UNA Mailroom

• Use your **UNA Portal user name** and **password** to look up your mailbox and combination on the screen at mailroom.

• To **open** your mailbox (instruction cards available at the window):
  1. Turn to the **left** at least 4 turns, stopping at the first number.
  2. Turn to the **right**, passing the first number once, stopping at the second number.
  3. Turn to the **left**, stopping at the third number.
  4. Turn to the **right** to open!

• **Package notices** are not placed in the mailboxes until all deliveries are made. Check your box after 2 p.m. If you have a notice in your box, bring it to the mailroom window to pick up your package.

• If you are **graduating or not returning** to UNA, you must change your address at [USPS.com](http://usps.com) and also complete a change of address form with the **UNA Mailroom**.