

Rutgers University Mail Services

Instructions for Students to sign up for Mail/Package Opt-In Service

1. Go to the *myRutgers* Portal (my.rutgers.edu) and click the Login button at the upper right hand side of your screen
2. Enter your NetID and password and click the LOGIN button.
3. Click the "Add Content" link on the right side of the page.
4. In the "Add Content" box, click on the Browse Channels tab.
5. Under the "Category" box, highlight "Campus Services".
6. In the "Channel" box, scroll down and highlight "Mail/Packages OPT IN".
7. Click the "Add to My Page" button.
8. Your RUID should appear under the Student Information heading. Please verify the number shown is correct.
9. Enter First Name, Middle Initial (if available) and Last Name
10. Enter Your Permanent Living Address in the Street Address, City, State (Select from the Drop Down) and Zip Code.
11. If you wish to receive notifications via text message, click the check box next to "I would like to receive text messages on my cell phone regarding package delivery", and enter your cell phone number in the Phone # field.
12. Review the Terms and Conditions, click the check box next to "I agree the Terms and Conditions"
13. Click Save

The student has now opted to utilize Mail Services for mail and package delivery.

To retrieve student mail or packages

1. The student will receive an e-mail and/or text message when mail or a package has arrived for them (based on the student's selection)
2. The student will go to appropriate interactive locker system, (the location will be listed in the email or text message)
3. The student may either swipe their ID card or enter their ID number at the locker system and sign their name on the screen.
4. The locker containing the package will open and the student may retrieve the package(s)*.

*Packages will remain in a locker for a 72 hour period. After 72 hours packages will be taken to one of the Mail Service hubs. Student who do not retrieve their packages in the 72 hour time frame will receive an email with instructions and hours of operation for the Mail Services hub where their package may be picked up.

Please have mail and packages addressed in the following manner according to campus:

Examples:

Joe Student
1234 CPO Way
Cook Campus
New Brunswick, NJ 08901

Jane Student
4321 BPO Way
Busch Campus
Piscataway, NJ 08854

Jane Student
4321 RPO Way
College Ave. Campus
Piscataway, NJ 08854

Jane Student
4321 DPO Way
Douglass Campus
Piscataway, NJ 08854

Jane Student
4321 LPO Way
Livingston Campus
Piscataway, NJ 08854