

## 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](mailto:sjumail@CSBSJU.EDU).
- Packages must be picked up within 1 month