4CUG Listserv Instructions

Join the 4CUG or 4CUGMIS Listserv by following these steps!

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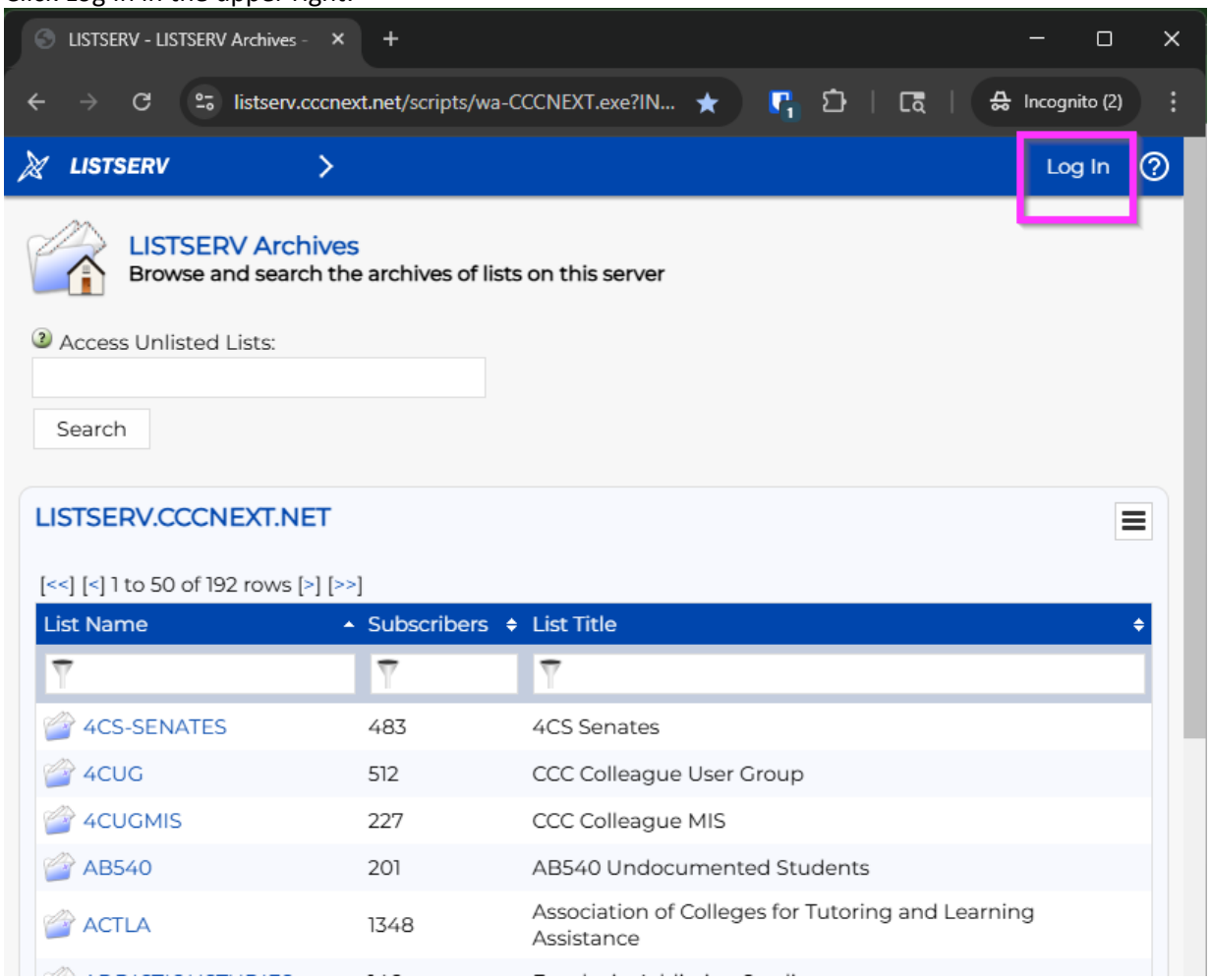
Let's get started: Go to https://listserv.cccnext.net/

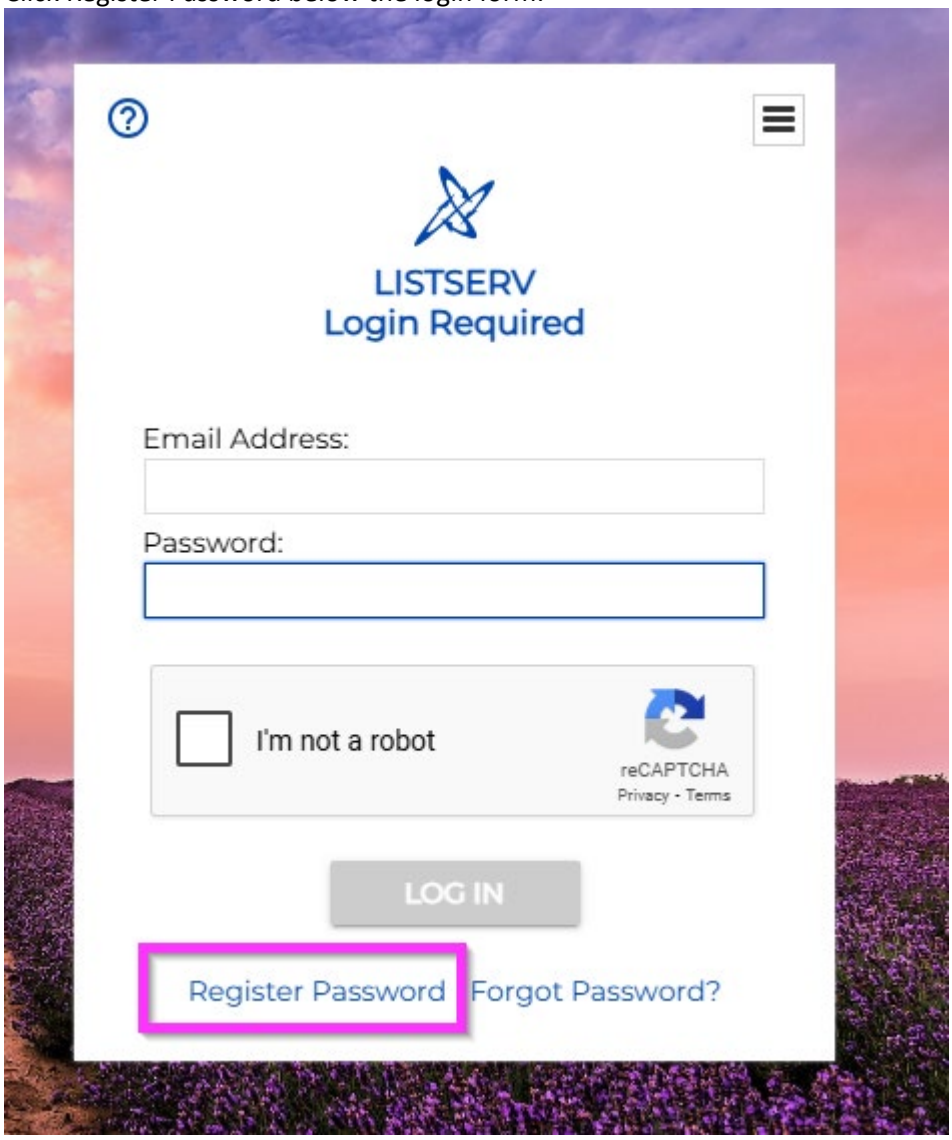
Do you already have an account with CCCNext for a different list subscription? Then login and skip ahead to Subscribing.

Create your account

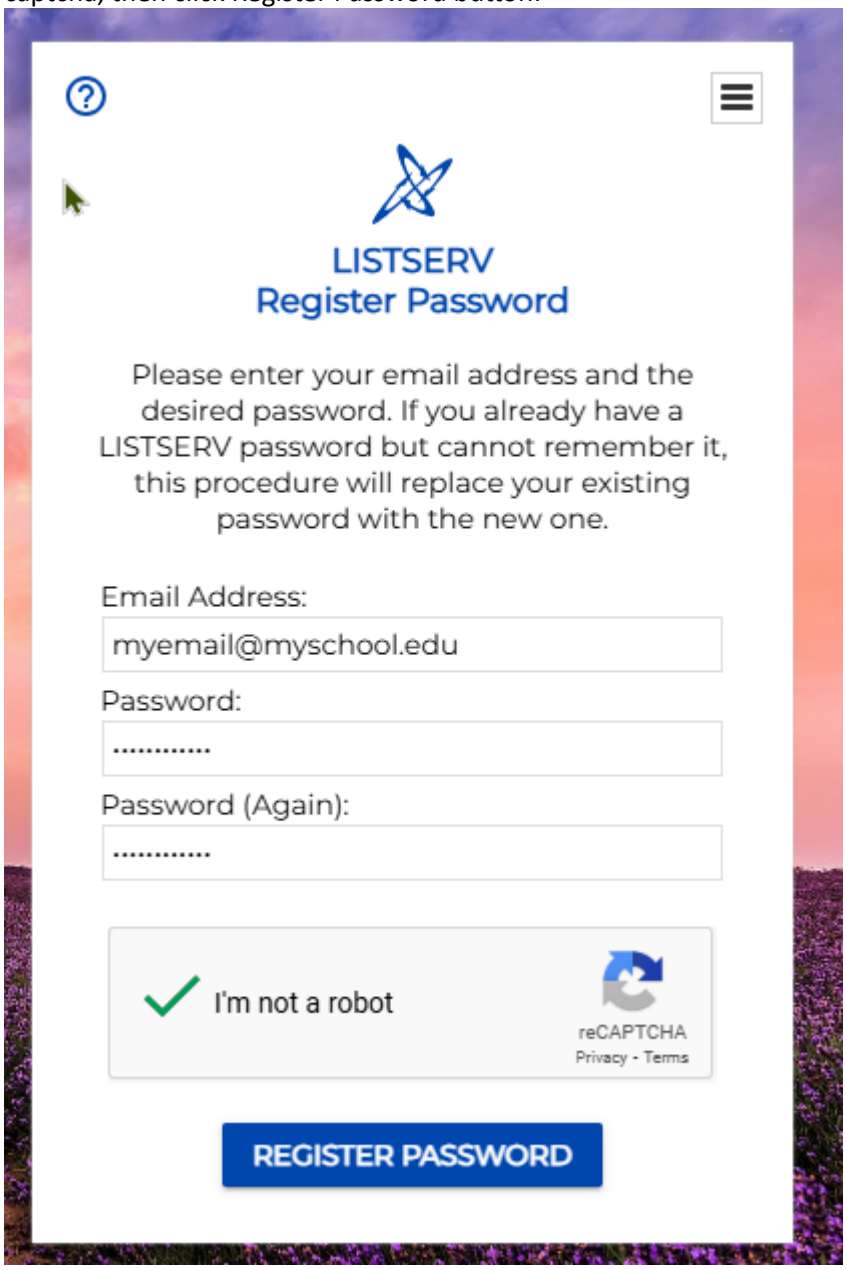
Click Log In in the upper right:



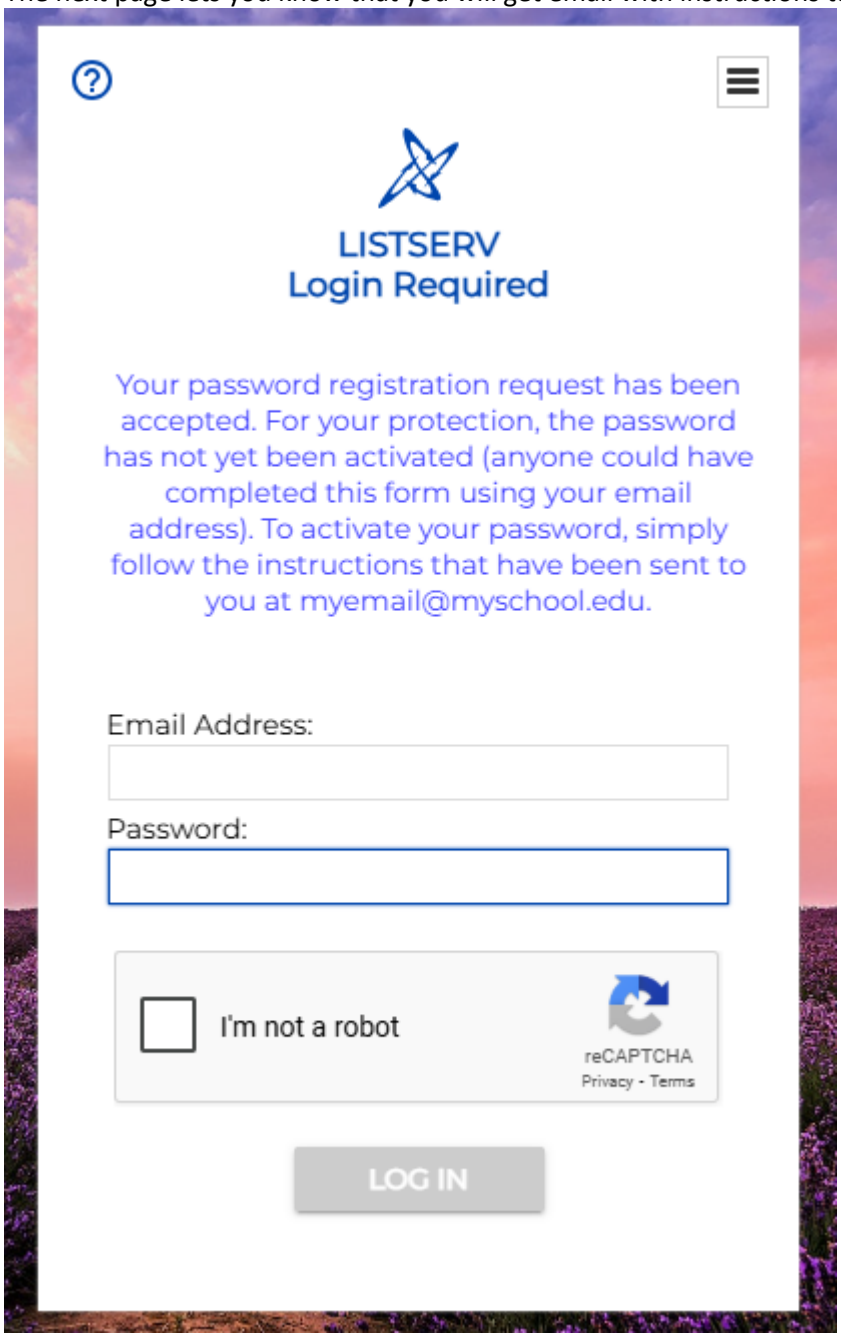
Click Register Password below the login form:



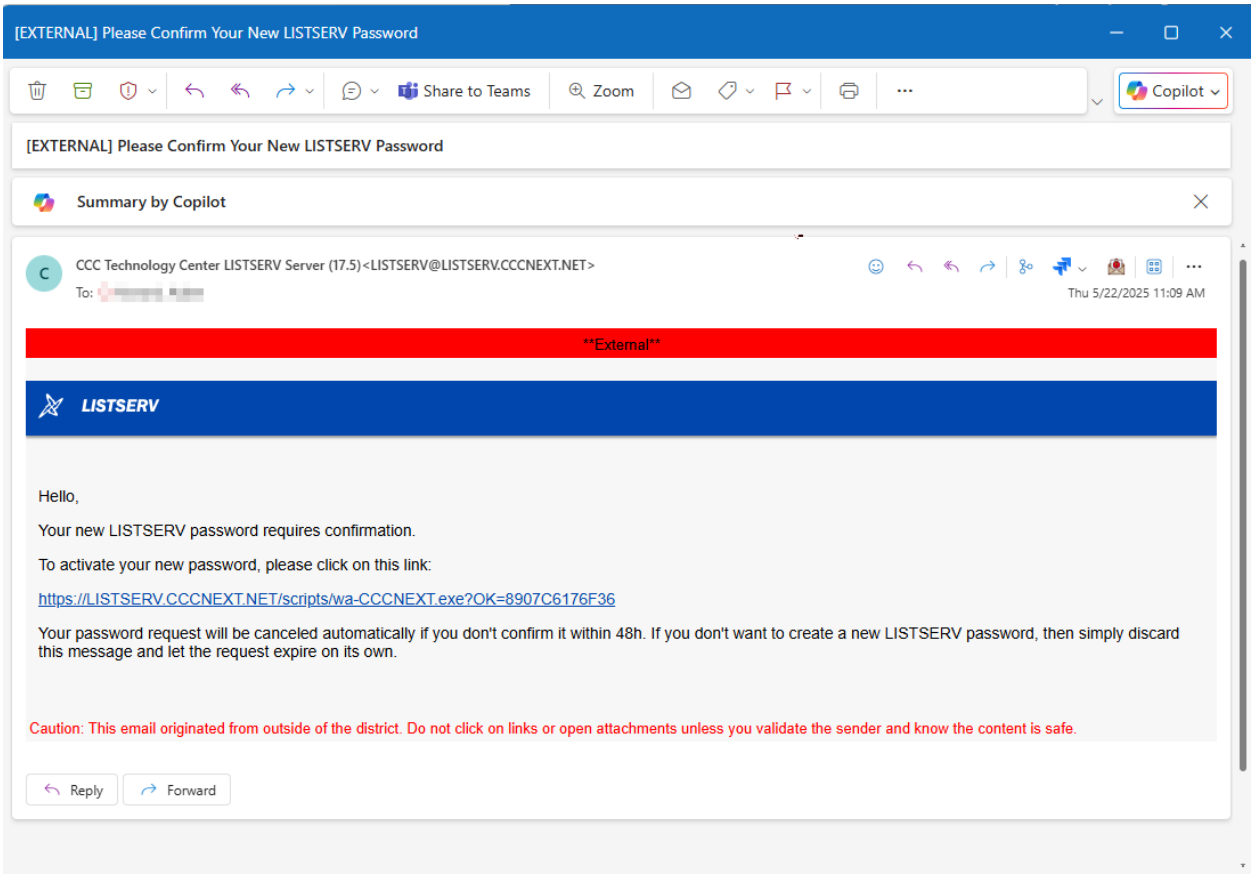
To create your account, enter your email address and the password you will use, and complete the captcha, then click Register Password button:



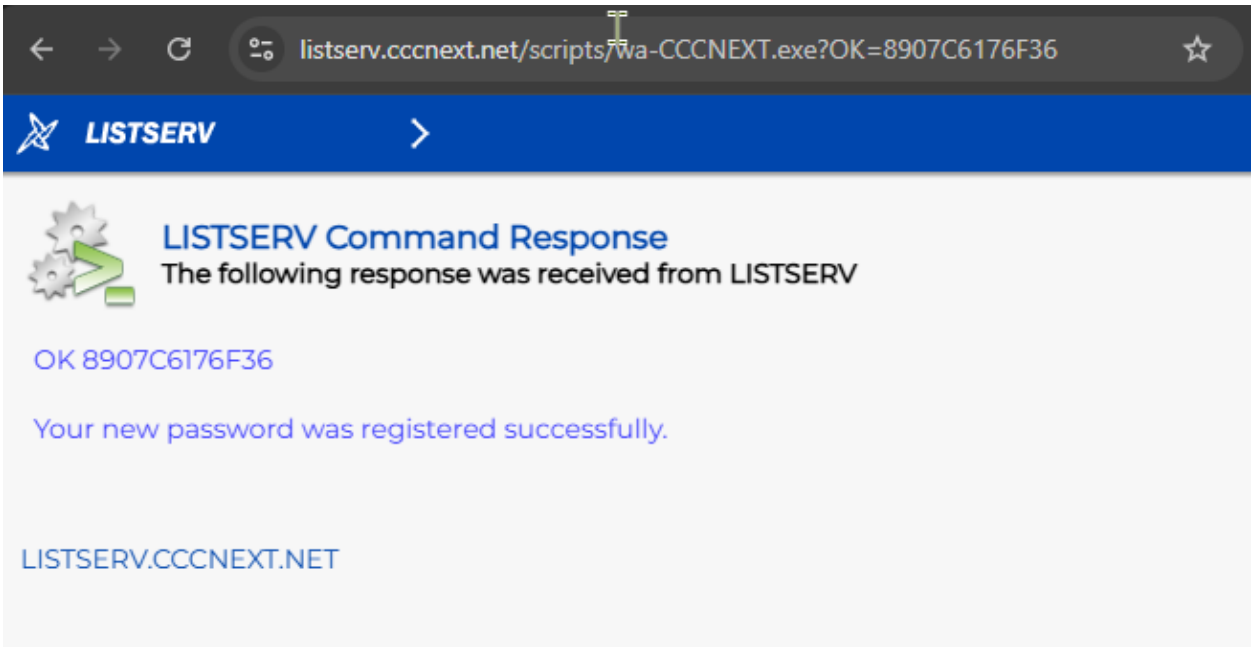
The next page lets you know that you will get email with instructions to activate your account:



Click the link you received in your email:



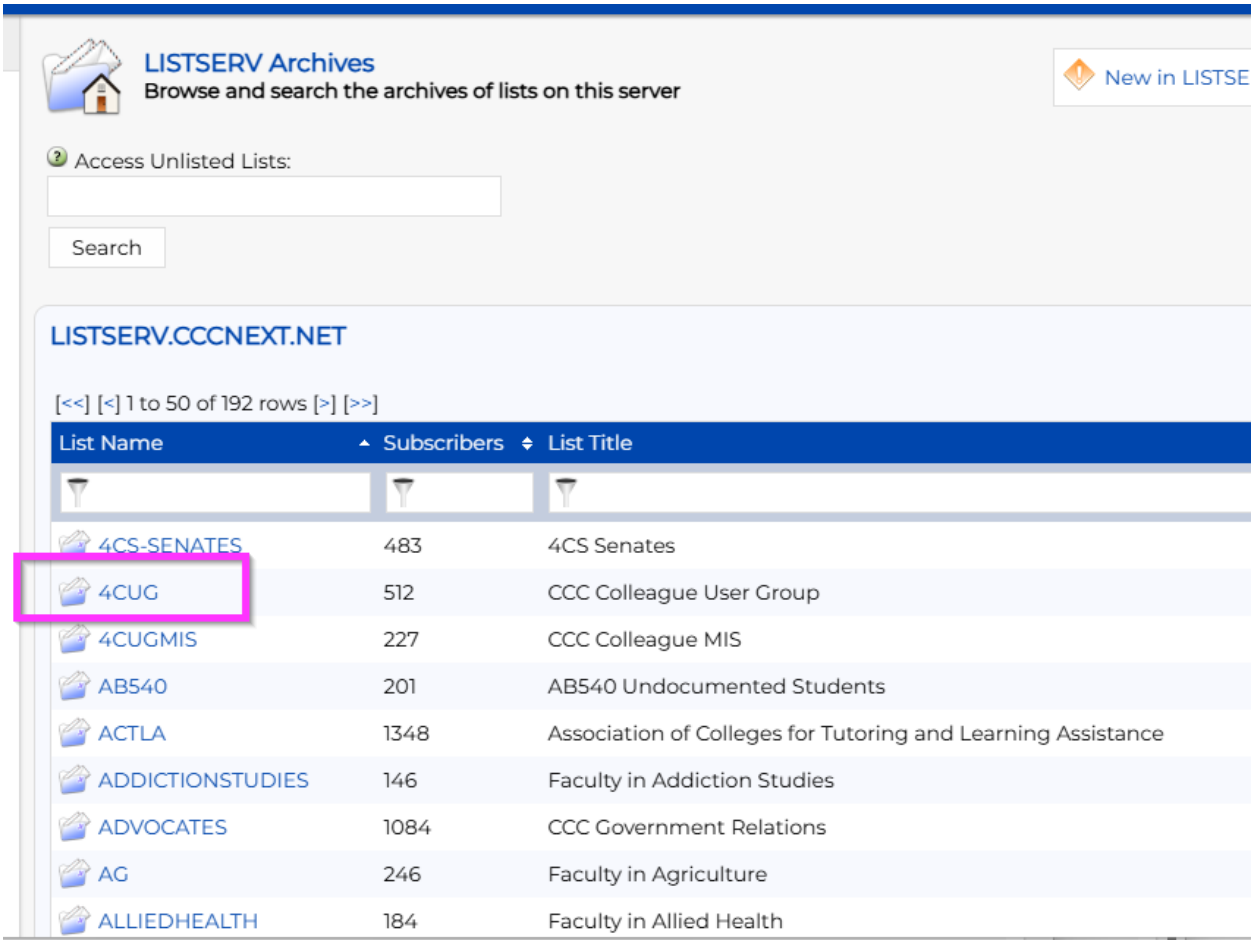
The page will confirm your account was created:



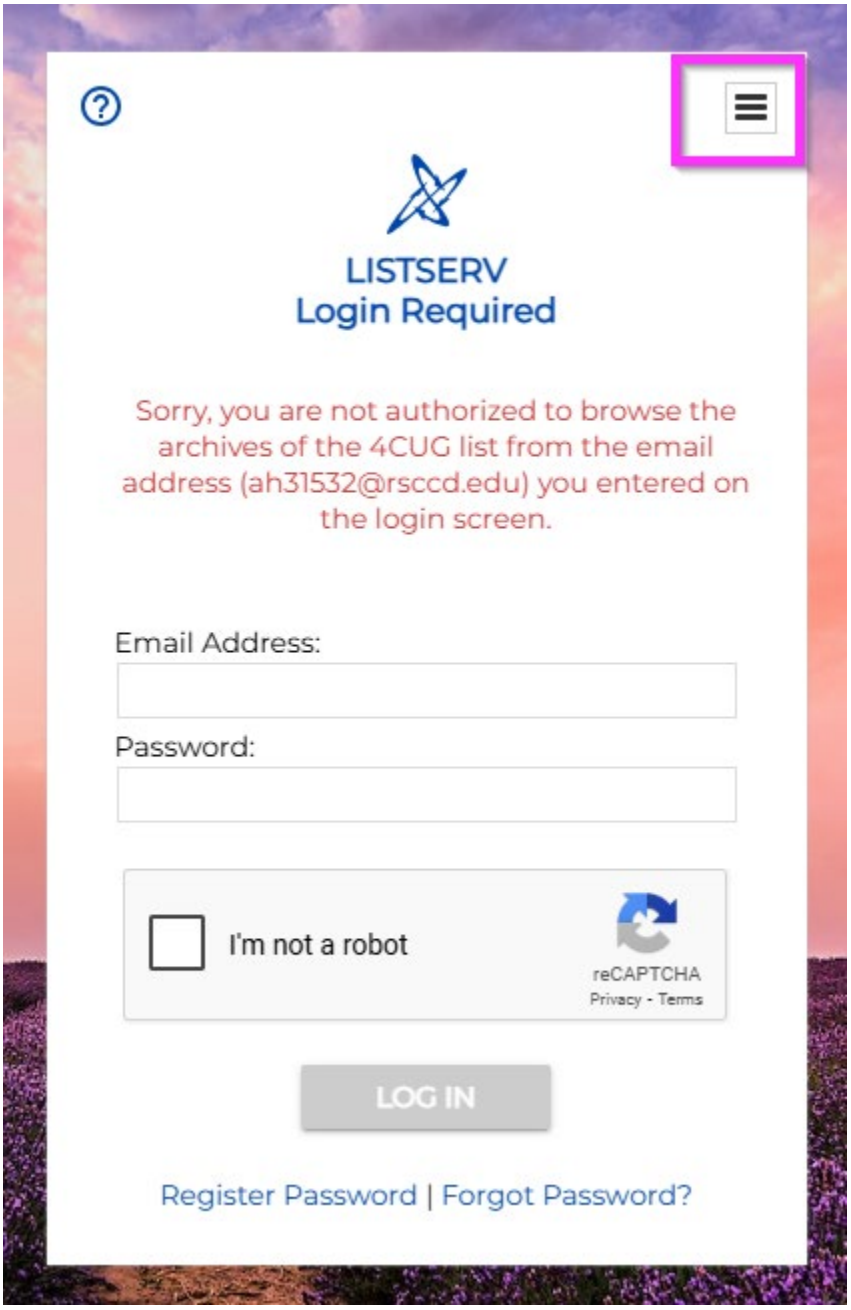
You may now login with your email address and password. Make sure to save your password somewhere safe.

Subscribing

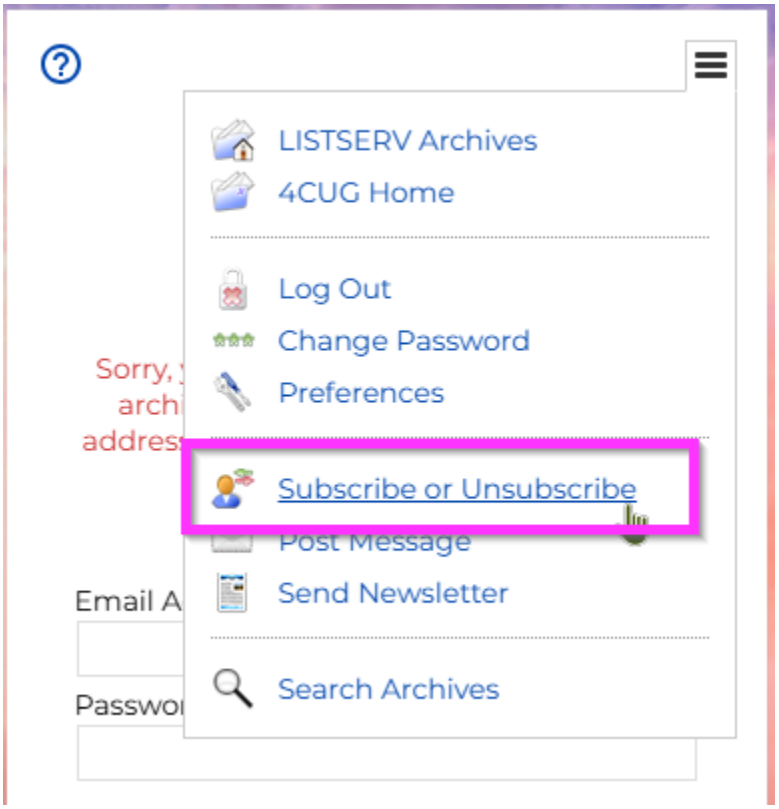
Once you are logged in, you will see a list of all available lists. You'll find the two 4CUG lists near the top. Click the list you want to join (4CUG for general discussion, 4CUGMIS for MIS reporting and related topics):



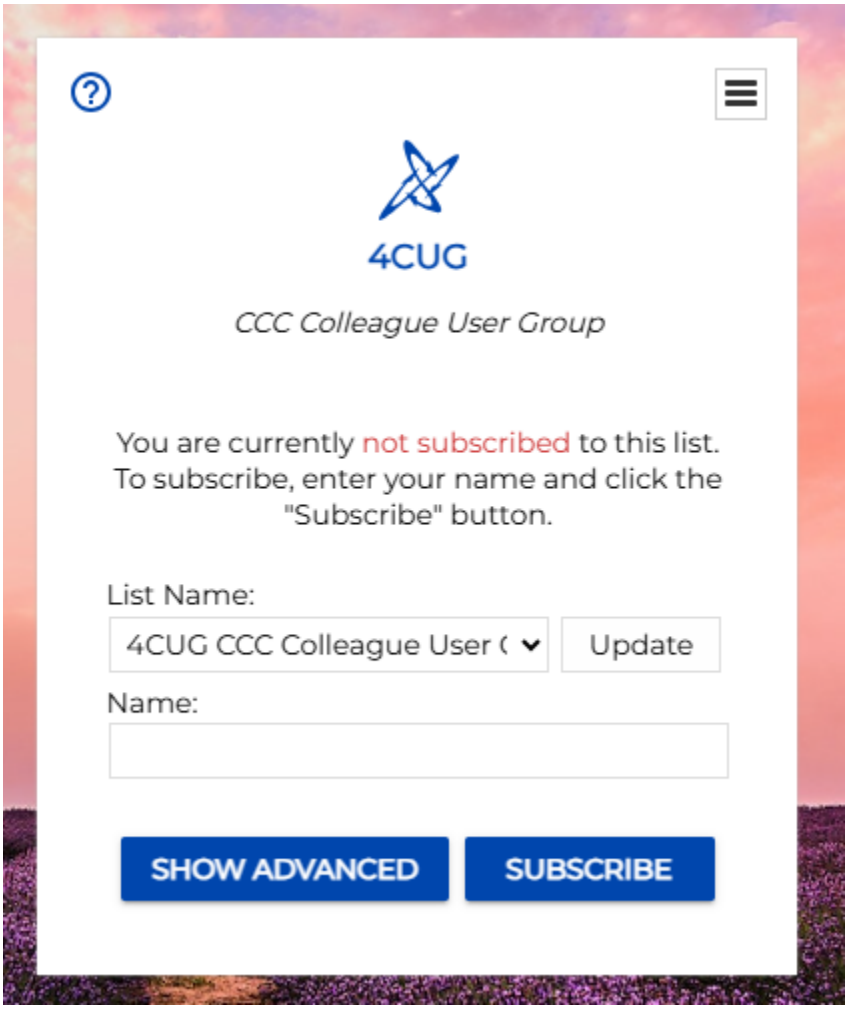
You'll get a message indicating you aren't authorized (yet!). Click the hamburger menu in the upper right:



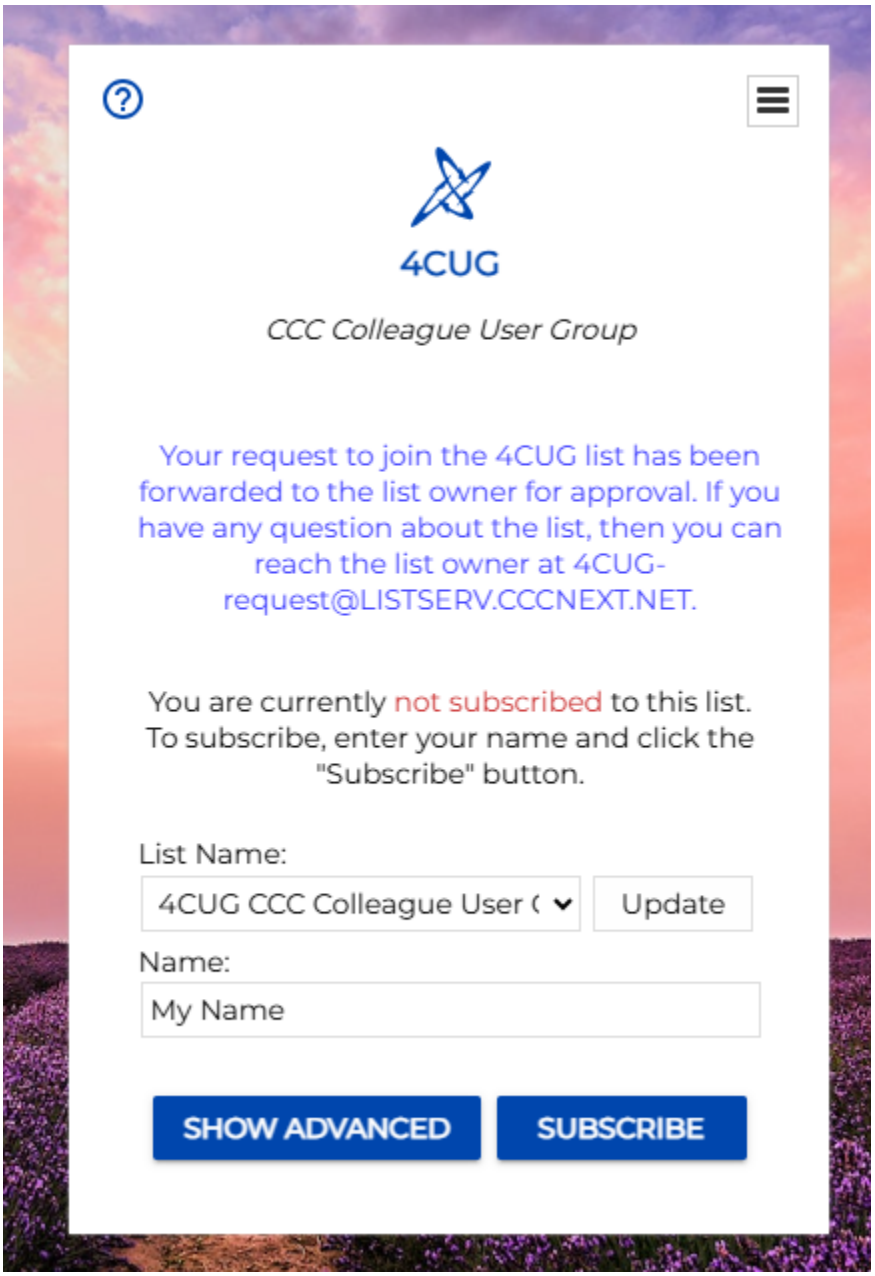
Now click Subscribe or Unsubscribe:



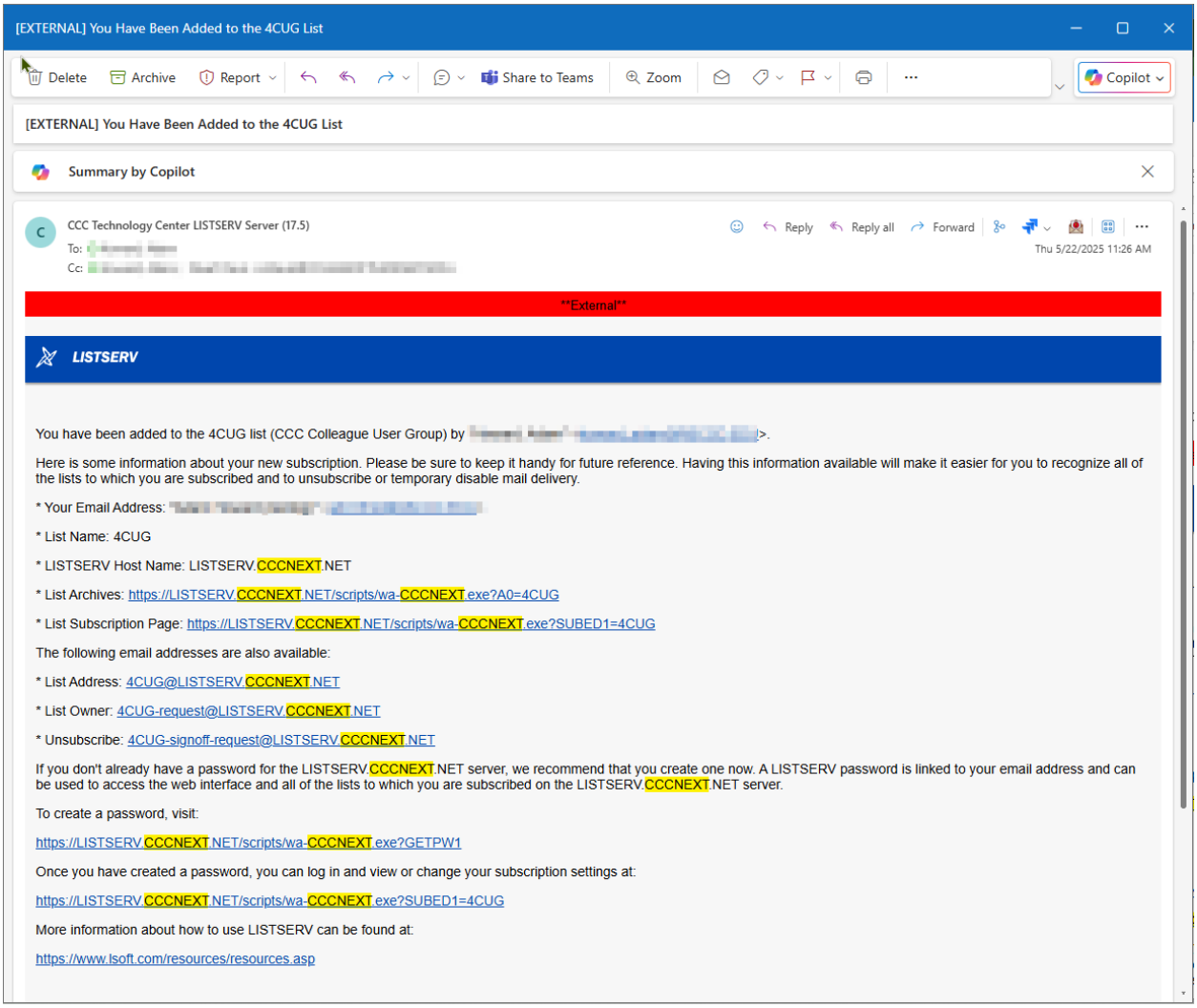
You will need to enter your first and last name, then click Subscribe:



The page will update to let you know your request to join has been sent. The list owner will process your request, usually within one business day.



When your request is approved, you will receive an email confirming it:



You're done subscribing! Now you can join in on the discussions, and view/search older messages.

Any new message sent via the list will now be sent to your email address.