/08/2015	12/18/2015	Renting	08/1...	08/24/2015
☑	Winter 2016	15.00	01/04/2016	04/29/2016	Renting	08/19/2015	12/18/2015
☐	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]

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	Locker Length:	Upper Locker
6460	Locker Width:	15 Inch
	Locker Status:	Availa

*** You have until this time to confirm your locker 08/19

Go To 'View My Locker' on the

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)

[OK] [Cancel]

Select term rental required

Check Term	Term	Rental Cost	Rent Begin Date	Rent End Date	Rent Status	Rent Status Date	Combination Release Date
☑	Fall 2015	15.00	09/08/2015	12/18/2015	Renting	08/19/2015	08/24/2015
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☐	Spring 2016	15.00	05/09/2016	08/19/2016	Renting	08/19/2015	04/29/2015

New Rental Fee: 0.00   [Confirm Locker]   [Cancel Locker]

Click on OK

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	Locker Length:	Upper Locker
6460	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

Message

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

[OK] [Cancel]

Select term rental required

Check Term	Term	Rental Cost	Rent Begin Date	Rent End Date	Rent Status	Rent Status Date	Combination Release Date
☑	Fall 2015	15.00	09/08/2015	12/18/2015	Renting	08/19/2015	08/24/2015
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New Rental Fee: 0.00   [Confirm Locker]   [Cancel Locker]

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

Click on View My Locker

Locker Number	Locker Length:	Upper Locker
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	Locker Status:	Available Status Date: 08/19/2015

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New Rental Fee: 0.00   **Confirm Locker**   **Cancel 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	Locker Width:	15 Inches
6460	Locker Length:	Upper Locker
	Locker Status:	Rented Status Date: 08/19/2015

Combination

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.

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

Exit

To pay for your locker rental

- Click on Self Service
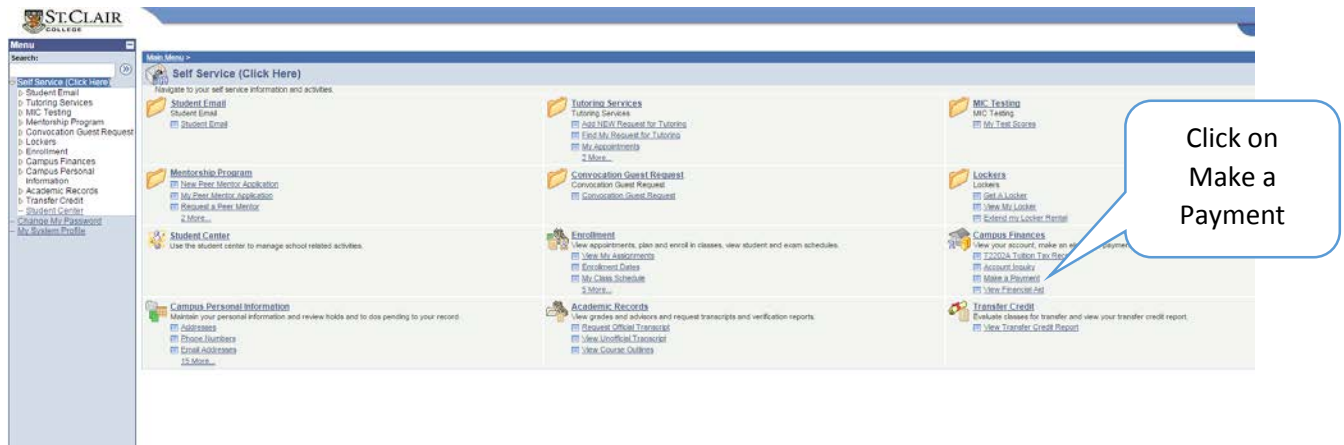
Follow the instructions on the Make a Payment Screen

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