

Check out the Rutgers Student Package Delivery System!

Download the app!
See instructions below.

There are **TWO** ways to receive package notifications:

EMAIL



OR



THE APP

HOW IT WORKS:

When you receive a package, you will receive a notification providing the location and locker bank number where your item was delivered. Go to that location and choose one of the following THREE methods to retrieve your item:

1



Enter the Pin: Click the Enter Code Manually button on the screen and enter the collection code you received from the Package Lockers App or your email notification to begin the collection workflow.

2



Scan the QR code: from the Package Lockers app or your email notification with the door mounted scanner to begin the collection workflow.

3



Unlock with the Package Lockers app: When standing in front of the locker bank. Click the Open Locker button in the app. Your door will open, and the app will display a photo of the locker bank with your door highlighted.

To download the app, scan the appropriate barcode below or click the appropriate link to download the app onto your device:



APPLE USERS:
[go.rutgers.edu/
parcelpoint-apple](https://go.rutgers.edu/parcelpoint-apple)



ANDROID USERS:
[go.rutgers.edu/
parcelpoint-android](https://go.rutgers.edu/parcelpoint-android)

Once the app is downloaded you will need to register using the email address you receive your package notifications at and enter this authorization code **COMM_sa9030c2** (this code is case sensitive)

As part of the registration process you will receive an email with a one-time passcode that you will need to enter into the app to complete your registration.

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**Institutional Planning
and Operations**

How to Address Mail & Packages



A properly formatted campus mailing label looks like this:

Student Name
Campus Address
City, State, Zip

IF YOU RESIDE IN:

Ruth Bader Ginsburg Hall (RBG)

First & Last Name
15 Washington St, Apt. XXX
Newark, NJ 07102

Talbot Hall

First & Last Name
101 Bleeker St, Apt XXX
Newark, NJ 07102

Honors Living Learning Community (HLLC)

First & Last Name
48 New St, Apt. XXX
Newark, NJ 07102

Woodward Hall

First & Last Name
91 Bleeker St
Newark, NJ 07102

University Square

First & Last Name
155 University Ave, Apt. XXX
Newark, NJ 07102

180 W. Market St

First & Last Name
180 W. Market St, Apt. XXX
Newark, NJ 07103



For questions or assistance please visit our website to view our FAQ and contact information:
ipo.rutgers.edu/business-services/mail-services



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