Demographic Information

Mail stops are established through Distribution Services. The Budget Manager, Director, VP or designate initiates contact with the Manager of Distribution Services to receive information regarding the delivery chargeback fee and to provide chart field information. Once this is all agreed upon, the Manager of Distribution Services, Administrative Services or Director of Administrative Services can create the mail stop in Campus Connection (For security reasons, these steps will not be shown.)

It is up to each employee to update their own mailstop information using the Demographic Portfolio tab in Campus Connection. Failure to complete this may result in a mail service delay.

This instruction can be emailed to faculty and staff upon request.

A. Login to Campus Connection
A. On the left menu bar, click on Demographic Portfolio.

B. Click Employee Campus Address.
C. From this screen, note the drop down menu options.

D. Click on the drop down arrow for the “Campus,” and select the campus from the drop down options. In this example, Lincoln Park campus is selected.
E. Once you select your campus, click the drop down arrow for a list of all the addresses located at the Lincoln Park campus. Select your building. In this example, Student Center was selected.

F. The next step is to select the floor. Click the drop down arrow for the available floors in the Student Center. In this example, the 3rd Floor is selected.
The next step is to select your office number. If your office number is not listed, select your suite number. If this is not available select N.A. In this example, "319" is selected.
H. The last drop down is the Mail Stop location drop down. Click the drop down arrow for Mail Stop options. In this example, the only mail stop options would be locations on the 3rd floor of the Student Center. Student Mail Center #317 is what I have selected.

I. Once all of your options are selected, click “Save.”
MAIL INFORMATION & PROCESS

J. If your mail stop is not listed in the mail stop location drop down. Check the “List All Mail Stops and Search” button and then click the magnifying lense to the right of the box.

K. A list of all established mail stops will appear. Note: These are in alphabetical order, If you wish to order these by Location or Building, click the column header.
L. Select the mail stop you wish to have your mail sorted to, by click on the mail stop name. In this example “Athletics” is selected. Click “Save.”

M. If the mail stop is not listed or if additional questions come up, please email

DemographicsHelp@depaul.edu