

Mailbox Registration Steps and Form

Mailbox Registration Steps

1. Complete all eight steps of the Registration Process.
2. After completing step eight, "Verify Fee Sheet," ensure that your fee sheet says "registered." If it says "registered," screen print, print or make a copy and go to step three.

If your fee sheet does not say "registered," make an online appointment with the Student Accounts office through the [Online Student Support Center](#). You are not "registered" and a mailbox cannot be assigned at this time.

3. Complete the Mailbox Registration form below. This form is also located on the [University Mailroom website](#).
4. Email the completed form and a copy of your fee sheet showing "registered" for the current semester to MailRoomRegistration@gram.edu.
5. Login to your student account in BannerWeb to obtain your mailbox number assignment. On the "Main Menu" page, click on "Personal Information," then "View Address(es) and Phone(s) to view your mailbox assignment.
6. If your mailbox number does not appear within forty-eight hours, please contact the mailroom at extensions 2255 or 4457.
7. Please read and adhere to the [Mailroom Policies and Procedures](#) before placing mail orders.

Mailbox Registration Form

First Name: _____

Middle Initial: _____

Last Name: _____

G Number: _____

Contact Number: (_____) _____ - _____

Email Address (University): _____@gsumail.gram.edu

Enter your previous GSU Mailbox Number or check one of the boxes below.

Previous Mailbox: _____ **Do Not Remember:** ___ **Never Been Assigned a Mailbox:** ___