Instructions to Book a Locker for 2025

To book a locker in 2025, please note the following:

a.   Rental fee for lockers in 2025 is $26/year.

b.   Locker rental comes with a 4-digit lock. During the rental period, students are responsible for the hygiene and general upkeep of the lockers. If students damage or misplace the lock, they will have to be fully responsible for any costs incurred.

c.   Students must use their own school email address **xxx@students.edu.sg** to register as a new user or as existing user of school locker. Students must also indicate their 2025 Class and Register Number (at the Matrix Number column) when booking their new lockers.

d.   2025 Sec 2 and 4 students will be informed of their 2025 class and register number by 27 Nov. They may register for their new lockers from Dec 1 – Dec 15. Students may start to use their assigned lockers from 8 Jan 2025.

e.   2025 Sec 3 students may register for their new lockers from 27 Dec as the school will need more time to finalise the 2025 classes and register numbers due to the Sec 3 Subject Combination Exercise. The school will inform all Sec 3 students of their new class and register number by 27 Dec. Students may start to use their lockers from 8 Jan 2025.

~ Please turn over page for step-by-step guide ~

<h1 style="text-align:center"><u>Guide on Rent-a-Locker Online Application`</u></h1>

Go to www.rent-a-locker.com and login as existing user or click "Register as a New User"

Register using **Student's Email** xxx@students.edu.sg under **"Email (UserID)"**

Click on **"Register"** and you will receive an email for activation of your account.

Once activation is successful, you may proceed to book and pay for a locker as follows:

1) Log in your registered account

2) Click on **"My Booking"** and **"ADD A NEW BOOKING"**

3) Step 1: Select a Booking Period then click on **"Next"**

   Step 2: Click on student's **Class in 2025** under **"Location"**

   Step 3: Confirm the information below and proceed to **"Payment"**.

   - Client: 'Punggol Secondary School'
   - Location: 'Class'
   - Cluster: 'Classroom Location'
   - Locker Size: 'Small'
   - Period: 'Academic Year 2025: 01/01/2025 to 31/10/2025'
   - Booking Amount ($): **26.00**

   (Please take note that once booking is confirmed, the system is unable to accept changes)

You are then connected to the eNets website for payment.

eNets will send you an email notification of your transaction status after you click on **"Submit"**

Check student's email for confirmation of payment. If payment fails, please log in your account and go to **"My Booking"** to make payment for this booking. Unpaid booking will automatically be cancelled <u>after 3 days</u>. Do not click **"ADD A NEW BOOKING"** as you already have a booking pending for payment.

Once a locker has been paid and allocated, you will be notified via student's email.

For any enquiries on online locker booking, please click **"Support"** in the rent-a-locker website, call Kaichi Spacemaster Pte Ltd at 62820868 or email to admin@rent-a-locker.com