Manager: Frank Kinard

Hours of Operation: Monday – Friday 8am – 5pm

Phone: (206) 281-2077

http://www.spu.edu/depts/mcs/
Accessing Your Mailstop Number and Combination on Banner

1) Point your web browser to the SPU Homepage <http://www.spu.edu>
2) Log-in to the Banner Info System
3) Click on “Computer Resources Menu (MARS)”
4) Click on “Manage Your Computer Resources (Windows Domain, Netstore, Email, and more)”
5) You should see this:

Opening Your Mailstop

1. Turn Left at least 4 turns and stop at the first number.
2. Turn Right passing the first number once and stop at the second number.
3. Turn Left and stop at the third number.
4. Turn Right until the lock catches and pull door open.

Receiving Mail and Packages at SPU

Students may receive mail and packages while they have a mailstop number at SPU. Mail may be picked up from your mailstop anytime, while packages and oversize letters may be retrieved from Mailing Services (in Lower Marston Hall) during our normal hours of operation. You will be notified through your SPU email account when we receive any packages for you.

The delivery speed of your mail and packages relies both on correct addressing, and the type of service used to send them. Mail and packages are processed and available on the same day they are received by Mailing Services, if properly addressed. Correct addressing would appear as follows:

your name
Mailstop _____ 3307 3rd Ave W
PO Box 79011
Seattle Pacific University
Seattle WA 98119-7911

Mail incorrectly addressed may be delayed. Therefore we ask that you notify all correspondents of your complete address. Feel free to direct any and all address questions to our staff.