Creating a LISTSERV account

Open an Internet Explorer window or a web browser of your preference. In the address bar, type in: https://listserv.hawaii.edu. Note that this URL starts with https, not the usual http. You should see a page similar to this:

![LISTSERV page](image)

A LISTSERV account is different from your UH email account. This account allows you to subscribe, unsubscribe, and manage your various subscriptions to different LISTs. It also allows you to search the LISTSERV archives. To create your LISTSERV account, click on ‘Get Password’ and you should see this:

![Register LISTSERV Password](image)

Enter your UH email address and create a password you will remember. Click on ‘Register Password’ once you are done.
A ‘Confirmation Sent’ screen should come up next, read and follow the instructions.

Check your UH email inbox for this email and click on the link within the email to confirm your registration. As soon as that is done, you should the following message within your web browser: ‘Your new password was registered successfully’.

Once you have registered a password, return to the homepage by clicking on the UH logo on the upper left of the webpage. On that screen, click on ‘Log In’.

**Subscribing to LIS-STU**

You may or may not see a list or two already subscribed under your name. These will probably be graduate student lists that were subscribed for you when you became a student.

There should be a list of listservs. Scroll down until you find “LIS-STU” and click on it.

You will see the page below. Under UH Library and Information Science Students List in Options, click on “Join or Leave LIS-STU.”
At the next screen, you will see the above screenshot. **Make sure to enter your first and last name** in the Name field and check to make sure your email address is correct. The remainder of the page will give you options to control your subscription. **Keep the default settings unless you are certain you know what you want to change.** Scroll down to the bottom and click on “Join LIS-STU.” You will be sent a confirmation email.

Check your email inbox for the confirmation email with the link. As soon as your have confirmed your subscription, another message will appear saying that your subscription to LIS-STU will need to be approved by the manager first. As soon as your account has approved, you will receive email about this notification.

The LIS-STU LISTSERV has a policy to accept only UH email addresses as subscribers, if you’re email does not end in hawaii.edu, you will not be approved.

As soon as you are approved, you may change the settings for your subscription by clicking on [Settings] next to the LIS-STU name in your Subscriber’s Corner. It is suggested that you keep your ‘Subscription Type’ to ‘Regular’ as this keeps you up-to-date within the LIS program.

Please note that the ‘Leave LIS-STU’ button means you will be unsubscribing to LIS-STU.

**Searching the Archives**

If you need to search old emails sent via LIS-STU, you can make use of the archive feature. Click on LIS-STU and you will be brought to the LIS-STU homepage. You can browse through the archives by months or search for keywords in the entire archive.

**Remember to log out of your account when you are done!**

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