

User Guide - Student

Locker Portal – v2.0

Locker Portal

How to Access Locker Portal



SCAN QR

<https://lockerportal.sd38.bc.ca/>

SD38 Locker Portal
Richmond School District locker management

Sign in

 Sign in with Microsoft

Having trouble? Contact your school



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

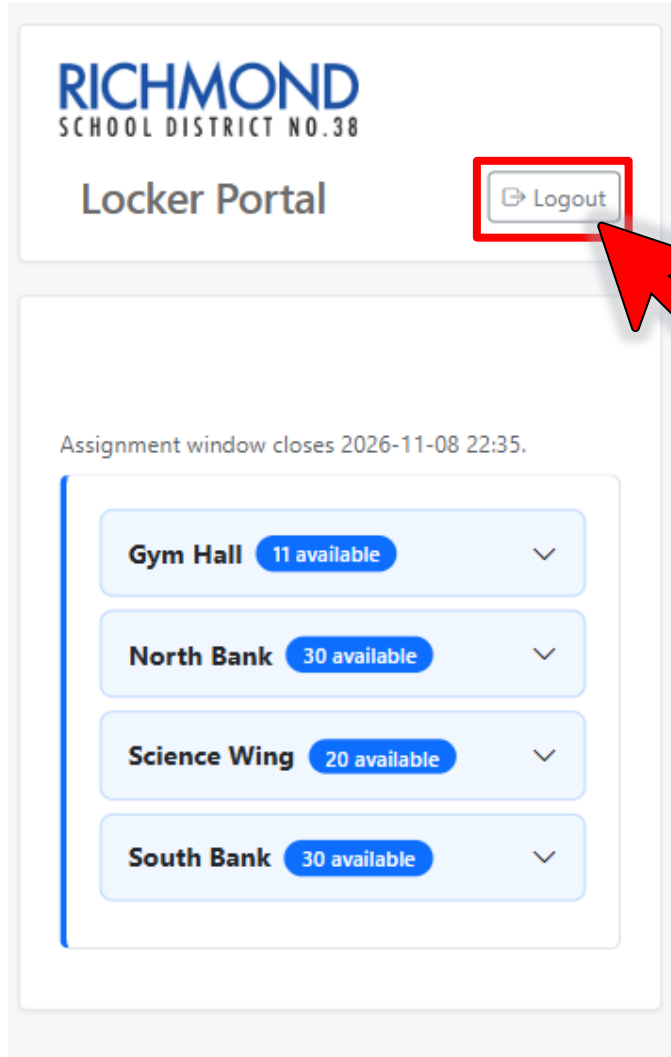
Forgot my password

Sign in

Your Password

Locker Portal

How to Logout



Why logging out matters — especially on a shared computer

Closing the browser is not the same as logging out.

When you close a tab or walk away from a shared computer, you disappear from the screen — but your account does not. LockerPortal is still logged in on that machine. The next person who opens it can land straight inside your account without ever typing a password.

The first thing your account shows is your locker number, its zone, and your combination, all on one screen. That is everything someone needs to walk to your locker and open it. Nothing has to be hacked and nothing has to be guessed — it is simply displayed to whoever is signed in.

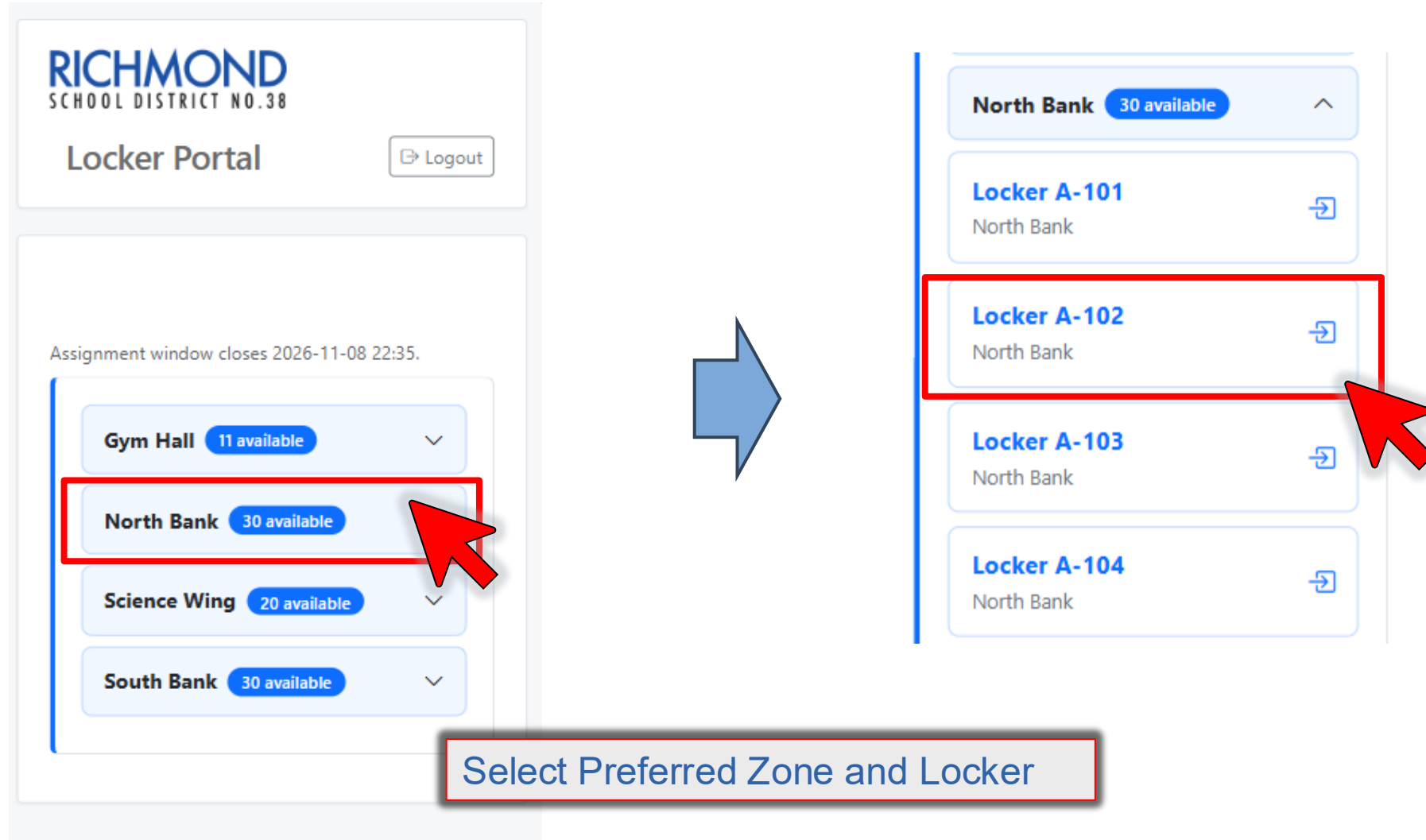
They could also change your combination or report a problem on your locker, and every one of those actions is recorded as you.

LockerPortal does log you out on its own if the computer sits untouched for a while, and that is a safety net worth having. But it is only a safety net — it takes time to kick in, and the person who sits down right after you does not have to wait that long.

So make it a habit: the last thing you do in LockerPortal is press Logout. It takes one second, and it is the only thing that reliably closes your account on a computer other people use.

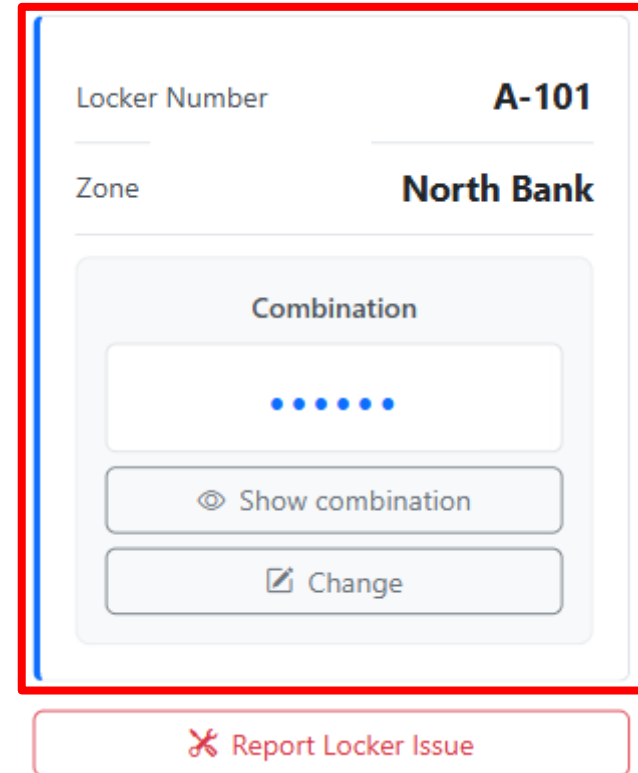
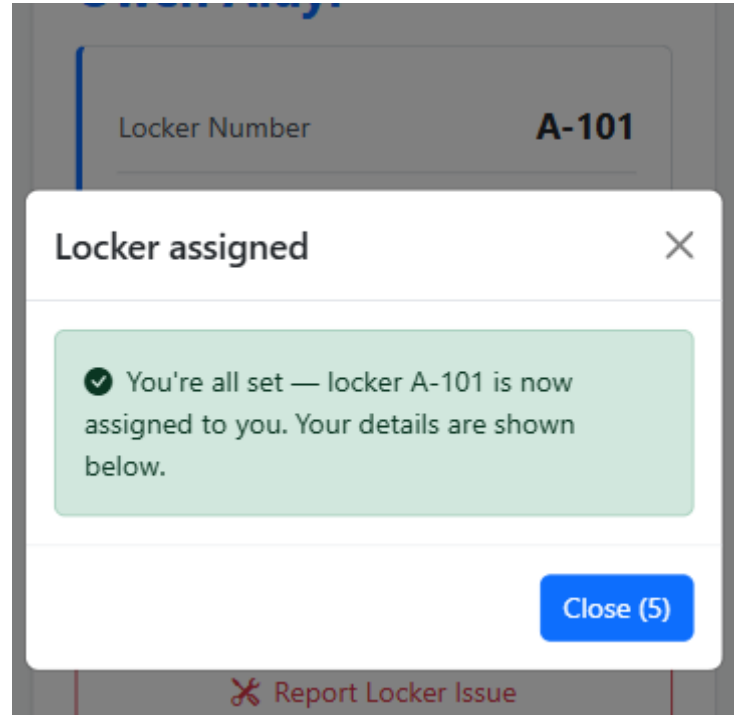
Assign Locker

How to Assign Locker (1/2)



Assign Locker

How to Assign Locker (2/2)



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

Assign Locker

When Locker Assignment Fails

Assignment window closes 2026-11-08 22:35.

That locker was just taken — please pick another.

Gym Hall 10 available ^

Locker G-111

Gym Hall



Locker G-112

Gym Hall

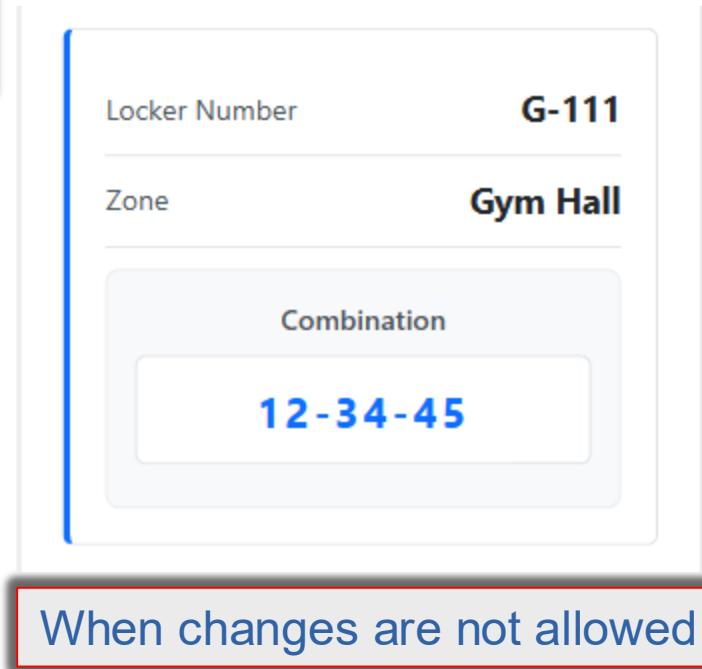


If another student assigns the locker you selected before you do, you must select a different locker.

Assign Locker

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

If the school allows combination changes, students can modify or enter their combination themselves.



Locker Number **G-111**

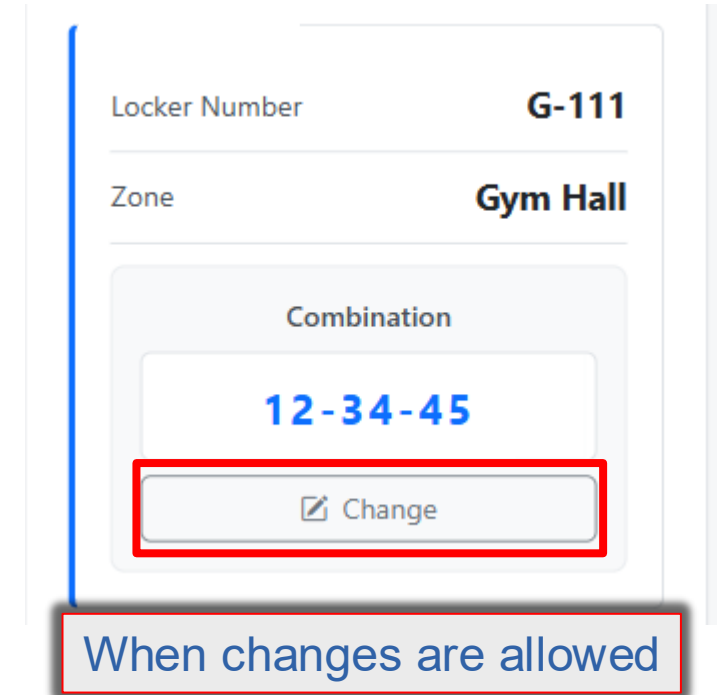
Zone **Gym Hall**

Combination

12-34-45

When changes are not allowed

This form shows a locker assignment for locker G-111 in the Gym Hall. The combination is set to 12-34-45. A blue vertical line is on the left side of the form. The 'When changes are not allowed' label is at the bottom.



Locker Number **G-111**

Zone **Gym Hall**

Combination

12-34-45

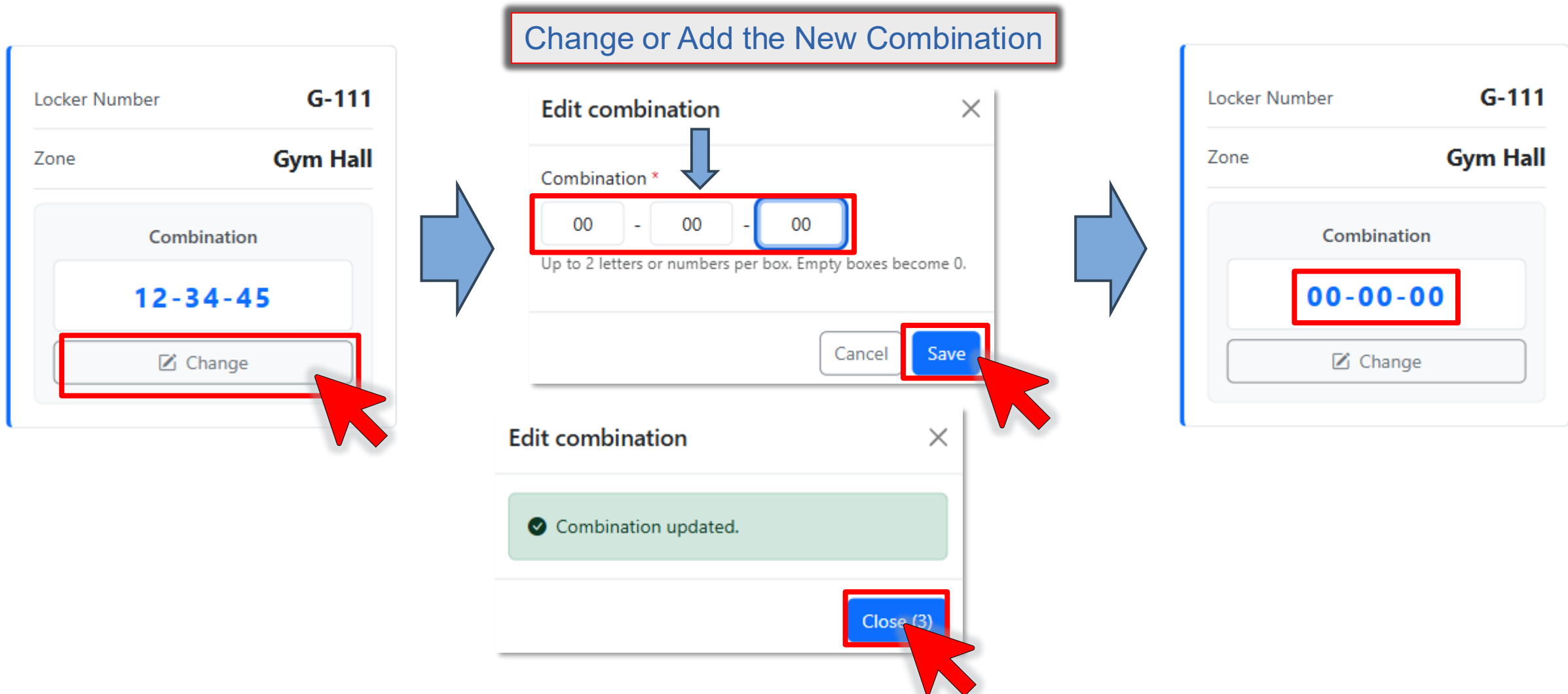
☒ Change

When changes are allowed

This form is identical to the one on the left, but it includes a 'Change' button with a pencil icon, which is highlighted by a red rectangle. The 'When changes are allowed' label is at the bottom.

Assign Locker

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



Locker Management

How to Report Locker Issue

If the school allows “Report Locker Issue”, students can report their locker issue themselves.

Locker Number

G-111

Zone

Gym Hall

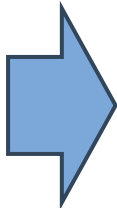
Combination

.....

Show combination

Change

✂ Report Locker Issue



Report Locker Issue

Issue Category *

Select a category...

Broken/Damaged

Needs Cleaning/Spill

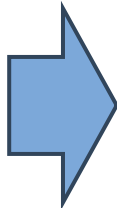
Lost/Trapped Belongings

Other

0 / 500 characters

Cancel

Submit Report



Report Locker Issue

Issue Category *

Select a category...

Description

0 / 500 characters

Cancel

Submit Report

Report Locker Issue

Thanks, we'll follow up.

Close

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