

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](https://www.usps.com)** and also complete a change of address form with the **UNA Mailroom**.