



WSSU
WINSTON-SALEM
STATE UNIVERSITY

**YOUR MAIL.
OUR PRIORITY.**

We've Got You!



WSSU MAIL CENTER SERVICES

We're here to make sure you stay connected.



WHERE TO PICK UP MAIL & PACKAGES

Mail Center – Cleon F. Thompson Jr.
Student Services Center G09

Lobby Hours

Monday-Friday 8:00 AM – 9:00 PM
Saturday-Sunday 9:00 AM – 8:00 PM

Service Counter Pickup Hours

Monday-Friday 10:30 AM – 4:30 PM



HOW YOU'LL KNOW YOU HAVE MAIL

You'll receive an email
notification when a letter
or package arrives at the
on-campus facility from
the Mail Center.

**Be sure to check your
inbox regularly!**



INCOMING MAIL

**How should incoming
mail/packages be
addressed to you?**

Student Name (full
government name)
601 S. Martin Luther King Jr. Dr.
Mail ID# A0000
Winston-Salem, NC 27110

HOW TO ACCESS YOUR MAIL ID#



- 1 Log in to Banner Rams Online.
- 2 Click on Student Service Dashboard.
- 3 Click on Student Service Dashboard again.
- 4 Under Student Records go to Personal Information.
- 5 Click on Personal Information.
- 6 Navigate to address and students should be able to see their Mail ID# under Campus Post Office Box. The number is alpha numeric and will be 5 characters.

HOW TO USE AUTOMATED LOCKERS

Although you'll receive an email notification with instructions on how to pick up your packages, below is a quick guide.

- 1 Receive Email Notification.
- 2 Go to specific LockerBank location according to your email instructions.
- 3 Log in at the LockerBank using one of the following methods:
 - Manual PIN code
 - QR code
- 4 The locker bank will capture an image, you'll sign for your package(s) and a locker door will open. Retrieve the package(s) and make sure to close the door. Please do not leave trash in lockers.



Note: Your package pickup window will expire after 24 hours.
When your package pickup window expires, your package will be pulled from the locker for pickup at the service window.



IMPORTANT REMINDERS



- Mail/packages must be picked up within 14 business days, or it will be returned to sender.
- Please do not ship mail or packages more than one week before arriving on campus.
- Delivery confirmation from couriers (UPS, FedEx, Amazon, USPS) does not mean your package is ready. Wait for an email from the WSSU Mail Center, which may take up to 24 hours after delivery.



- Flowers or perishables must be picked up within two days or they will be discarded.



STAY CONNECTED.

We've Got You!



QUESTIONS?



We're here
to help!



mailcenter@wssu.edu



336-750-2785