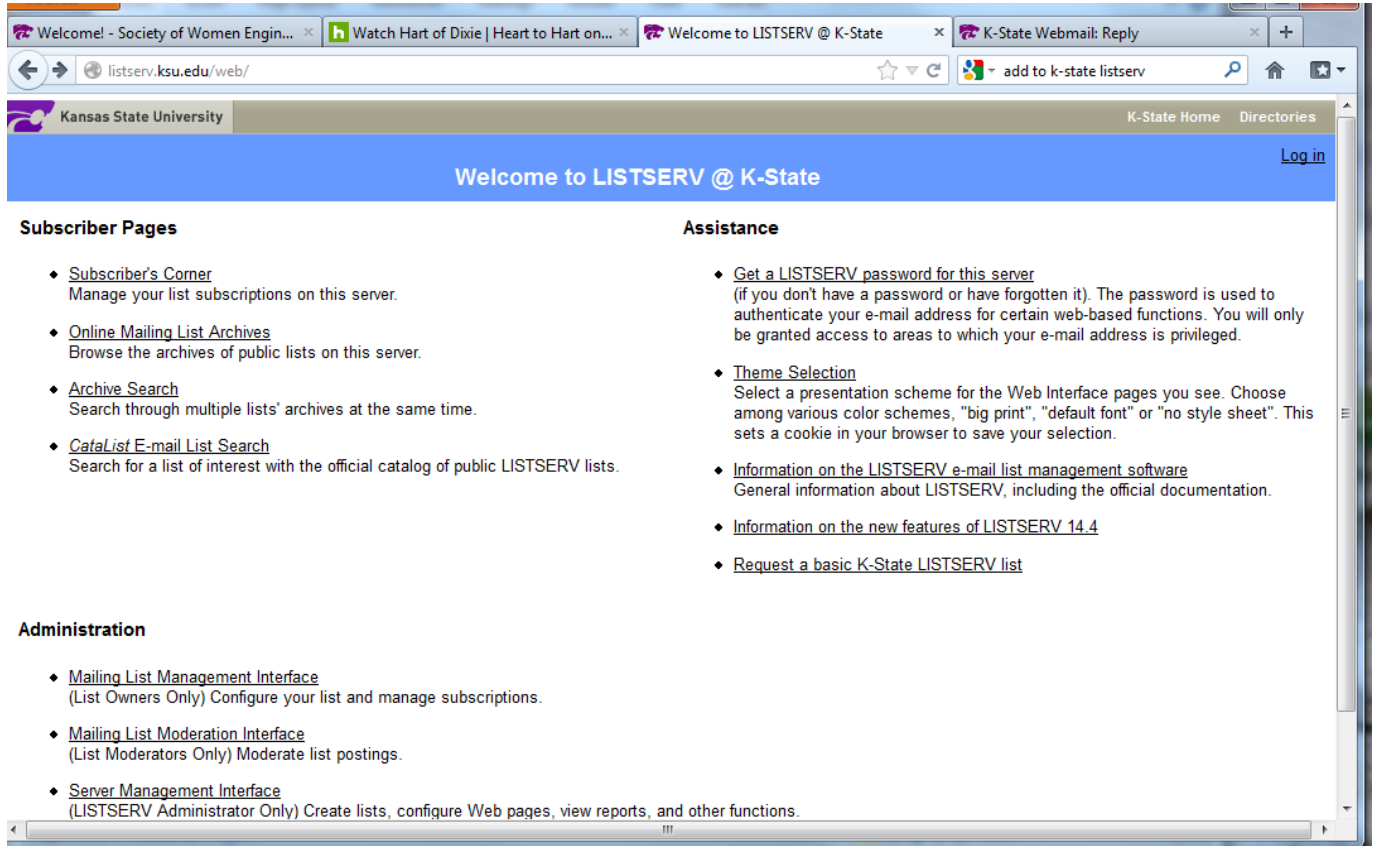


How to check if you on SWE listserv

Step 1- Go to this website, <http://listserv.ksu.edu/web/>

Step 2-Click on Subscriber's Corner



### Step 3-Click Log in

Welcome to Subscriber's Corner

On this page, you can see all the lists you are subscribed to, or all the public lists on the server (see the "Show" option in the navigation panel). The list table can display selected subscription settings for each list (your settings for the lists you are on, and the default settings for the other lists).

You are not currently logged in. Before you can subscribe to any lists, or change existing list subscriptions, you will need to log in. If you already have a password on this server, you can [Log in](#). If you do not have a password yet, or have forgotten it, you can [get a password](#).

Once logged in, you can do the following:

- [Subscribe](#) to one or more lists.
- [Signoff](#) from one or more lists.
- [Change your subscription settings](#) on one or more lists.

**Report Columns:**

Select the columns for the report, then press "Submit":

<input type="checkbox"/> Mail Style	<input type="checkbox"/> Mail Status	<input type="checkbox"/> Header Style	<input type="checkbox"/> HTML
<input type="checkbox"/> MIME	<input type="checkbox"/> ACK	<input type="checkbox"/> REPRO	<input type="checkbox"/> Conceal
<input type="checkbox"/> Post Setting	<input type="checkbox"/> Renew	<input type="checkbox"/> Topics	<input type="checkbox"/> Subscription Date

Submit Clear Reset

See the navigation sidebar for additional reporting options.

**Please Log in to manage your list subscriptions or select "Show all lists" to view all public lists.**

To subscribe to one or more lists:

### Step 4-Get a new password, by click on get a new LISTSERV password

Login Required

Please enter your e-mail address and your LISTSERV password (*not* the password you use to log in to your computer or read your mail), and click on the "Login" button. If this is the first time you see this dialog, or if you have forgotten your password, you will need to [get a new LISTSERV password](#) first.

E-Mail Address:

Password:

Login Change password

For your convenience, logging in defines a cookie in your browser, which is removed when you log off. If you are working from a public computer, you *must* remember to log off when you are done, or someone else will be able to use your account. On a private computer, you may set the cookie once, and never need to log off.

If you prefer not to set a cookie, use this login button instead:

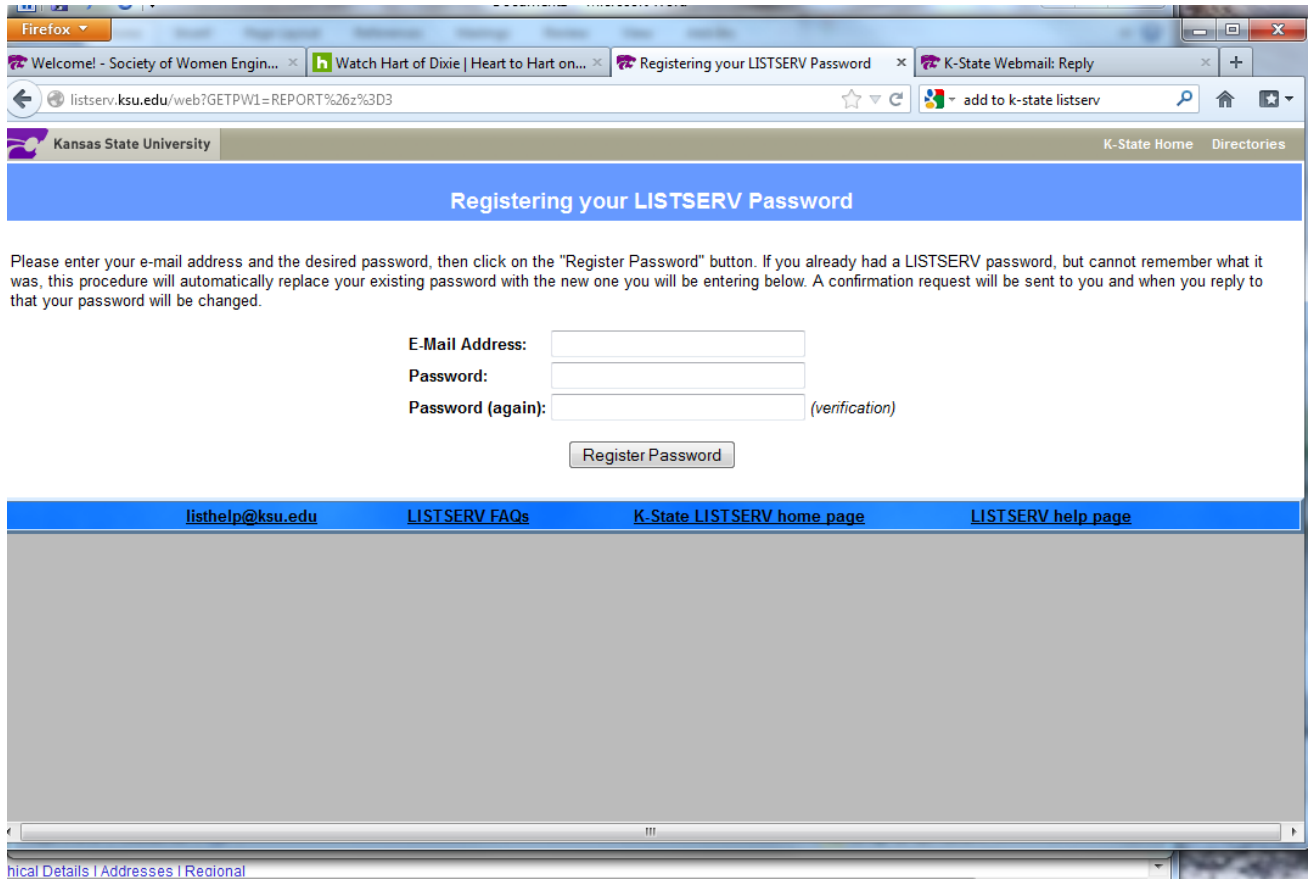
Login without setting a cookie

If you login without a cookie, You should be aware of the following:

- LISERSV will create a temporary "ticket" which the web interface passes from page to page. The ticket has a short expiration and you will be required to login again periodically throughout your session.
- You should not use the browser's "Back" button: doing so might lose your ticket and you will be required to log in more frequently.
- You do not need to "Log off" -- the technical purpose of logging off is to remove the cookie. Your ticket will expire within 15 minutes.

listhelp@ksu.edu LISTSERV FAQs K-State LISERSV home page LISERSV help page

## Step 5-Registering your LISTSERV password



The screenshot shows a Firefox browser window with the URL `listserv.ksu.edu/web?GETPW1=REPORT%26z%3D3`. The page title is "Registering your LISTSERV Password". Below the title, there is a blue header bar with the text "Registering your LISTSERV Password". The main content area contains the following text: "Please enter your e-mail address and the desired password, then click on the 'Register Password' button. If you already had a LISTSERV password, but cannot remember what it was, this procedure will automatically replace your existing password with the new one you will be entering below. A confirmation request will be sent to you and when you reply to that your password will be changed." Below this text are three input fields: "E-Mail Address:", "Password:", and "Password (again):" with a "(verification)" label next to the second field. A "Register Password" button is located below the input fields. At the bottom of the page, there is a blue navigation bar with links: [listhelp@ksu.edu](mailto:listhelp@ksu.edu), [LISTSERV FAQs](#), [K-State LISTSERV home page](#), and [LISTSERV help page](#). The browser's address bar and tabs are visible at the top, and the page footer contains the text "hical Details | Addresses | Regional".

Step 6-Click on Register Password

Step 7-Confirm your access to listserv website, follow the e-mail

Step 8-Log in and Sign in

Step 9-After you log in, you will be able to see all the listserv you are on.

Step 10-If you are not have on SWE listserv, contact Erin Oehms ([erinoehm@ksu.edu](mailto:erinoehm@ksu.edu)) to get on the listserv.