

ECS Student Locker Instructions:

1. Go to the *ECS home page* <http://www.ecs.csus.edu/>
2. Click on “*ECS Quick Links*” button on the page.
3. Select “*ECS Locker Checkout*” from the drop-down menu.
4. The form will download and open in Adobe Acrobat®. If Adobe Acrobat® is not loaded on your system you can download it from here <https://get.adobe.com/reader/>. Please read all screen prompts carefully to install this free product.
5. If the form does not open in Adobe Acrobat® save the form to the local computer by right clicking the “*ECS Locker Checkout*” link and selecting save as. Once the form is saved locally you can double click to open it in Adobe Acrobat®.
6. Fill out the form. You must agree to abide by the terms of the agreement before the fill-in of the form fields is possible.
7. Print the completed form by pressing the button on the form.
8. Sign the printed form. Only current forms downloaded from the “*ECS Quick Links*” will be accepted.
9. Bring to the ECS Tech Shop in Santa Clara Hall (SCL1251), all of the information required below. **The required paperwork must be submitted in person for approval.**
 - a. the **completed form**
 - b. your **photo ID**
 - c. **proof of current enrollment in the College of Engineering and Computer Science or membership in an ECS club**
10. Once approved, a locker with a combination lock will be assigned to you.

NOTE: Lockers are available on a first come, first serve basis, while lockers are available.



ECS Student Locker Terms of Use:

1. ECS Lockers are available for check-out and use by ECS students or members of ECS affiliated student organizations **only**.
2. Neither ECS nor CSUS are responsible for lost or stolen items (*including locks*).
3. Proof of current enrollment along with the expected year and semester of graduation are required. (*Lockers can be checked out for the expected duration of your enrollment in the College of Engineering and Computer Science*).
4. ECS Student Club members may check out a locker for club purposes for a period of one year (*two semesters*).
5. I agree to vacate the locker immediately upon graduation, if I leave the College of Engineering or, if I leave the ECS club that sanctioned the locker checkout.
6. Any personal materials left in the locker after the authorized checkout period will be considered abandoned and ECS personnel are authorized to dispose of said materials.
7. I will not remove or substitute the ECS owned lock that was issued with the locker from the locker (*see #8*). Any non-ECS locks will be cut off from the lockers immediately and the contents removed. The locker will be considered abandoned by the current registered user and will immediately be made available for general checkout.
8. Should I lose the ECS owned lock that was provided with the locker for any reason, including theft, I agree to pay a \$10 lock replacement fee. I understand that a **HOLD** will be placed on my student records until I return the ECS provided lock or I pay to replace it. I may obtain a new ECS owned lock by paying for the lost one, but the same rules will apply to the new one.
9. ECS/CSUS reserves the right to inspect the contents of the locker at any time.

I agree to abide by the above terms of use: _____

Print Name: _____ Student ID #: _____

Phone #: _____ E-mail Address: _____

Major or Qualifying ECS Student Organization: _____

Locker Area Selection: _____
Fall Spring Year

End Date for Locker Assignment / Anticipated Graduation Date:

Signed: _____ Date: _____

Items below this line are for official use only

Locker number assigned: _____