UPS Online Account Request Form

Accessing the Online Account Request Form
Access to the online form is restricted and requires authenticated login using your uniqname and UMICH (Kerberos) password.

If the “Access Denied” page appears when you click the online request form link on the UPS page, select the log in link (see screenshot below). You will be redirected to the login screen to enter your uniqname and UMICH password. If you need assistance, contact the Procurement Solutions Team at (734) 764-8212 option 1 or e-mail procurement.services@umich.edu.

Click log in to access the login screen
Completing the Account Request Form

- Enter Your UPS Account Number when making changes to an existing account or requesting user IDs for an existing account. Leave this field blank if you are requesting a new UPS account.

- The default ShortCode is used for account level charges, such as pickup fees. You can assign ShortCodes to specific packages when creating shipments online, through CampusShip.

- Packages containing dry ice that are shipped via air are considered hazardous under DOT, FAA, and IATA regulations. Shippers must be trained and certified to ship hazardous materials. Contact OSEH if you have questions or need training.

- Enter the purpose of your request in the comments section and the unique names of any additional staff that need UPS CampusShip ID’s. Each person should have his or her own CampusShip ID. Sharing login ID’s is not recommended. If this field is left blank, only the “Contact Name” above will receive a CampusShip ID.

- Once a CampusShip ID is created, UPS will send the ID and a temporary password in two separate emails. Upon the first login, you will need to accept the user agreement and then you will be prompted to change your password.

Note: “*” Indicates required fields