

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:

Cook Campus

Student Name
(Last 4 digits of student ID#) CPO Way
New Brunswick, NJ 08901

Busch Campus

Student Name
(Last 4 digits of student ID#) BPO Way
Piscataway, NJ 08854

College Ave/Rutgers Campus

Student Name
(Last 4 digits of student ID#) RPO Way
New Brunswick, NJ 08901

Douglass Campus

Student Name
(Last 4 digits of student ID#)DPO Way
New Brunswick, NJ 08901

Livingston Campus

Student Name
(Last 4 digits of student ID#) LPO Way
Piscataway, NJ 08854

Rockoff Hall

Student Name
290 George Street Apt(###)
New Brunswick, NJ 08901

Eastern Avenue Apartments

Student Name
(Last 4 digits of student ID#) RPO Way
New Brunswick, NJ 08901