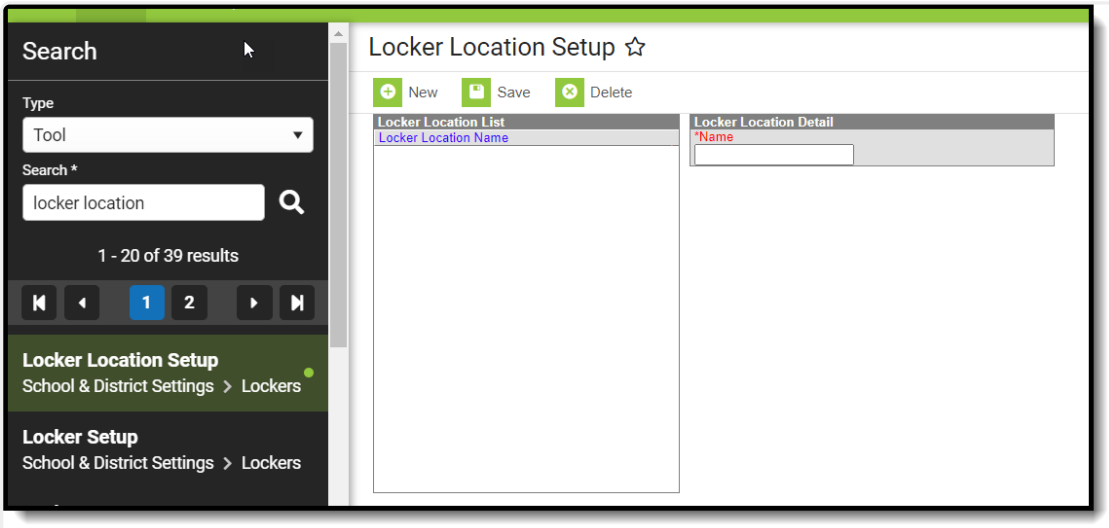
Locker Location Setup

Last Modified on 07/15/2026 2:04 pm CDT

Tool Search: Locker Location Setup

The Locker Location Setup tool provides a place to organize lockers by their location in the school, such as by wings or sections. This location will appear on locker report and is used in the generation of locker assignments.



Locker Location Setup

See the Locker Setup Tool Rights article for information on available tool rights.

Create New Locker Location

1. Select **New**.
2. Enter the **Name** of the location (this field allows up to 20 characters).
3. Select **Save**. The new locker location will appear in the Locker Location List.