SAT School Day

UPS Online Self-Service Overview
Step 1: Go to www.ups.com and click “Shipping” on the tabs listed in the brown header.
Step II: In the drop down that appears when clicking “Shipping” look under the “New Shipments” column for “Schedule a Pickup”
Step IV: Begin to enter pickup information as indicated below.

NOTE: The labels are prepaid and should not incur additional charges. If you cannot locate your label, please contact Customer Service.

Select here “Yes”

This needs to be filled in with all available labels provided to your school. Do not add spaces in the tracking number, it should just be numbers and letters.

Fill out all fields indicated by “*” asterik
Step IV Continued: Complete required pickup information.

This should be equivalent to the total number of boxes in your shipment.

Choose the UPS Domestic Service type listed on your label from the dropdown menu.

Select “No” here. This question refers to the weight of a single package rather than the total weight of the shipment. If prompted to select a UPS Service, choose the UPS Domestic Service type listed.

Note: This is an estimated pickup window, it is suggested you set a larger window to allow for flexibility. Your pickup should be scheduled for NO LATER THAN ONE DAY AFTER THE EXAM.

It is recommended you select “Front Door” and have the packages ready for pickup at the front desk.

Once all required pickup information has been completed, click “Next”.

Click here and add a mobile device number or email address if you wish to receive updates on the status of your pickup request.
Step V: Verify pickup request details and edit any incorrect information.

Select Next if all information is correct.
Step VI: Save your Pickup Request Number along with all tracking numbers used for your records.