

UPS Campus Ship Instructions

1. Go to www.campusship.ups.com
2. Sign in using: username: **SUNY Geneseo**
password: **SUNY Geneseo**
3. Select “Enter New Address” under the **Ship To** field.
4. Enter the ship to information and select “Update.”
5. Enter your name where it says “Student” under the **Shipper** field or select “Edit” next to the **Shipper** field to enter a completely new ship from address.
6. Under **Payment Information**, select “credit card.” *Note: credit/debit cards are the only forms of payment allowed to utilize this service.*
7. Under **Shipment Information**, select the **Service, Packaging, Number of Packages and Package Weight**. *Note: Mail Services has UPS packaging supplies for small packages and a scale to weigh your package if needed. The weight of your package is not needed if you are using UPS letter packaging. It is needed for all other forms of packaging. You are required to provide your own packaging for any large packages.*
8. Enter your name under **Student Name**.
9. Select “Preview Shipment.”
10. Select “Enter New Credit Card.”
11. Enter your credit/debit card information and your billing address, then select “update.”
12. Select “Next.”
13. Preview your shipment to make sure all of the information is correct, then select “Ship Now.”
14. Select “View/Print” to print the label for your package. *Note: You can also select the box next to receipt if a receipt is desired.*
15. Print the label to any printer that is convenient for you. *Note: The two computers in the Mail Services lobby are networked to a printer in the COPA, College Union Room 130. If you are using these computers to send your package, you will need to go the COPA printers to get your label after you have selected to print it.*
16. Fold the label on the piece of paper at the dotted line per the instructions on the label and adhere to your package. *Note: Mail Services has UPS pouches and other packaging supplies if needed.*
17. Drop the package off in the UPS drop-off box in the lobby of the College Union Mailroom. The pick-up time for outgoing packages is Monday-Friday 3:00pm. *Note: If the package is too large to fit in the drop-off box, please bring it to the customer service counter at the College Union Mailroom or to the UPS Store in Geneseo.*