

Your Mailing Address:

All incoming US Postal Service Mail
Should be addressed as follows:

YOUR NAME
Student PO BOX #
St. John's University
Collegeville, MN 56321

All incoming items from other couriers
(Ex: UPS, FED EX, Speedee, DHL etc)
Should be addressed as follows:

YOUR NAME
2746 Sexton Drive
Student PO BOX #
St. John's University
Collegeville, MN 56321

To Look Up/Obtain Your PO Box & Combo:

1. Log onto the **CSB/SJU homepage** (www.csbsju.edu).
2. Click **Tools** on the top of the homepage.
3. Click **Banner Web Self Service**.
4. Click **Enter Secure Area (SJU Students)** and log in with your **Banner ID Number and Web Security Code (WSC)**.
5. Once inside the main menu of Banner click on **Personal Information**
6. Inside the Personal Information menu click the link **View Addresses and Phones**.
7. Inside here you should find your **PO Box number with the combo** listed below it. Please note the combo is shown in the form 999999 and should be read as 2-digit numbers 99-99-99.

INSTRUCTIONS FOR OPENING COMBINATION LOCKS FOR STUDENT MAILBOXES

Turn dial to the **left**, a few times (to clear), **stopping** when first combination number is aligned with the index.

Turn dial to the **right**, **passing** your first combination number, and then **stopping** when the second combination number is aligned with the index.

Turn dial to the **left**, **stopping** when the third combination number is aligned with the index.

Slowly turn to the **right** to open.

Your Address

- All SJU student mail is delivered to your P.O. BOX, not your dorm room.
- DO NOT have mail addressed to your dorm, it will be delayed.
- Notices will be given for items too large for your box.
- These items may be picked up at the Campus Mail Center Office window during regular office hours.
- A picture I.D. and signature are required.
- Notices are e-mailed from sjumail@CSBSJU.EDU.
- Packages must be picked up within 1 month