

## FAQ: How do I get a LOCKER?

### Step 1 – Purchase a Combination Lock

**Purchase a combination lock** from a retail store. Ensure the lock is good quality. Record the combination number somewhere for future reference. Record it again!



### Step 2 – Print Locker Use Agreement Form

Print the **Locker Use Agreement** form at [lockers.sheridancollege.ca](http://lockers.sheridancollege.ca). The form is also available at the Security Desk at each campus. Take time to review Sheridan's Locker Use Regulations online and at Security.

### Step 3 – Payment

Go to [epark.sheridancollege.ca](http://epark.sheridancollege.ca) to **process your payment**. You need your Sheridan User ID and password to log on. Credit cards and debit cards are accepted (some exclusions). Lockers are listed as types of 'permits' to purchase:

- \$15 – One semester (September 2017 through end of December 2017)
- \$25 – Two semesters (September 2017 through end of April 2018)
- \$35 – Three semesters (September 2017 through end of August 2018)

You will receive two receipts by e-mail. Print and take **both receipts**, your **combination lock**, and the **Locker Use Agreement** form to campus. Then, look for an available locker.

### Step 4 – Select a Locker

Unoccupied (available) lockers at Sheridan are secured with a **gold Master V-line lock**. Write down the locker numbers OF YOUR **first, second and third choices**.



### Step 5 – Register at Security Desk

Take the following to the Security Desk:

1. Your oneCARD ID
2. Your combination lock
3. Both receipts (from [parking@sheridancollege.ca](mailto:parking@sheridancollege.ca) and from [noreply@hostedcheckout.com](mailto:noreply@hostedcheckout.com))
4. Your Locker Use Agreement form
5. Your locker choices

You will be provided a small numbered sticker to stick to the back of your combination lock. Security will accompany you to your locker to remove the gold Sheridan Master V-line lock so you can apply your combination lock.

Successful registration of your locker = your **Sheridan ID number + Locker Number + Lock Sticker Number**

*Refunds (in full) are only offered during the first 10 days of the semester in which the locker rental was initiated.*