

Accessing Your CMU Student Mail Code (SMC) Mailbox

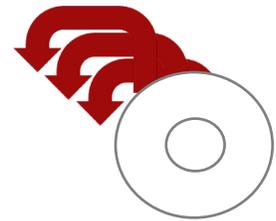
Find Your SMC Mailbox Number and Combination

- Log onto your CMU Student Information Online (SIO) page (<https://s3.andrew.cmu.edu/sio/mpa/>)
- Under the My Info tab, click "View and Update My Info."
- On the right side of the screen, find View Mailbox Number and Combination and click "View."
- Your SMC mailbox number and combination will appear.

Open Your Mailbox

When visiting Postal Services in the Cohon University Center, you will find the SMC mailboxes to the right of our main entrance, around the corner. Once you have located your mailbox, complete the following steps to open it:

- Turn the dial to the LEFT, passing the zero AT LEAST three times. Stop at the first number in your combination.



- Turn the dial to the RIGHT, passing the second number in your combination once. Stop when you reach your second number for the second time.



- Turn the dial to the LEFT and stop at the third number in your combination.



- You will feel a slight click – do not let go of the dial.

- Turn the dial to the RIGHT as far as possible. Keep holding the dial and pull the door open.

