



Seattle
Pacific
UNIVERSITY

Engaging the culture,
changing the world.

**MANAGER:
FRANK KINARD**

**HOURS OF OPERATION:
MONDAY – FRIDAY
8AM – 5PM**

**PHONE:
(206) 281-2077**

<http://www.spu.edu/depts/mcs/>



MAILING SERVICES
Provided By **IKON**

3307 THIRD AVENUE WEST
SUITE 312
SEATTLE, WA 98119-1950



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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:



Seattle Pacific University
Banner Information System

Search SITE

[[Main Menu](#) | [Student Menu](#) | [Employee Menu](#) | [Personal Menu](#)]

Manage Computer Resources

Resource Names

Name	Resource Types	Action
Your Name	Email account , Network Storage Space , Windows Network account	Change
xxxx-x	Mailstop	Change

Click on

Resources

Name : Preferred Windows Network account

[[Reset password](#)]

- 6) And then you will see:

Name: Preferred Network Storage Space

All SPU employees and students are provided 25Mb of network hard drive space, allocated between their NetStore and WebSpace. NetStore is a confidential network folder for storing important (backup) copies of personal files and documents. The NetStore resource is dependent upon the Windows Network account. Additional details on NetStore are accessible from the main resource links on the CIS Home Page at <http://www.spu.edu/CISHelpDesk>.

This is your
Mailstop
Number

xxxx-x: Mailstop

Temporary password: XX-XX-XX

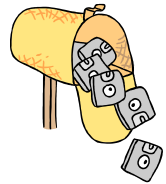
This password was last reset on 09/23/2003 by Resource Administrator -- MARS (Oracle account; see CIS)

This is the address of your mailstop, which is located in the SUB. The number before the dash is the address of the box, while the number after the dash (either 1 or 2) indicates whether you are the first or second person assigned to the mailstop.

Only include the first number in the address you give to friends and family.

This is your
Mailstop
Combination

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.