1. **Member Profile**

**Students, CU/BC/TC Faculty & Staff and Retirees:** Sign in by selecting “Click Here to sign in with your Columbia UNI”

**Affiliates from JTS and UTS:** Sign in by selecting “Click Here to sign in with your Columbia UNI”

**Alumnus and all other affiliate members:** Enter your email that you used when signing up for a membership in the “Email or Username” field. If unsure of password, select “Trouble signing in” to recover your account.

After the member has logged into the Member Portal, they can select their username/photo (in the top-right hand corner) to open their Member Profile.

2. **Select Family Member (if applicable)**

As a Head of Household you can select the ”For” drop down menu to select the member from this family that you want to review.

1. Personal Shopping Cart for in-process purchases.
2. Notifications Area.
3. Lockers

**View Account**

- **Personal Information**
  - Programs
  - Memberships
- **Lockers**
  - Equipment
  - Bookings
  - Facilities
  - Guest Passes
  - Multi-Visit Passes
  - Order History
  - Towel Services
  - Parking Permits
  - Invoices

Click the “Lockers Services” Tab on left side menu.
This window will display the Agreement Number, Facility, Section, Row, Locker Number, Locker Type, Start Date and End Date and Renewal Status.

Confirm all information is correct, click the renew button.

4. Adding to Cart

**LOCKER SERVICE**

12 inch Locker

- Men's General Locker Room / Main Men's Locker Room / 12 inch Locker / 102S

- Existing Agreement LS-10025 started on Tue, Sep 20 2022 and ends on Fri, Dec 23 2022

**Select Duration:**

- Spring
  - $65.00

**Date Range:**

- Membership Spring 2023

**Effective Date:**

- Sat, Dec 24 2022

**Until Date:**

- Sat, May 13 2023

**Price:**

- $65.00

Next to **Select Duration**, Click the large box (“Spring” in the example above)

*Latest available rental term should should then automatically be selected for Duration and Date Range*

**If correct date range is not displayed, click Date Range to display all available terms.**

Click “Add to Cart”

5. Checkout

Click “Checkout” and follow the prompts to complete payment of your transaction