

UPS Campus Ship Quick Training Guide

A screenshot of the "CampusShip Login" page. At the top left is the UPS logo. Below it, the text "CampusShip Login" is displayed. Underneath, "Returning Users" is written. A welcome message says "Welcome to UPS CampusShip. To begin, please enter your User ID and Password." A note states "Note: User ID and Password fields are case sensitive." and a footnote says "* Indicates required field". There are two input fields: "User ID" and "Password". Below the password field is a link "Forgot User ID or Password". There is a checkbox for "Remember my User ID (Do not check for shared computers)". At the bottom left is a "Log In" button. On the right side, there is a language selection menu with "Select Language" and "Update Language" options.

➤ Login to UPS Campus Ship

- Type in the following URL address and save it as a favorite: <https://www.campusship.ups.com>
- Type in the **User ID /Password** sent to you from UPS via email

A screenshot of the "Create A Shipment" page, specifically the "Begin Your Shipment" section. The page has a "Package" tab selected. Below the tab is a "Help" link. The main heading is "Begin Your Shipment". A message says "Please enter your shipping information below. Required fields are indicated with *." Below this is a question: "1 Where is this shipment going?". There is an "Address Book:" section with a dropdown menu showing "Select One" and "My Location Address". Below the dropdown is the text "Helpful Univ. Purchasing Office". There is a link "or enter a new address below".

➤ Create a shipment

[1] Where would you like to Ship?

- Select your ship from location in the drop down in Address Book and enter the "Ship To" address

A screenshot of the "How would you like to ship?" section. The heading is "4 How would you like to ship?". There is a "Service:" dropdown menu set to "UPS Next Day Air" with a star icon and a link "Compare Time and Cost". Below this is a question: "Do you need additional services?". There are two checkboxes: "Send E-mail Notifications" and "Deliver On Saturday". To the right of these checkboxes are the labels "Free?" and "Yes". Below the checkboxes is a note: "Some services may require extra information. You will be able to enter the required information on the next page."

[2] How would you like to Ship?

- Select how fast you want your shipment to arrive at its destination.
- Check the Send Email Notification box only if you want UPS to send out Ship, Exception, or Delivery alerts. You will be prompted to enter your email address.
- When shipping on Friday, remember to mark package for Saturday Delivery
- Click Next

A screenshot of the "Review Shipping details" section. There is a checkbox for "Review Shipping details before completing this shipment". Below this is a message: "By selecting the Next button, I agree to the Terms and Conditions." At the bottom right, there are two buttons: "Start Over" and "Next".A screenshot of a printed UPS CampusShip shipping label. The label is oriented vertically. At the top, it says "0.0 LBS 1.0 OZ". Below this is the address: "PA 175 9-16", "4.89 LBZ (3.00 LBZ) CTR", "WRIGHTSVILLE, PA 17368-9512". There is a QR code and a barcode. Below the barcode is the text "UPS NEXT DAY AIR" and "TRACKING # 1Z 9M91701 7557 1260". At the bottom, there is a "FOLD HERE" line and a "RETURN TO" address: "590 CENTERVILLE RD, LANCASTER, PA 17601".

[3] Print

- Choose Printer to print the shipping label
- Print the label, apply it to your package or letter and drop off at the your designated UPS pickup spot.

[4] Ask for help if you need it

- UPS Account notification can be reached at EandI@ups.com
- UPS Government Support Desk can be reached at EnterpriseSupport@UPS.COM or (800) 877 - 1497



Ordering UPS Supplies (Envelopes, Boxes, Tubes, Windows)

- Choose the **Resources** Tab
- Click **Order Supplies**
- Choose Envelopes

Shipping **Resources**

[Shipping](#)

- [Create a Shipment](#)
- [Create a Return](#)
- [View History](#)
- [Void Shipment](#)
- [Process a Shipping Ticket](#)
- [Shipping Preferences](#)


General Resources

- [UPS Tracking](#)
- [UPS Locations](#)
- [Schedule a Pick Up](#)
- [Export Documentation](#)
- [Order Supplies](#)
- [Packaging Advisor](#)
- [UPS Customer Service](#)
- [Legal Agreement](#)
- [UPS CampusShip Support](#)

Select the type of supplies you want to order from the choices below

Supplies

- [Blank Forms and Tags](#)
Blank shipping forms and COD tags
[\[Looking for Preprinted Forms?\]](#)
- [Envelopes](#)
Envelopes for UPS Domestic and International shipping
- [Labels and Stickers](#)
Shipping labels and stickers to mark packages for services such as Saturday Delivery
- [Packaging](#)
Paks, boxes, and tubes for UPS Domestic and International shipping

Item	Description	Quantity	
	Appropriate for legal sized documents that cannot be folded. Use with labels from UPS Online WorldShip, Internet Shipping or CampusShip. Features a plastic window to insert the label. 0101951033 15" x 9.5"	25 Piece(s)	<input checked="" type="checkbox"/> Update Supplies Order

[Add Selected to Your Order](#)

Order Supplies

Review Your Supplies Order

1 Your supplies Order

To change quantities, select a new Quantity for each item. To remove an item, select **Remove**. To add more items, select **Continue Shopping**.

Item	Description	Quantity	
UPS Window Envelope - Legal	Appropriate for legal sized documents that cannot be folded. Use with labels from UPS Online WorldShip, Internet Shipping or CampusShip. Features a plastic window to insert the label. 0101951033 15" x 9.5"	25 Piece(s)	Remove

[Continue Shopping](#)

2 Shipping Information

We'll deliver your order to the address listed in your account information.
[Cancel/Editing Ship-To Address](#)

Contact:
 JANE DOE *
 Company or Name: HELPFUL UNIV. *
 Country: United States
 Street Address: 123 MAKEITHAPPEN ST. *
 UPS Account Number: 111AAA

City: GOOD TIME *
State: TX *
ZIP Code: XXXXX *
Telephone: 1112223333 *

Order Date: January 9, 2019

[Cancel Order](#) [Continue Shopping](#) [Submit Order](#)

Edit Ship-To Address if needed

