

Mailbox Registration Survey Steps

1. Log into your BannerWeb Student Account.
2. Complete all eight steps of the Registration Process.
3. After completing step eight, “Verify Fee Sheet,” ensure that your fee sheet says “registered.” If it says “registered,” go to step four.

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.

4. Click on Personal Information



5. Click Answer a Survey



6. Answer, complete and submit the survey.
7. Your mailbox number will appear within five business days on your student account. To obtain your mailbox number assignment, login to your student account in BannerWeb. On the “Main Menu” page, click on “Personal Information,” (see step 4) then “View Address(es) and Phone(s) to view your mailbox assignment.



8. If your mailbox number does not appear within five business days, please contact the mailroom at (318) 274-2255 or 4457.
9. Please read and adhere to the [Mailroom Policies and Procedures](#) before placing mail orders.

HAVE A GREAT SEMESTER!