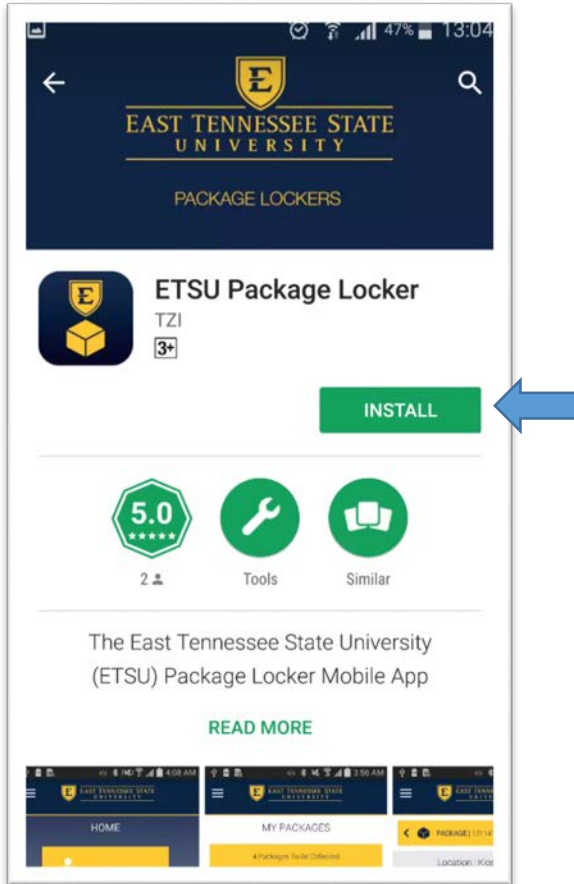


## Instructions for installing ETSU Package Locker App for Android devices

Welcome to the new ETSU Package Locker App, below are the steps to setup the App on an Android Device

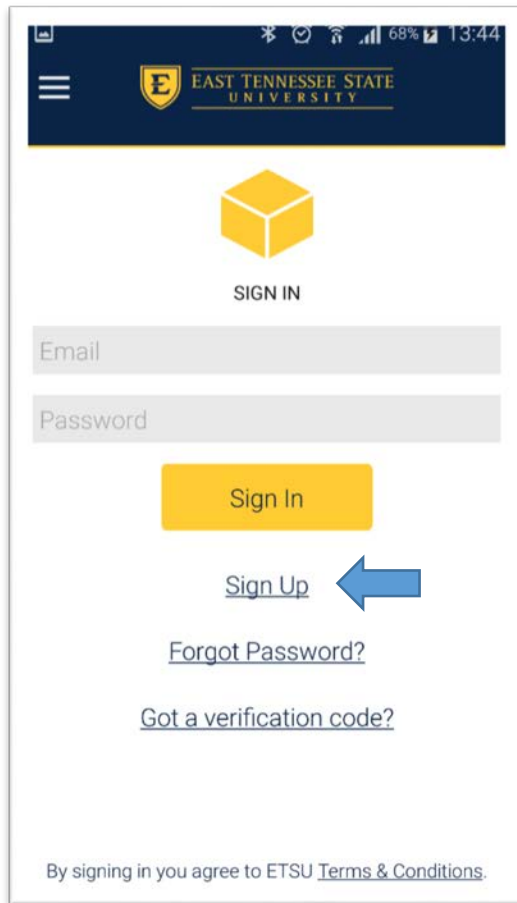
In the Google Play search for “etsu package”

Download and open the “ETSU Package Locker” App



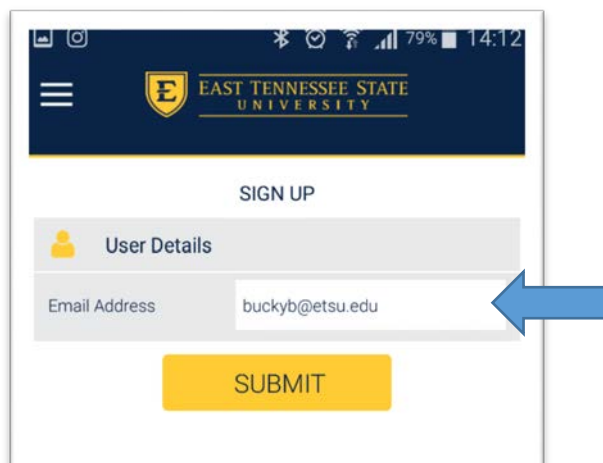
## Instructions for installing ETSU Package Locker App for Android devices

In the App click the link titled “Sign up”



By signing in you agree to ETSU [Terms & Conditions](#).

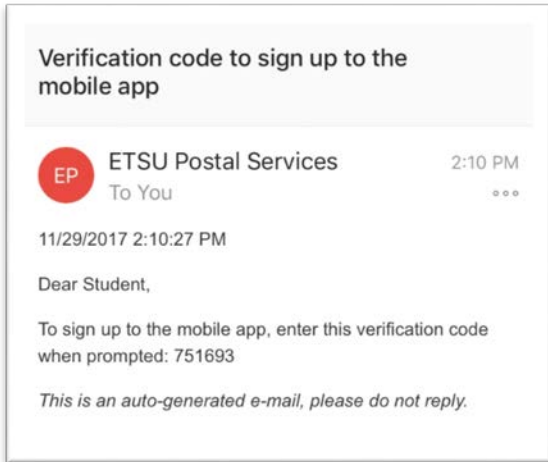
Enter your ETSU email address: Example- [buckyb@etsu.edu](mailto:buckyb@etsu.edu)



Click “Submit”

You will receive an email titled “Verification code to sign up to the mobile app” Below is an email example

## Instructions for installing ETSU Package Locker App for Android devices



Get the number from email and enter in the next screen.

79% 14:12

**E** EAST TENNESSEE STATE UNIVERSITY

SET PASSWORD

Verify Your Account

Email Address

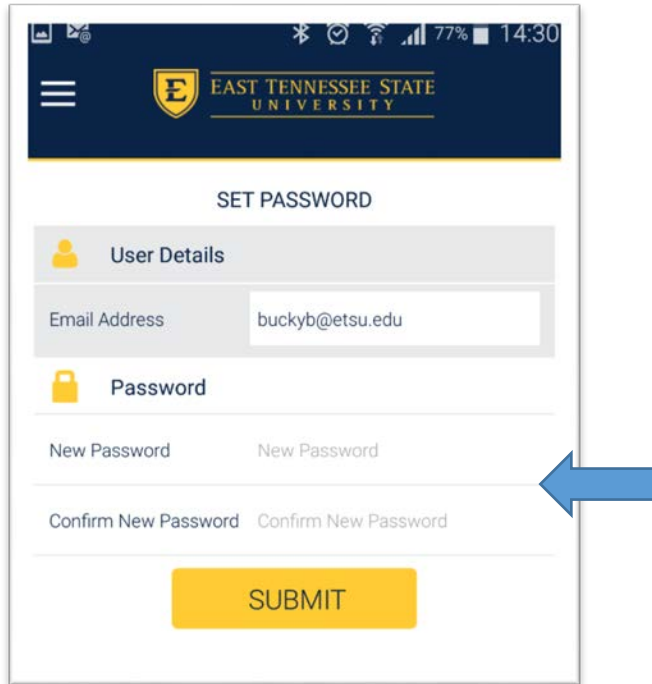
Verification Code

SUBMIT

After entering the verification code you will be directed to a page similar to below:

You may enter any password of your choosing, it does not need to match your ETSU password

## Instructions for installing ETSU Package Locker App for Android devices



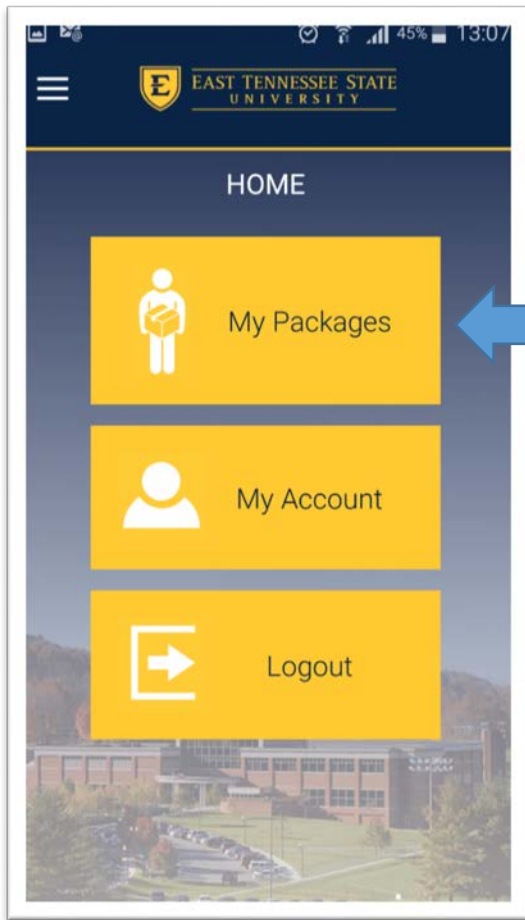
The screenshot displays the 'SET PASSWORD' screen of the ETSU Package Locker App. At the top, there is a dark blue header with the ETSU logo and the text 'EAST TENNESSEE STATE UNIVERSITY'. Below the header, the title 'SET PASSWORD' is centered. The screen is divided into two main sections: 'User Details' and 'Password'. The 'User Details' section contains an 'Email Address' field with the value 'buckyb@etsu.edu'. The 'Password' section contains three fields: 'New Password', 'New Password', and 'Confirm New Password'. A yellow 'SUBMIT' button is located at the bottom of the screen. A blue arrow points to the 'Confirm New Password' field.

Click "submit" after you are satisfied with your password

## Instructions for installing ETSU Package Locker App for Android devices

After submitting your new password, you should be directed to the App homepage shown below:

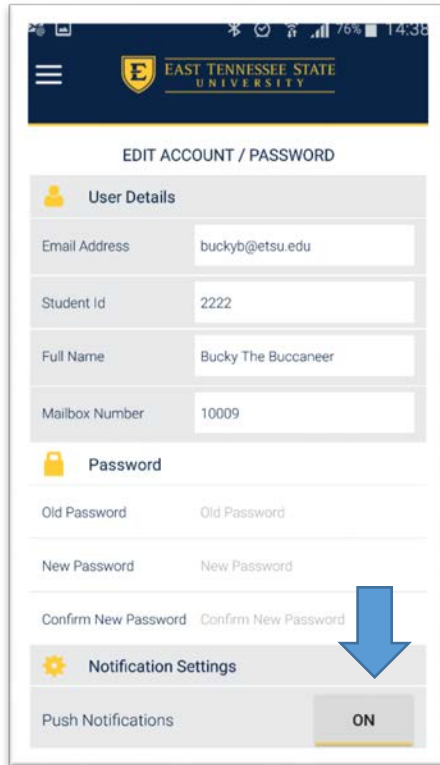
If not directed to the homepage, sign in with your new username and password that you have just created



Once you receive a package you will still receive the usual ETSU email from “ETSU Postal Services” or you can opt to receive “Push notifications” directly via the App

To activate the “Push notifications” select “My account” the home page. Then at the bottom of the screen toggle “Push Notifications”

## Instructions for installing ETSU Package Locker App for Android devices

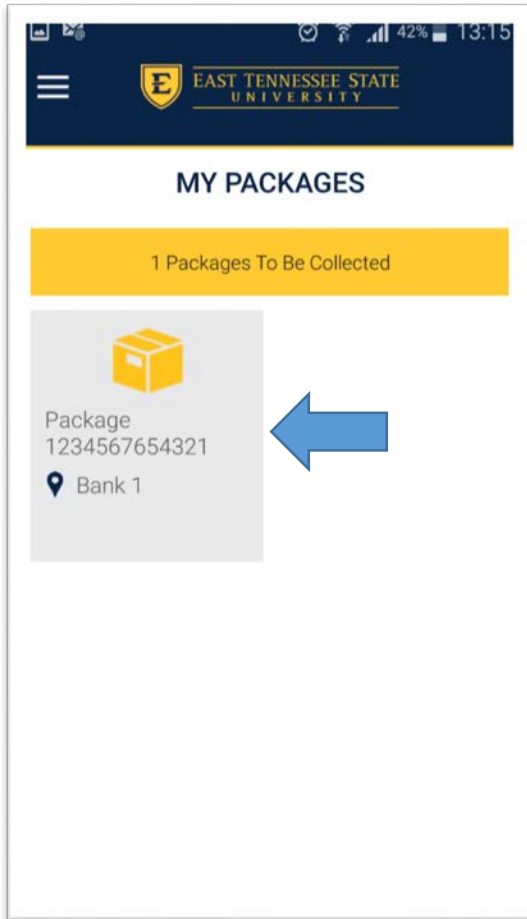


Once you receive that email you will be able to press the “My Packages” icon on the App home screen, you will then be directed to the package screen



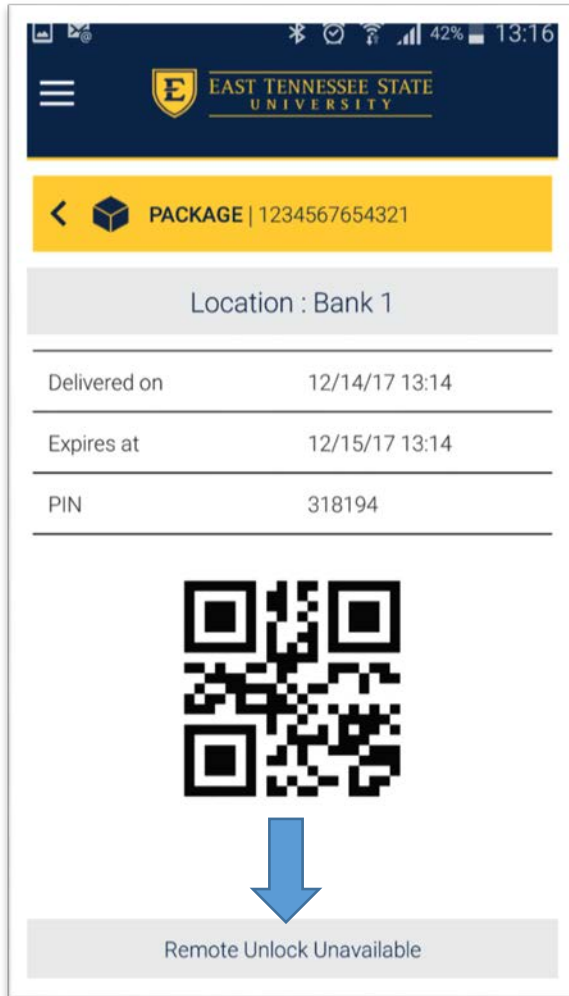
- You can now press the “Package” icon which will direct you to the pickup screen

## Instructions for installing ETSU Package Locker App for Android devices



## Instructions for installing ETSU Package Locker App for Android devices

As usual you may enter the “Pin” number provided, swipe your ETSU ID, or with our new App you can use “Remote Unlock”



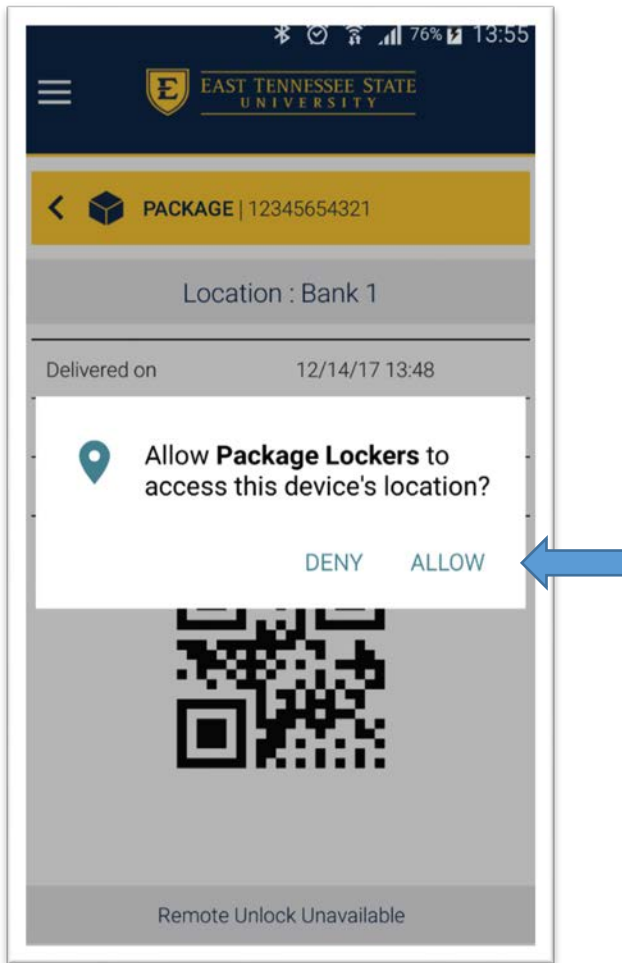
Above you will notice “Remote Unlock” is unavailable; this can happen for two different reasons:

1. You are more than 8 feet away from the locker console
2. You have your location services disabled in general or for the application
3. You have your Bluetooth disabled in general or for the application



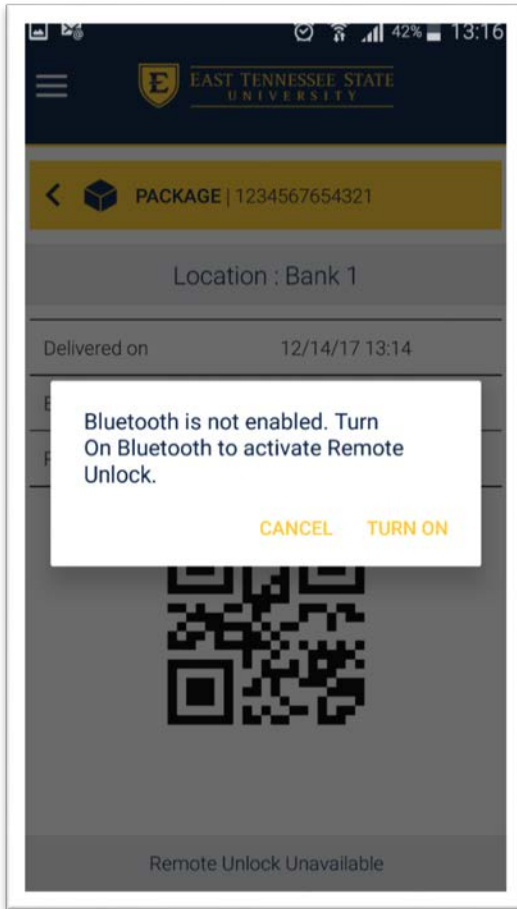
## Instructions for installing ETSU Package Locker App for Android devices

In the first visit to the package detail, App will ask for permission from you to have access to the device location. Please allow the access:



If Bluetooth is not enabled, the App will ask you to turn it on. You can turn Bluetooth on from the App directly.

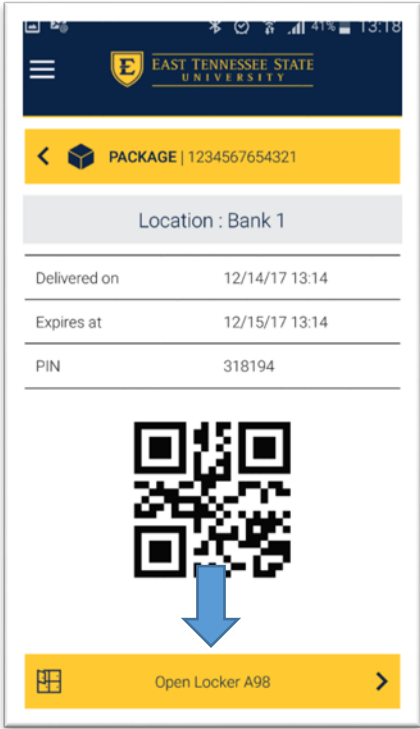
## Instructions for installing ETSU Package Locker App for Android devices



“Remote Unlock” should now be available and will show the button “Open Locker” at the bottom of the screen

Tap “Open locker” and the locker with your package will then open

**Instructions for installing ETSU Package Locker App for Android devices**



The locker door will then open and you will now receive a message saying: "Locker is now opened please collect your package(s) and close the locker door."

