**EZ Package Tracking Procedure for Campus Customers**

Campus Mail Services (CMS) receives hundreds of packages per day. Due to the high volume of phone calls for package inquiries and the availability to track packages online since March, 2010 CMS staff will no longer track packages for you over the phone. If you need to track a package please use the Campus Mail Services internal package tracking website.

Locating a package on campus is simple with the CMS package tracking system. Please follow the link to our tracking website: <http://tracking.dfm.uidaho.edu/enterprise/default.asp> In the ***Quick* Item ID Search** field. *(The* ***top*** *field in the lower left hand corner.)* Type in or copy & paste your tracking number. *(If you have several numbers… only type in one at a time.)* Click on the Search Button and the internal UI tracking information will appear to you for that particular package.

Item history will be at the bottom of the page and show:

* RECEIVE - your package has been received from an external carrier at CMS.
* SORT - CMS staff have electronically scanned the package noting the intended delivery location and are physically sorting it for delivery.
* DELIVERED - the package has reached its delivery location on campus and has been scanned.
Other status search results may be MYSTERY MAIL or PERSONAL MAIL; please contact CMS if your package has either one of these status results.

