



Dear Student,

Accessing your **Mailstop Number** and **Combination** is **easy!**

All you do is:

1. Log into the Banner Info System with your SPU Username and Password
2. Click Personal Menu
3. Select Personal Information Menu
4. Choose the link View Mailstop

#### View Mailstop

[Home](#) > [Personal Menu](#) > [Personal Information Menu](#) > [View Mailstop](#)

**Your Mailstop is:** 2311

**Your Combination is:** XX-XX-XX

[Computer Accounts Menu](#) ■ [Parking and Commuting Menu](#) ■ [Personal Information Menu](#) ■ [Emergency Alert System](#) ■  
[Emergency Contact Information](#) ■ [Privacy Settings](#) ■ [White Pages Directory](#) ■ [Campus Calendar Event Management](#)

To open your Mailstop:

1. Turn left at least four turns. 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. Pull door open

If you have any mailing questions please contact our staff.

— Mailing Services