

# Check out the Rutgers Student Package Delivery System!

Download the app!  
See instructions below.

There are **TWO** ways to receive package notifications:

EMAIL



OR



THE APP

## HOW IT WORKS:

When you receive a package, you will receive a notification providing the location and locker bank number where your item was delivered. Go to that location and choose one of the following THREE methods to retrieve your item:

1



**Enter the Pin:** Click the Enter Code Manually button on the screen and enter the collection code you received from the Package Lockers App or your email notification to begin the collection workflow.

2



**Scan the QR code:** from the Package Lockers app or your email notification with the door mounted scanner to begin the collection workflow.

3



**Unlock with the Package Lockers app:** When standing in front of the locker bank. Click the Open Locker button in the app. Your door will open, and the app will display a photo of the locker bank with your door highlighted.

To download the app, scan the appropriate barcode below or click the appropriate link to download the app onto your device:



**APPLE USERS:**  
[go.rutgers.edu/  
parcelpoint-apple](https://go.rutgers.edu/parcelpoint-apple)



**ANDROID USERS:**  
[go.rutgers.edu/  
parcelpoint-android](https://go.rutgers.edu/parcelpoint-android)

Once the app is downloaded you will need to register using the email address you receive your package notifications at and enter this authorization code **COMM\_sa9030c2** (this code is case sensitive)

As part of the registration process you will receive an email with a one-time passcode that you will need to enter into the app to complete your registration.

**R** | **RUTGERS UNIVERSITY**  
**Institutional Planning  
and Operations**

# How to Address Mail & Packages

Your Campus address is comprised of **2 components**:

## ADDRESS FORMATTING:

Student Name

**Campus Address**

City, State

Zip Code



The last 4 digits of your  
**Student ID Number**

—  
**AND**  
—



The **Campus Designator**  
for the campus you live on

## CAMPUS DESIGNATORS:

Busch = BPO Way Piscataway NJ 08854

Cook = CPO Way New Brunswick NJ 08901

Douglass = DPO Way New Brunswick NJ 08901

Livingston = LPO Way Piscataway NJ 08854

College Ave = RPO Way New Brunswick NJ 08901

## CAMPUS DESIGNATORS EXAMPLES:

Jane Student lives on College Ave campus and her student ID is 123456789

Her Address would be:

Jane Student

6789 RPO Way

New Brunswick NJ 08901



John Student lives on Busch campus and his student ID is 987654321

His Address would be:

John Student

4321 BPO Way

Piscataway NJ 08854



For questions or assistance please visit our website to view our FAQ and contact information:  
[ipo.rutgers.edu/business-services/mail-services](http://ipo.rutgers.edu/business-services/mail-services)

**R** | **RUTGERS UNIVERSITY**  
**Institutional Planning  
and Operations**