**Step 1:** Select a student in the student context area. 

**Step 2**: Assign Student Locker [**Home**](https://secure.laca.org/DaslLive/Default.aspx) **»**[**SIS**](https://secure.laca.org/DaslLive/SIS/Default.aspx) **»**[**Student**](https://secure.laca.org/DaslLive/SIS/Student/Default.aspx) **»**[**Locker Assignment**](https://secure.laca.org/DaslLive/SIS/Student/StudentLockerAssignment.aspx)

**Step 3:** If you know what locker number to assign just enter the number in the Enter a Locker field and press Assign Locker.

**If you do not know a locker to assign you can continue to Step 4 else continue to Step 7**

**Step 4:** Click the View Free Lockers button.

**Step 5:** Click a locker off the list you would like to assign. Make sure it is available.

**Step 6:** If this is the primary locker, check the box, then press OK button.



*The Add Locker as Primary checkbox above is unchecked by default, so be careful to check this if it is supposed to be the primary locker.*

**Step 7:** Verify the locker was added. If it is the primary locker it should have a gold star else the star will be white. To make the locker a primary, click on the star.

