Creating a BGSU LISTSERV Account/Password

Who needs a LISTSERV Account/Password?

If you are the owner of a list(s) on BGSU’s LISTSERV Server, you will need to register for an account/password to manage your list(s) using the web interface.

If you are not an owner of a list(s) but you subscribe to or send messages to a list(s) on BGSU’s LISTSERV® Server, you only need to register for an account/password if you want to change your default subscriber options. Default options common to most lists include: the sender will receive a copy of any message sent to the list, that messages are sent to subscribers as soon as they are posted, etc. Options you may want to change include include turning mail from lists off while you are away, cancelling your copy of messages you send to the list, opting to receive mail from a specific list in digest form rather than as each message is posted to the list. Using digest form, all messages sent to the list on a single day are sent as one message at the end of the day.

How do I register for a LISTSERV Account/Password?

1. Login to BGSU’s LISTSERV web interface: [http://lists.bgsu.edu](http://lists.bgsu.edu).
2. Get to the Register LISTSERV Password window either by clicking on the ‘get a new LISTSERV password’ link on the Login screen or clicking on ‘Get Password’ in the LISTSERV Archives window.

3. When the Register LISTSERV Password window is displayed, enter your BGSU e-mail username followed by @bgsu.edu. Then enter your authentication password, type it a second time for verification and click the Register Password button.
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4. If your registration was accepted, you will see a Confirmation Sent message that includes instructions for completing your account/password registration.

5. You will receive a message from BGSU’s LISTSERV Server that looks similar to the one below. The easiest way to confirm your account/password registration is to click on the link in the body of this message. If you can’t do that for some reason, other options are described in the message. You must complete the confirmation process within 48 hours of your account/password request or your request is automatically cancelled and you will have to start over again.

6. When your confirmation is processed, you will see a reply within the LISTSERV web interface that looks like this:

7. Now you are ready to login to manage your list(s) or change your default subscriber options on BGSU’s LISTSERV Server so go to http://lists.bgsu.edu and click on any LOG IN link.

8. On the Login screen, enter your BGSU e-mail username followed by @bgsu.edu. Then enter your authentication password.