



Self-Service
Instructions
On How To
Rent A Locker

Student Locker Request System

Effective Fall, 2015

Log into Self Service:

<https://campus.stclaircollege.ca>



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Search:

- ▷ **Self Service (Click Here)**
- [Change My Password](#)
- [My System Profile](#)

Click on Self Service

ST. CLAIR COLLEGE Home

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Search:

Self Service (Click Here)
Navigate to your self service information and activities.

- Student Email**
 - Student Email
- Membership Program**
 - View Peer Mentor Application
 - Request a Peer Mentor
 - 2 More...
- Student Center**
 - Use the student center to manage school-related activities.
- Campus Personal Information**
 - Maintain your personal information and review holds and to-do's pending to your record.
 - Addresses
 - Phone Numbers
 - Social Addresses
 - 13 More...
- Tutoring Services**
 - Tutoring Services
 - Request Request for Tutoring
 - Find My Request for Tutoring
 - My Appointments
 - 2 More...
- Convocation Guest Request**
 - Convocation Guest Request
 - Convocation Guest Request
- Enrollment**
 - View appointments, plan and enroll in classes, view student and exam schedules.
 - View My Appointments
 - Enrollment Dates
 - My Class Schedule
 - 5 More...
- Academic Records**
 - View grades and scholers and request transcripts and verification reports.
 - Request Official Transcript
 - View Unofficial Transcript
 - View Course Suffixes
- MIC Testing**
 - MIC Testing
 - My Test Scores
- Lockers**
 - Get A Locker
 - Use My Locker
 - Extend My Locker Use
- Campus Finances**
 - View your account, make an electronic payment, view your account history.
 - Track Tuition Tax Payment
 - Account History
 - Make a Payment
 - 5 More...
- Transfer Credit**
 - Evaluate classes for transfer and view your transfer credit report.
 - View Transfer Credit Report

Click on Get A Locker

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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

*** 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

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

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

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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

*** 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

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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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

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

Go To 'View My Locker' on the

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

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)

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

*** 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

Message

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

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 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

Click on View My Locker

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

Max Rental Fee: 0.00

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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:

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

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 278

Chatham: 519-354-9100 ext. 3979 or room 132