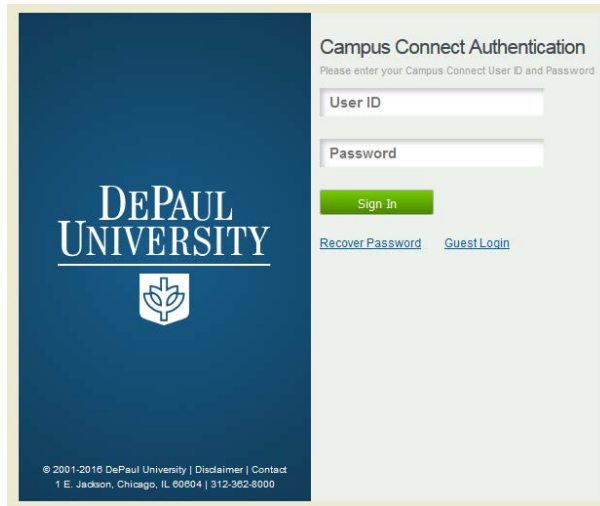
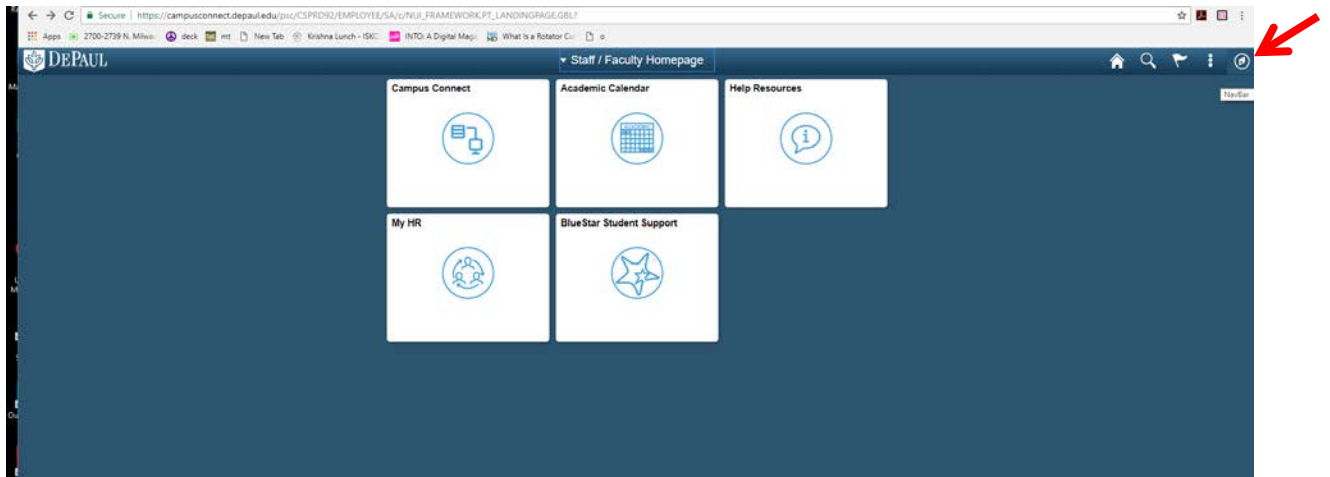


Updating your Mailstop in Campus Connect

1. Log into Campus Connect

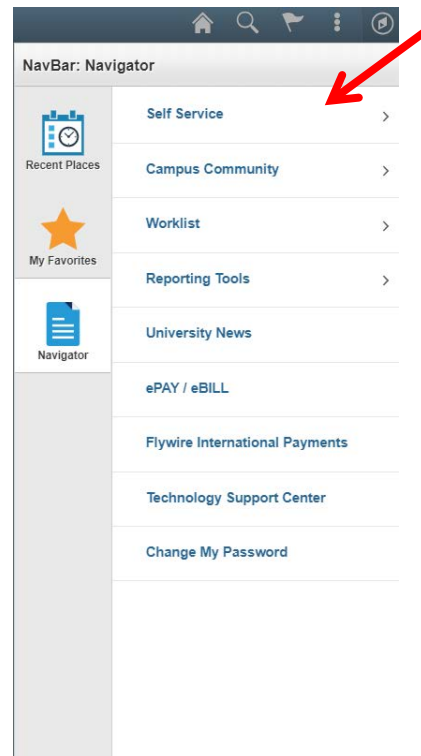


2. Select "Nav Bar" button in the top right hand corner of the screen.



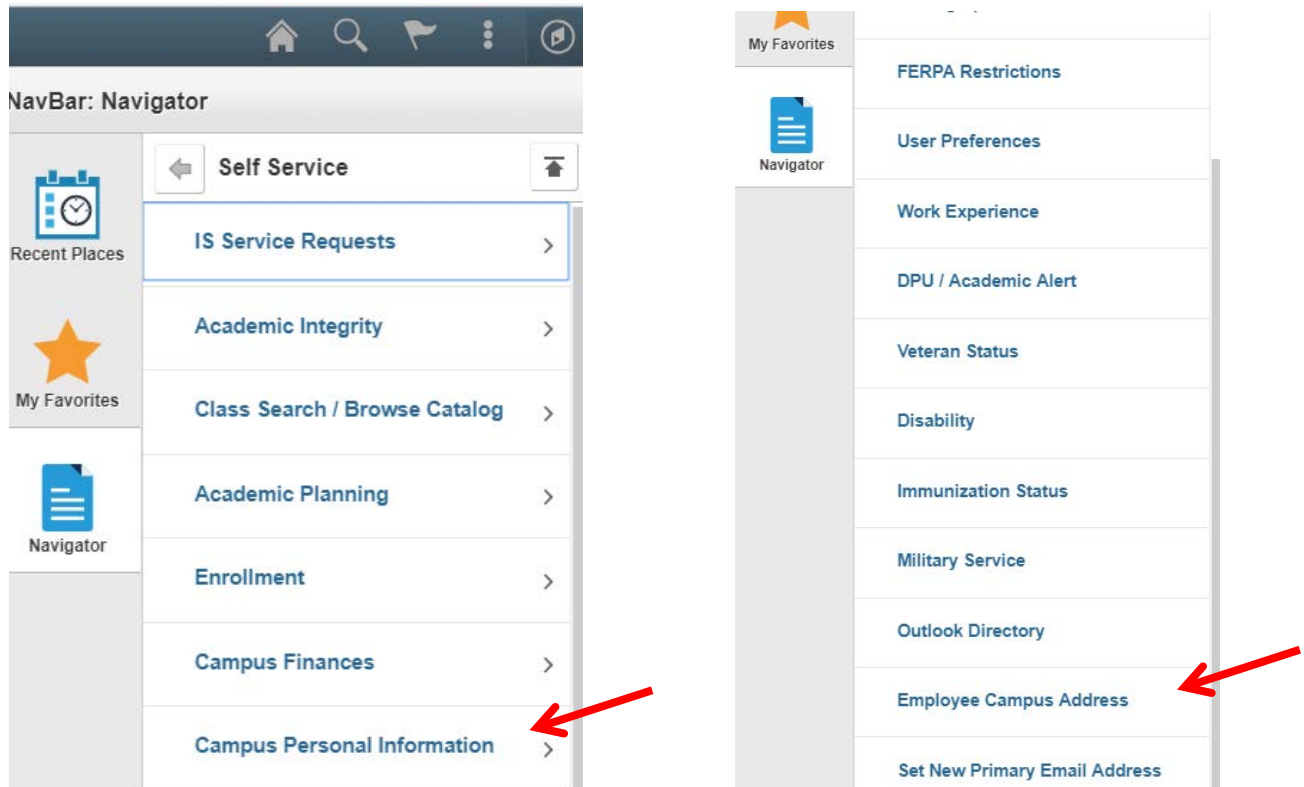
Updating your Mailstop in Campus Connect

3. Select "Navigator" followed by "Self Service."



Updating your Mailstop in Campus Connect

4. Select "Campus Personal Information" followed by "Employee Campus Address."

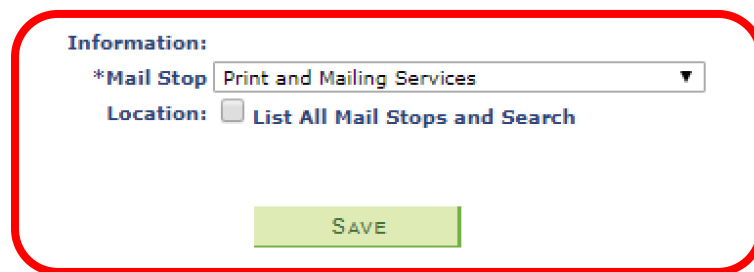


5. Use the dropdown menus to select the appropriate campus, building, floor, and office number (if applicable) where you are located.

The screenshot shows the 'Employee Campus Address' form in the Campus Connect interface. The user is identified as Bradley Herman. The form has tabs for 'Personal Information' and 'Privacy/User S'. Below the tabs are links for 'addresses', 'employee campus address', 'names', 'phone numbers', and 'email address'. The 'Employee Campus Address' section is highlighted with a red box. It contains four dropdown menus: '*Campus: Loop Campus', '*Building: DePaul Center', '*Floor: LL_Lower level', and '*Office: N.A.'. Below the dropdown menus is a text input field for the suite number with the instruction: 'Enter your suite number if you are unsure about your office number'.

Updating your Mailstop in Campus Connect

6. Use the final drop down menu to select your preferred mailstop location. If you are satisfied with your selection, click "Save." If your preferred mailstop location is not listed, see **Step 7**

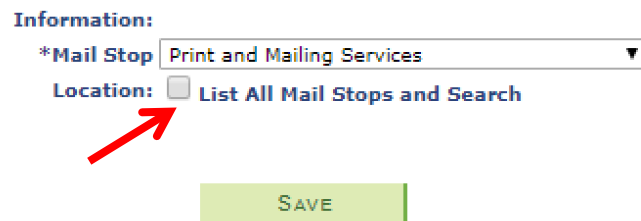


The screenshot shows a form with the following elements:

- Information:** A section header.
- *Mail Stop:** A dropdown menu with the text "Print and Mailing Services" and a downward arrow.
- Location:** A checkbox followed by the text "List All Mail Stops and Search".
- SAVE:** A green button with the text "SAVE".

The entire form is enclosed in a red rounded rectangular border.

7. If your mailstop is not listed in the "Mailstop Location" drop down menu, click "List All Mail Stops and Search" to initiate a manual search



The screenshot shows the same form as above, but with a red arrow pointing to the checkbox in the "Location" field.

The form elements are:

- Information:** A section header.
- *Mail Stop:** A dropdown menu with the text "Print and Mailing Services" and a downward arrow.
- Location:** A checkbox followed by the text "List All Mail Stops and Search". A red arrow points to this checkbox.
- SAVE:** A green button with the text "SAVE".

Updating your Mailstop in Campus Connect

8. Select your preferred mailstop location from the list. Be sure to choose the correct campus, as some departments have offices in each campus



Look Up Mail Stop Location

Search by: Mail Stop begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-158 of 158 Last

Mail Stop	Location	Building	Floor
Academic Space & Scheduling #800	LOOP	55 E Jackson	08
Accountancy and MIS - #6000	LOOP	DePaul Center	06
Adult Student Services 11th flr	LOOP	DePaul Center	11
Alumni Relations #150	LPC	2400 Sheffield	01
Anthropology	LPC	2343 Racine	01
Art Media and Design - 3rd Flr	LPC	1150 W Fullerton	03
Art Museum - 1st floor	LPC	Art Museum	01
Athletics - 1st Flr	LPC	Athletic Center	01
Barnes & Noble - Concourse	LOOP	DePaul Center	CONC
Barnes & Noble - LPC	LPC	Seton Hall	01
Biology - #118	LPC	McGowan	01
Black Diaspora - #551	LPC	SAC	05
Business Tech Center - #7122	LOOP	DePaul Center	07
CSH Advising and Student Services #400	LPC	McGowan South	04
Campus Copy Center - #106	LPC	Student Center	01
Campus recreation	LPC	Ray Meyer Rec Ctr	01
Career Center - #9500	LOOP	DePaul Center	09
Career Ctr / Acad Adv Sup #192	LPC	SAC	01
Chartwells - #125C	LPC	Student Center	01
Chemistry #100	LPC	McGowan South	01
Col of Com-Deans Offc-5100	LOOP	DePaul Center	05
Col of Science & Health Dean #403	LPC	McGowan South	04
Coleman Entrepreneurship Center #7900	LOOP	DePaul Center	07
College of Communication	LOOP	14 E Jackson	18
College of Education - #244	LPC	College of Education	02
College of Law - O'Malley 960	LOOP	Lewis Center	09
Community & Government Relations	LOOP	55 E Jackson	19
Community Outreach	LPC	2400 Sheffield	01
Comp & Digital Media #401	LOOP	CDM Center	04
Conference Services - #8003	LOOP	DePaul Center	08
Cont and Prof Ed #1010	LOOP	14 E Jackson	10
Catholic Studies/Wrld Cathism #570	LPC	SAC	05
Ctr for Comm Research / Social Science Res Ctr	LPC	990 W Fullerton	03
Ctr for Intercultural Programs #105 / Diversity Ed	LPC	Student Center	01

9. Your selection from the list will populate the "Mailstop Location" field. Once you are satisfied with your selection, click "Save"

Information:

*Mail Stop

Location: List All Mail Stops and Search

