# Create a new padlock or no lock type locker

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Path: School & District Settings > Lockers > Locker Setup

This guide explains how to enter information for lockers with padlocks and without locks before they are assigned to students. For more information, see Locker Setup - Start here.

## Before you start

Information for lockers without locks or padlocks cannot be entered before locker types and locker locations are created. The Locker Type and Locker Location fields are required. If you want to assign lockers to specific grade levels, grade levels need to be created first.

- Locker Types must be created in the Core Attribute Dictionary
- Locker Location Setup tool
- Grade Level Setup tool
- Set appropriate tool rights.

## Create a new locker with a padlock or no lock

1. Click **New**.
2. Enter the locker **Number**.
3. Select the **Locker Type**.
4. Select the locker **Location**.
5. Select the **Lock Type** (Padlock or No Lock Assigned).
6. Select the **Grade** level of the students who should be assigned to the locker, if applicable.
7. Enter the **Locker Serial Number**.
8. Mark **Reserved** if the locker should not be assigned by the Locker Schedule Wizard.
9. Mark **Shared** if the locker can have more than one student assigned to it.
10. **Save** when finished.

### Impact

The new locker will display in the Locker List and can now be assigned.

## What's next

Repeat this process until all lockers with padlocks or no locks have been added. If lockers with built-in locks have not been created yet, those should be created now. Once all lockers have been created, they can be assigned to students using the Locker Schedule Wizard tool, or individually using the student Lockers tool.