

UPS CampusShip

The Link for UPS CampusShip is www.campusship.ups.com.

How to Change Your Ship From and Shipper Address UPS CampusShip

University Mailing Services

If you prefer to speak with someone regarding how to change your settings, please call us at 744-5323 or Donna Morris at 744-5386. Thank you.

1. Log on to the UPS CampusShip website - <https://www.campusship.ups.com>.
2. Click on “My Settings,” located on the right hand corner of the screen (See Figure 1).

UPS CampusShip™ OSU

Shipping Resources

Welcome, Jessica Stewart | [Logout](#) Administration My Settings

Shipping

Please enter your shipping information below. Required fields are shown in **bold**.

Begin Your Shipment [Help](#)

Address Information

Ship To:
My UPS Address Book
Select One
[Corporate Address Book](#)
[External Address Book](#)
[Enter New Address](#)

Shipper: [Edit](#)
Jessica Stewart
Okla State Univ
109 Printing Building
Stillwater OK 74078

Ship From: [Edit](#)
Stillwater OK 74078

Schedule a Pickup

Payment Information

Bill To:
UPS Account 7374E4

Shipment Information

Service:
Select Service

Packaging:
Select Packaging

Package 1 Weight:
(Not required for UPS Letters)
 lbs

FRS/BRS ACCT NUMBER:

Reference # 2:

Return Service:
None Selected

Print FRS/BRS ACCT NUMBER on Shipping Label as Bar Code

[Print and Save Shipping Ticket](#)

Number of Packages:
1

Package 1 Declared Value:
 USD

[Add Shipping Options](#) [Clear All](#) [Preview Shipment](#) [Ship Now](#)

Figure 1: UPS CampusShip Screen

3. On the “Manage My Settings Information” page, click on “Create New Address.” (See Figure 2).



Manage My Settings Information

Access your personal user settings: edit your profile information, change your password and set your shipping preferences.


You may also access your available address books.

Profile and Preference Settings	
UPS CampusShip Profile Information <ul style="list-style-type: none">⌘ Edit User Profile⌘ Change Password	Shipping Preferences Settings <ul style="list-style-type: none">⌘ Edit Shipping Preferences
Address Books	
Access and modify your address books here. Some functions may display only if the administrator has allowed that privilege.	
Corporate Address Book <ul style="list-style-type: none">⌘ Search Corporate Address Book⌘ Create New Address⌘ Import Addresses⌘ Export Addresses⌘ Manage Address Groups	My UPS Address Book <ul style="list-style-type: none">⌘ Search My UPS Address Book⌘ Create New Address⌘ Import Addresses⌘ Export Addresses⌘ Import / Export Status

Company Support: 405.744.5386
donna.morris@okstate.edu

Figure 2: UPS CampusShip My Settings Screen

4. Enter your department name in the **Company or Name** box, and your Address, City, State, and Postal Code in the appropriate boxes. You may also enter your phone number, though it is not a required entry (See Figure 3).
5. Click on “Save to Address Book as Shipper/Ship From address.”
6. Click on the blue “Create” button. Your information should now be saved.

Address Information Help 

Nickname:

Company or Name:

Contact Name:

Address:

City:

State/Province/County:
(US/Canada/Ireland)

(Other):

Postal Code:

Residential Address

Country:
(Countries with a * require a postal code.)

Telephone Number: Ext.:

Fax Number:

E-mail Address:

Location ID:

Consignee Billable
 Perform Detailed Address Validation
 Save to Address Book as Shipper/Ship From address

Figure 3: Address Book Entry

7. Click on “My Settings.” You will again be on the Manage My Settings Information page.
8. Click on “Edit Shipping Preferences” under the “Shipping Preferences Settings” heading (See Figure 4).

Manage My Settings Information

Access your personal user settings: edit your profile information, change your password and set your shipping preferences.

You may also access your available address books.

Profile and Preference Settings

UPS CampusShip Profile Information <ul style="list-style-type: none">Edit User ProfileChange Password	Shipping Preferences Settings <ul style="list-style-type: none">Edit Shipping Preferences
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Address Books

Access and modify your address books here. Some functions may display only if the administrator has allowed that privilege.

Corporate Address Book <ul style="list-style-type: none">Search Corporate Address BookCreate New AddressImport AddressesExport AddressesManage Address Groups	My UPS Address Book <ul style="list-style-type: none">Search My UPS Address BookCreate New AddressImport AddressesExport AddressesImport / Export Status
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Figure 4: UPS CampusShip My Settings Screen

9. The first table is “Shipping Options” (See Figure 5).


Shipping Preferences

Customizing your Preferences will save you time by remembering your most frequently used shipping options. The options you select will appear as defaults on your shipping pages. Please note that you are not required to make a selection in every category.

Shipping Options Help

Service: Select Service	Packaging: Select Packaging
My Preferred Ship From Address: My Location Address	
My Preferred Shipper Address: My Location Address	

Figure 5: UPS CampusShip Shipping Preferences

10. Under “My Preferred Ship From Address,” click on the drop down box and select your department name.
11. Under “My Preferred Shipper Address,” click on the drop down box and select your department name.
12. Scroll to the bottom of the page and click on the blue “Update” button. 
13. Return to the main screen and ensure that your Ship From Address has been updated.

If you have any problems or questions, please contact Jessica Stewart at 744-5323. Thanks for your cooperation!!