iShip Introduction Guide

Thank you for using our new pre-shipping software called iShip. We hope that your experience is positive. If you have any questions or comments please contact the Shipping Desk. Our contact information is listed above.

Process Information

Utilize iShip to Pre-Ship Package

- Login to iShip
- Input Package Details
- Pick Service Options (Signatures, etc.)
- Pick Carrier (UPS or FedEx) and Service Level

Print Traveler™ Label and Affix to Package

Send Package to Shipping Desk

- Hand Package to Central Receiving Delivery Driver, Mail Services Delivery Driver, Call Shipping Desk for Pickup, or Deliver to Shipping Desk at 200 W Lake St. DO NOT release package to UPS or FedEx delivery driver!

Shipping Desk Processes Package

- Package is weighed, carrier label applied, released to carrier for delivery.

Utilize iShip to Track Package and View Charges

- Expecting a package? You can add your tracking number to the inbound view to see its progress!
1. To begin, please visit this web address: http://shipping.colostate.edu and click on the iShip logo.

2. This is our Login Page. Pay special attention to the Important Notices box as this is where we will post information you should know about before shipping your packages for the day.

3. Use your eID to login.
4. You may receive a warning that Pop-Ups must be enabled. You must allow pop-ups from this site for the application to function properly. Select **Always Allow Pop-Ups From This Site...**

5. It is also recommended that you add *.iship.com to your Trusted Sites list. Please contact your local IT staff if you need assistance in doing this, as some areas may restrict your ability to do this on your own.

6. The first time you login, you will need to register for iShip. Click Next > – You **MUST** be using Internet Explorer on a Windows based computer for the application to work.
7. Enter your information and click Next >. This is how packages will be addressed upon return for any reason. Please make sure that you enter your address as:

**200 W. Lake Street**

**xxxx Campus Delivery** (Replace xxxx with your Campus Delivery number)

Please make sure your Zip Code is **80523-xxxx** (Replace xxxx with your Campus Delivery number)

![Image 1]

8. Enter a valid Kuali Account #. Click Next > when done. You will receive the second window when complete. Click Done.

![Image 2]
9. You will now be taken to the iShip Desktop Shipping Station.

There is more!...Please continue on...
Price a Package

Just want a price? There are two ways you can do this.

Option A – Zip to Zip

1) On the right side of the screen, enter your destination ZIP code and the approximate weight of the package and click go!

2) This will give you a rate grid with the basic shipping cost for the weight you provided.
**Option B – Enter Package Details for More Specific Pricing Options**

1) Enter the basic destination information, the package details, and any additional shipping options (insurance, signatures, etc) then click get rates!

You can click Ship It at the bottom of that window to immediately create the shipment without having to re-enter the details!

**There is more!...please continue on.**
Ship A Package

Ready to ship your package immediately? Just click Ship It!

Enter Weight and Size
(You must approximate your weight to get prices. Your shipment will be re-weighed at the Shipping Desk and cost adjusted accordingly.)

Enter Address
You can also save it to your address book!

Enter Kuali Account Number
This is the account number that will be charged for the shipment.

Enter Shipment Options
Choose insurance, signature options, and additional e-mail addresses.

Get Rates!
Click to see your shipping cost and service level options!
Print the traveler label page. Top half is for you, cut along the dotted line and securely attach the traveler label to your package. Drop the package with a Mail Services or Central Receiving Delivery Driver, or bring the package to the Shipping Desk at 200 W Lake St.

DO NOT hand the package directly to a UPS or FedEx driver as the label you printed is for internal use only.

**Attach This Label To Your Package and Send Your Package to the Shipping Desk**

![TRAVELER™ LABEL](image)

**Track It!**

You can track your package’s progress, get updated cost information, send package information via e-mail, and reprint or void your package all from the Track It screen! Just click Track It. Click the tracking number link for detailed information!
Need Help?

There are several ways you can get information about iShip:

1) On the lower left portion of your My iShip screen, there are two links. One is for a web-based training tool and the other is a PDF Learning Guide. Both contain very helpful information on how to perform various tasks within iShip.

2) Contact the Shipping Desk by phone for immediate questions (click the Contact Support Link on the My iShip page.)

3) Contact the Shipping Desk by e-mail for routine questions (click the Contact Support Link on the My iShip page.)