

New Student Pre-arrival Delivery Service



An Easy How-To Guide

Set up an account and create a contract by following these simple step-by-step instructions on the next few pages.

Once a contract is created, ship your student's belongings to:

107 Robert Purcell
C/O New Student Pre-arrival
Cornell University
Ithaca, NY 14853

****Be sure to properly label each box with the student's name and their dorm address, as well as a batch number (1 of 1, 4 of 5, etc.)**

Finally, don't worry about moving in—the boxes will be delivered to the student's dorm room by move-in day!

1. Visit our [home page](#) to log into your account.



2. Create an account by clicking “Register” if you do not already have one.

The screenshot shows the 'ACCOUNT REGISTRATION' form. At the top, it states: 'Your browser must support cookies if you would like to use online account management.' The form fields are as follows: 'First Name' (John), 'Last Name' (Smith), 'email Address' (Johnsmith@example.org) with a note '(used only for correspondence regarding your account)', 'Phone Number' (800 - 555 - 1234), 'Address Line 1' (1001 First St) with a note '(permanent address)', 'Address Line 2' (Apt. 1) with a note '(optional)', 'City' (New York), 'State' (New York) with a dropdown arrow, 'Zip Code' (10019), 'User Name' (JSmith) with a note '(letters, numbers, and underscores only, 3 - 20 characters)', 'Password' (*****) with a note '(case-sensitive, no spaces, 5 - 20 characters)', and 'Confirm Password' (*****). At the bottom of the form are 'cancel', 'clear', and 'submit' buttons. The footer contains copyright information: '©2009 Big Red Shipping & Storage | A Division of Student Agencies, Inc.' and another 'log in' button.

3. From your Account Management page, create a new Shipping contract by clicking “Create”.

The screenshot shows the 'ACCOUNT MANAGEMENT' interface. Under 'Personal Information', there is an 'edit' button and a table of user details: Name (John Smith), Username (JSmith), email (Johnsmith@example.org), Phone (800-555-1234), Address (1001 First St, Apt. 1, New York, NY 10019). Below this are 'Storage Contracts' with 'help' and 'create' buttons, and 'Shipping Contracts' with a 'create' button. The footer shows copyright information and a 'log out' button.

4. Fill in the contract information.
** Items in RED below should be typed exactly as shown here.**
Contract Nickname should read “Pre-Arrival”.
Address should read “107 Robert Purcell, Ithaca, NY, 14853” .
Date to Ship is the date on which you will ship out your items.
Checks are not accepted for this service, only Credit Card

The screenshot shows the 'SHIPPING CONTRACT' form. Fields are filled as follows: Contract Nickname (Pre-Arrival), Date to Ship (August 3, 2009), Recipient's Name (**Your Student's Name Here**), Recipient's Address (107 Robert Purcell), City (Ithaca), State (New York), Zip Code (14853), Payment Method (credit card), Name on Card (John Smith), Card Type (Visa), Card Number (4111111111111111), and Expiration Date (12 / 2012). There are 'cancel', 'clear', and 'submit' buttons at the bottom. The footer shows copyright information and a 'log out' button.

5. View the new Shipping Contract by clicking “show”.

ACCOUNT MANAGEMENT

Personal Information [edit](#)

Name:	John Smith	Address:	1001 First St
Username:	JSmith		Apt. 1
email:	Johnsmith@example.org		New York
Phone:	800-555-1234		NY 10019

Storage Contracts [help](#) [create](#)

Shipping Contracts [create](#)

Pre-Arrival (Web Contract # 10123) [X delete](#) | [edit](#) | [▼ show](#)

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6. Click to Add Shipping Items. Add each box you shipped or plan to have shipped so that these records match our inventory.

Pre-Arrival (Web Contract # 10123) [X delete](#) | [edit](#) | [hide](#)

Shipping Date:	03 August 2010	Payment method:	credit (**** 1111)
Shipping Address:	Annie Smith 107 Robert Purcell Ithaca NY 14853	Payment processed:	no

Total: \$0.00

Shipping:	\$0.00	Insurance:	\$0.00	Fees:	\$0.00
Supplies:	\$0.00	Tax:	\$0.00	Discounts:	\$0.00

[+ Add Packing Supplies](#)

[+ Add Shipping Items](#)

[+ Schedule Shipping Item Pickup Appointment](#)

7. For *Item Details*, be as descriptive as possible.

****BRSS is not responsible for damages incurred during the shipping process.**** Note that *Insurance Value* is only for reference. It should indicate the value of the contents as specified when it was shipped out through FedEx or any other carrier.

SHIPPING ITEM

Item Type: Other Box

Item Details: Bed Bath and Beyond box, contains sheets and comforter.

Insurance Value: \$ 120

Notes:

cancel clear submit

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8. Click on “Schedule Shipping Item Pickup Appointment”.

Shipping Contracts create

Pre-Arrival (Web Contract # 10123) delete | edit | hide

Shipping Date: 03 August 2010 Payment method: credit (**** 1111)

Shipping Address: Annie Smith, 107 Robert Purcell, Ithaca, NY 14853 Payment processed: no

Total: \$0.00

Shipping:	\$0.00	Insurance:	\$0.00	Fees:	\$0.00
Supplies:	\$0.00	Tax:	\$0.00	Discounts:	\$0.00

+ Add Packing Supplies

+ Add Shipping Items

#	Type	Details	Value	Weight	Rate	Notes
1	Other Box	Bed Bath and Beyond box, contains sheets and comforter.	\$120.00	0 lbs.	\$0.00	edit delete
2	Other Box	Plain Brown Box, contains plastic drawers and clothes.	\$140.00	0 lbs.	\$0.00	edit delete
3	Other Box	Small White HP Box, contains a printer	\$89.00	0 lbs.	\$0.00	edit delete

+ Schedule Shipping Item Pickup Appointment

9. Enter the date and *approximate* time at which the student will be arriving to campus. Note that we will deliver the items ahead of this date and time, so if you are unsure, an approximation will aid our planning.

****Region** should read “New Student Prearrival**

Location should be the student’s dorm room address.

Any errors or last minute changes to room assignment should be addressed by calling our office at (607) 272-2000 x.222.

The screenshot shows a web form titled "APPOINTMENT" with the following fields and options:

- Appointment Date:** A date picker set to August 21, 2009. A note to the right says "(please give at least two days of notice)".
- Appointment Time:** A dropdown menu set to "03:00PM - 05:00PM". A note to the right says "(appointment will begin at some time within the timeslot)".
- Region:** A dropdown menu with "New Student Prearrival" selected. A note to the right says "(select the closest option)".
- Location:** A text input field containing "1001 Balch Hall". A note to the right says "(e.g. dorm name or street address)".
- Phone Number:** Three input fields containing "800", "555", and "1212". A note to the right says "(where you can be reached during the appointment)".
- Notes:** A large empty text area. A note to the right says "(e.g. specifics about your location, timeslot, etc)".

At the bottom of the form are three buttons: "cancel", "clear", and "submit".

At the bottom of the page, there is a footer: "©2009 Big Red Shipping & Storage | A Division of Student Agencies, Inc." on the left, "logged in as JSmith" in the center, and a "log out" button on the right.

10. You're finished making the contract. Please check to make sure all information is accurate, and modify as needed.

Shipping Contracts
create

Pre-Arrival (Web Contract #10123)

[✖ delete](#) | [✎ edit](#) | [▲ hide](#)

Shipping Date: 03 August 2010	Payment method: credit (**** 1111)
Shipping Address: Annie Smith 107 Robert Purcell Ithaca NY 14853	Payment processed: no

Total: \$0.00

Shipping: \$0.00	Insurance: \$0.00	Fees: \$0.00
Supplies: \$0.00	Tax: \$0.00	Discounts: \$0.00

+ **Add Packing Supplies**

+ **Add Shipping Items**

#	Type	Details	Value	Weight	Rate	Notes
1	Other Box	Bed Bath and Beyond box, contains sheets and comforter.	\$120.00	0 lbs.	\$0.00	✎ ✖
2	Other Box	Plain Brown Box, contains plastic drawers and clothes.	\$140.00	0 lbs.	\$0.00	✎ ✖
3	Other Box	Small White HP Box, contains a printer	\$89.00	0 lbs.	\$0.00	✎ ✖

✎ **Shipping Item Pickup Appointment**
✖

Status: unconfirmed	Region: New Student Prearrival	Notes:
Date: 21 August 2009	Location: 1001 Balch Hall	
Timeslot: 03:00PM - 05:00PM	Phone: 800-555-1212	

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logged in as JSmith
log out