User - Purchase a Locker

The **Lockers** tab on the **User Landing Page** allows administrators to rent lockers to users. Users can also self-manage their locker purchases by logging into the User Portal.

Quick Steps:

1. Search for the user and open their **Profile Landing Page**.
2. Click **Lockers** to access the locker registration system.
3. Select a building under **Available Buildings**.
4. Make a selection from the dropdown menu of the type of locker you wish to register (ie: Men's Locker Room).
5. Select a locker number and click **Reserve this Locker**.
6. Verify details on the **Confirm Locker Registration** screen and click **Confirm Information**.
7. Process payment on the **Payments Due** screen by clicking **Proceed to Payment**.

Step by Step Instructions:

1. **Locate the User**:
   - Search for the user you want to register a locker for.
   - Click on the **Username** to open the **Profile Landing Page**.
2. **Access Lockers**:
   - Click on **Lockers** in the **User Profile**.
   - Confirm the user's name in the top-right corner to ensure changes are applied to the correct user.
3. **Select a Building**:
   - The **Locker Registration** screen will appear.
   - Select a building under **Available Buildings**.
4. **Choose a Location**:
   - On the **Locker Registration - Locker Selection** screen, use the dropdown menu to select a location within the building ie: Men's Locker Room.
5. **Reserve a Locker**:
   - Select a locker number to assign to the user.
   - Click **Reserve This Locker**.
6. **Confirm Reservation**:
   - The **Confirm Locker Reservation** screen will appear.
   - Verify all details and click the **Confirm Information** button.
7. **Process Payment**:
   - The **Payments Due** screen will display.
   - Proceed with processing the payment by clicking **Proceed to Payment**.