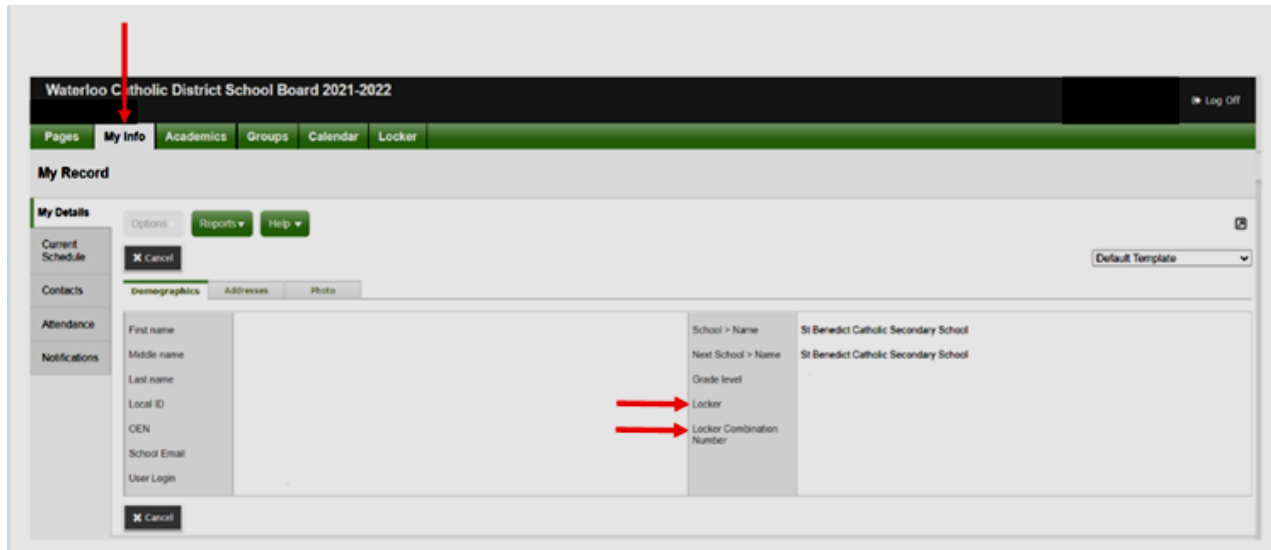


# STUDENT LOCKERS




## Where to locate your locker information

- Log into your Aspen Student Portal Account:  
<https://wcdsb.myontarioedu.ca/aspen/logon.do>
- Click on “My Info” tab located at the top of the screen



- Your locker number and combination will be listed on the right side of the screen

## How to open your lock

The first number:	Turn the dial to the <b>RIGHT</b> (clockwise) <b>3</b> times, Then stop on the first number of your combination	
The second number:	Turn the dial to the <b>LEFT</b> (counter-clockwise) watch the second number of your combination go by once; spin again to the <b>LEFT</b> (counter-clockwise) this time stop on the second number of your combination.	
The third number:	Turn the dial to the <b>RIGHT</b> (clockwise), stop on the third number of your combination on the first spin.	

## Important Information

- Each student is assigned a locker which will be used from September to June
- Lockers must be locked with the school provided lock – PERSONAL LOCKS will be removed
- It is not necessary for students to share lockers as each individual student is assigned a locker
- For security reasons, students are not permitted to change from their assigned locker at any time during the school year
- Students should not share their lock combinations with others
- Graffiti and markings on lockers and/or locker doors are NOT permitted. This would be considered vandalism with appropriate consequences assigned
- All lockers must be cleaned out before final exams in June. Any items left in lockers will be removed and donated when appropriate