

User Guide - Student

Locker Portal - v1.1

Locker Portal

How to Access Locker Portal



SCAN QR

<https://lockerportal.powerappsportals.com/>

RICHMOND
SCHOOL DISTRICT NO.38

Sign in

Email, phone, or Skype

Your ID: *****@sd38.bc.ca

Next



RICHMOND
SCHOOL DISTRICT NO.38



Enter password

Password

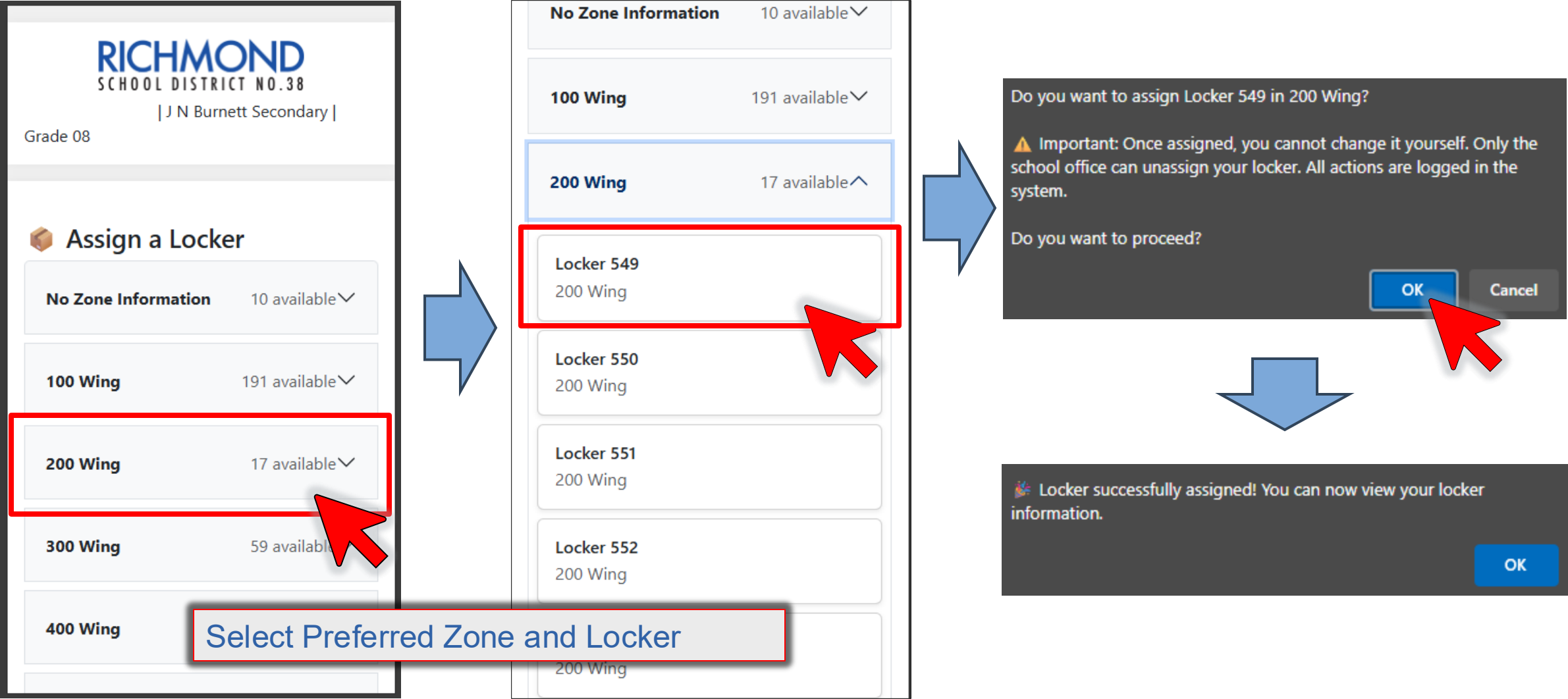
[Forgot my password](#)

Sign in

Your Password

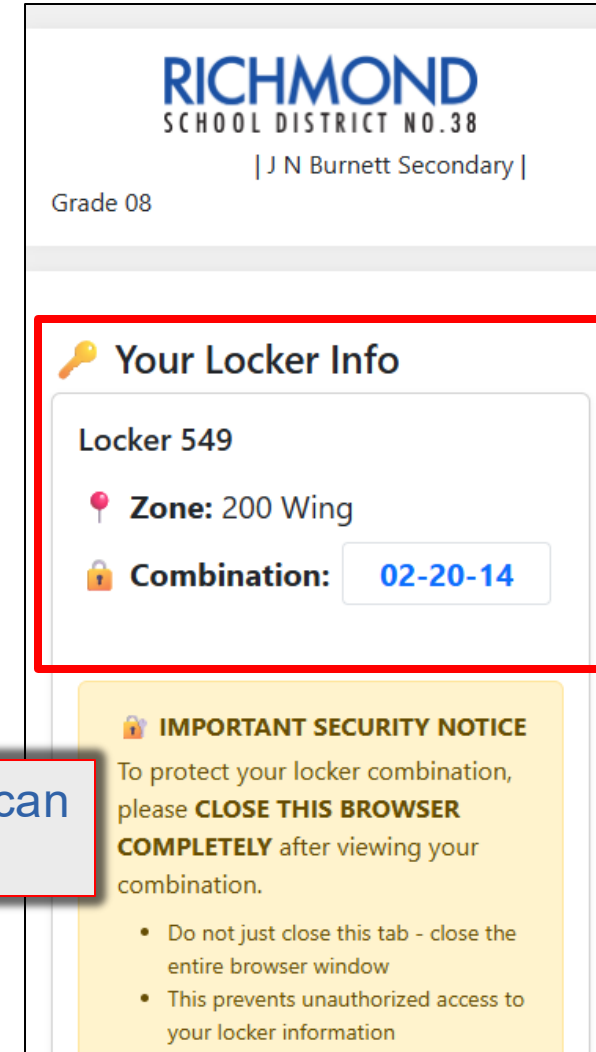
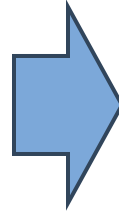
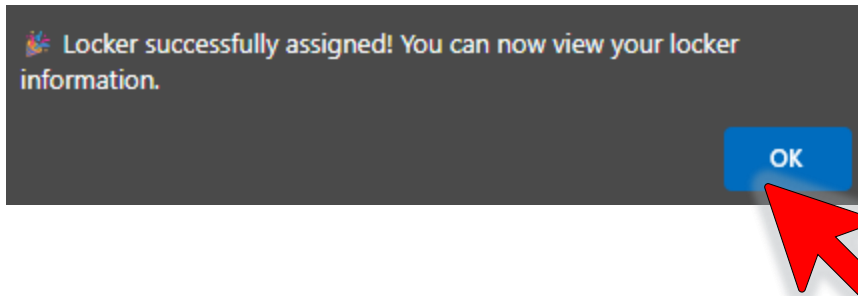
Assign Locker

How to Assign Locker (1/2)



Assign Locker

How to Assign Locker (2/2)

A screenshot of a web page for Richmond School District No. 38. The page header includes the district name, "J N Burnett Secondary", and "Grade 08". The main content area is titled "Your Locker Info" with a key icon. It displays "Locker 549", "Zone: 200 Wing", and "Combination: 02-20-14". Below this is a yellow box with an "IMPORTANT SECURITY NOTICE" and instructions to close the browser completely. A red rectangle highlights the "Your Locker Info" section.

RICHMOND
SCHOOL DISTRICT NO. 38
| J N Burnett Secondary |
Grade 08

Your Locker Info

Locker 549

Zone: 200 Wing

Combination: 02-20-14

IMPORTANT SECURITY NOTICE
To protect your locker combination, please **CLOSE THIS BROWSER COMPLETELY** after viewing your combination.

- Do not just close this tab - close the entire browser window
- This prevents unauthorized access to your locker information

If locker assignment is successfully completed, you can check the assigned locker and combination.

When Locker Assignment Fails




If another student assigns the locker you selected before you do, you must select a different locker.

RICHMOND
SCHOOL DISTRICT NO.38

| J N Burnett Secondary |

Grade 08

 Assign a Locker

No Zone Information10 available▼

100 Wing191 available▼

200 Wing17 available▼

300 Wing59 available▼

400 Wing178 available▼

How to Change or Add New Combination (1/2)

RICHMOND
SCHOOL DISTRICT NO.38
J N Burnett Secondary
Grade 08

 Combination: 02-20-14

- Do not just close this tab - close the entire browser window
- This prevents unauthorized access to your locker information

| J N Burnett Secondary |

 **Combination:** 02-20-14

- Do not just close this tab - close the entire browser window

Assign Locker

How to Change or Add New Combination (2/2)

The diagram illustrates the process of changing a locker combination in three steps:

- Step 1:** The user is on the "Your Locker Info" page for Locker 549, Zone: 200 Wing. The current combination is 02-20-14. The "Change" button is highlighted with a red box and a red arrow.
- Step 2:** The user enters the new combination 00-00-00. The "Save" button is highlighted with a red box and a red arrow. A confirmation dialog appears: "Are you sure you want to change your locker combination? This action will be logged for security purposes." The "OK" button is highlighted with a red arrow.
- Step 3:** The new combination 00-00-00 is saved and displayed on the "Your Locker Info" page. The "Change" button is no longer highlighted.

Each panel includes the Richmond School District No. 38 header and a security notice: "IMPORTANT SECURITY NOTICE: To protect your locker combination, please **CLOSE THIS BROWSER COMPLETELY** after viewing your combination. Do not just close this tab - close the entire browser window."