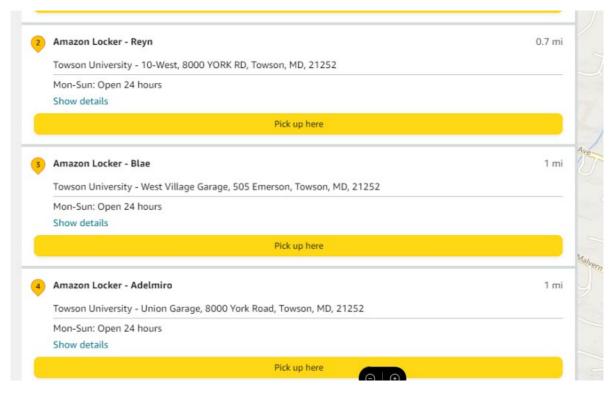
## **Towson University Amazon Locker Instructions**

Amazon self-service lockers are available on the ground floor of the Union Garage and West Village Garage. In addition, the 10 West Garage amazon self-service lockers are available next to the level P2 entrance to the right. These lockers will provide a convenient on-campus pickup location for your Amazon orders!

## How to select Locker Service for your Amazon Package at TU:

- 1. Place an order at Amazon.com through your Amazon account via website or app. At
- At checkout, under Shipping Address select "Or Pick Up near this address" and filter by "NEAREST".
  - a. It is recommended to save locker location to your Address Book on your Amazon Account if you will continue to have packages delivered as a TU affiliate.
- 3. Select one of the Towson University Amazon Locker locations where you want your package delivered. Below are the current TU locations and locker names.
  - Amazon Locker Adelmiro- Ground Level
    - o Towson University-Union Garage-8000 York Road, Towson MD 21252
  - Amazon Locker Blae-Ground Level
    - o Towson University-West Village Garage 8000 York Road, Towson MD 21252
  - Amazon Locker Reyn- next to Garage Entrance of level P2
    - o Towson University-10 West Building/Garage 8000 York Road, Towson MD 21252



Please note there are packages ineligible for locker services. For more information on locker service limitations, please visit <a href="Ineligible Locker Service">Ineligible Locker Service</a>. If any packages do not fit into the eligibility categories, then send your package to TU at 8000 York Road for processing by TU Postal Services.

## How to pick up your package at the TU Amazon Locker:

1. Once your package arrives, you'll receive an email or text notification with a unique pickup code from the carrier. Amazon Lockers are available 24hours 7 days a week, enter your code on the Amazon locker touchscreen, and grab your package!

2. Designated short-term parking spaces will be available near the lockers to allow for quick package pick-up. You must be at the lockers if you are parked in these spaces. Vehicle will need to park in the designated parking space with the below sign:



**Note:** If a TU Amazon locker is not shown after you select "Pick Up Near this Address", this means the Amazon lockers are full. You may check back later for Amazon locker availability or send your package to TU at 8000 York Road for processing by TU Postal Services.

## **Additional Information for Amazon Locker Service:**

- It's important to note that the Amazon lockers will be fully managed and operated by Amazon. For any questions or issues with the Amazon lockers, please contact Amazon's customer service team or go to <a href="https://www.amazon.com/ulp/view">https://www.amazon.com/ulp/view</a> for more information on the lockers and package delivery.
- The Amazon lockers will be available for 24 hours 7 days a week. Please monitor TU Today for updated information.

For additional information, please visit the Post Office website, email postoffice@towson.edu, or call our office at 410-704-2260.