

Looking up your campus PO Box

Students who will be living in the Central Campus residence halls will be assigned a campus PO Box number after they have been assigned a room. If you have not received a room assignment, you will not be able to access your PO Box number.

1. Log into Unify
2. Click on the “Service Apps” tab at the top of the screen
3. Click on the “Housing Application” icon (icons are in alphabetical order)
4. If the housing portal does not open, you will need to allow pop-ups for the site
5. Click the “Campus PO Box Lookup” link at the top of the screen



The screenshot shows the Georgia College Housing/Meal Plan Portal. At the top left is the Georgia College logo. Below it is a banner image of a group of seven diverse students smiling. A green navigation bar contains the following links: Home, Housing Application, Forms, Room Assignments, Campus PO Box Lookup (highlighted in yellow), and Log Out. Below the navigation bar, the page title is "Home". A welcome message reads: "Welcome to the Housing/Meal Plan Portal. To start/continue your housing or meal plan application please select the appropriate link above." Below the message are two large buttons: one with a green upward-pointing arrow and the word "HOUSING" in green, and another with the text "the MAX" in a stylized black font.

The top section of the page will show the address format for both regular mail and packages. Your PO Box number will be displayed in the middle of the page.

The screenshot shows a web page with a green navigation bar at the top. The navigation bar contains a hamburger menu icon, a red circle with the number '57', and the following links: Home, Housing Application, Forms, Room Assignments, Campus PO Box Lookup, and Log Out. The main content area has a light gray background and a yellow vertical bar on the left. The title 'Campus PO Box Lookup' is displayed in a large, bold font. Below the title, there is a paragraph of text: 'Mail and packages to students living in the Central Campus residence halls should be addressed using the following format:'. This is followed by a horizontal line and the text: 'Student's Name', 'Campus Box (campus box #)', '410 W. Greene St.', and 'Milledgeville, GA 31061'. Another horizontal line follows, with the text: 'Mail services will provide an email and text notification when mail has been received for the campus box.' Below this, the text 'Your Campus PO Box Number Is:' is highlighted in yellow. Underneath, the number '38956' is displayed in a yellow box. At the bottom of the page, there is a section titled 'Students Living at The Village Apartments' with a yellow vertical bar on the left. The text below the title reads: 'Students who will be living at the Village Apartments should visit the [University Housing](#) website to find their mailing address information.'

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