

4CUG Listserv Instructions

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

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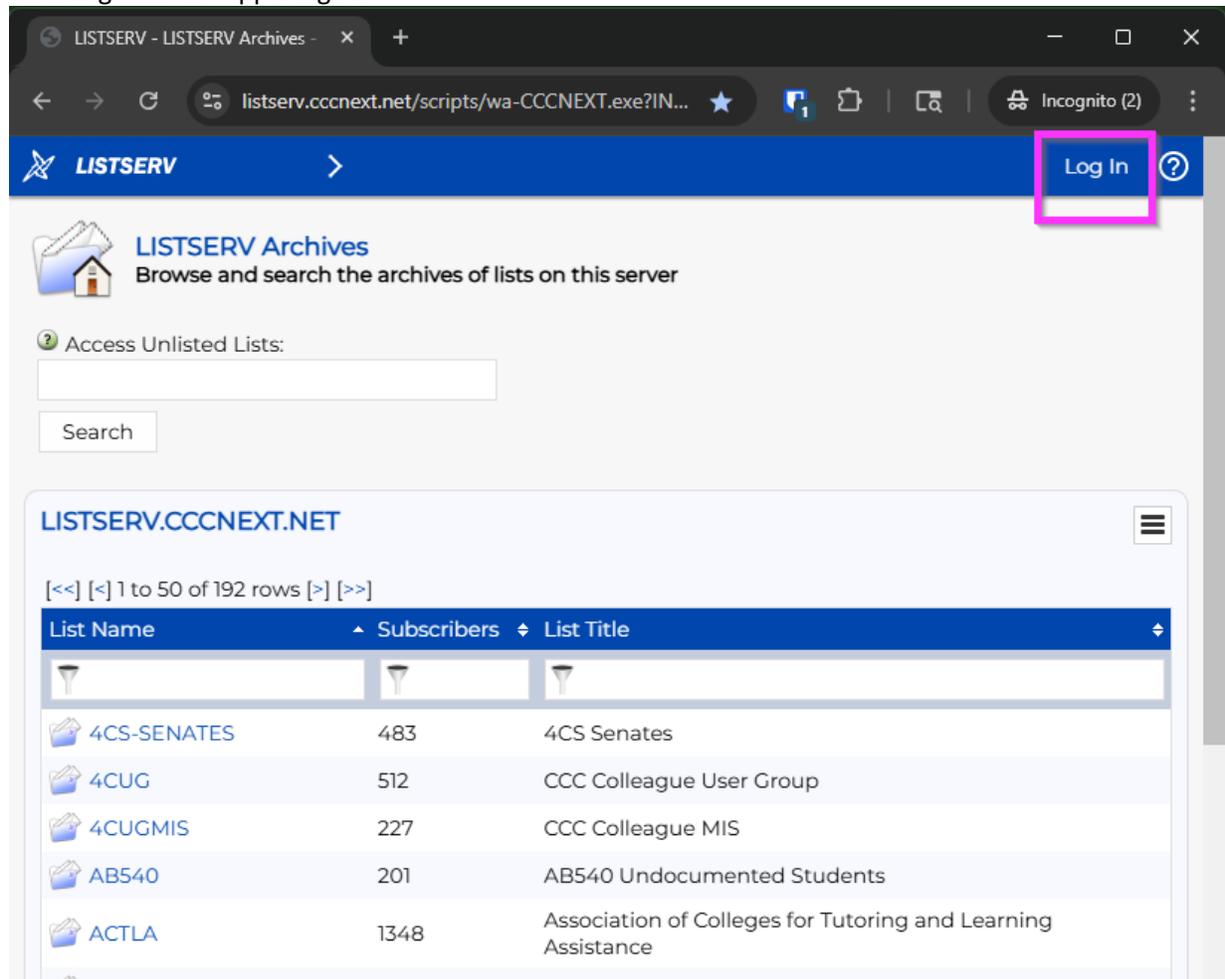
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Let's get started: Go to <https://listserv.cccnext.net/>

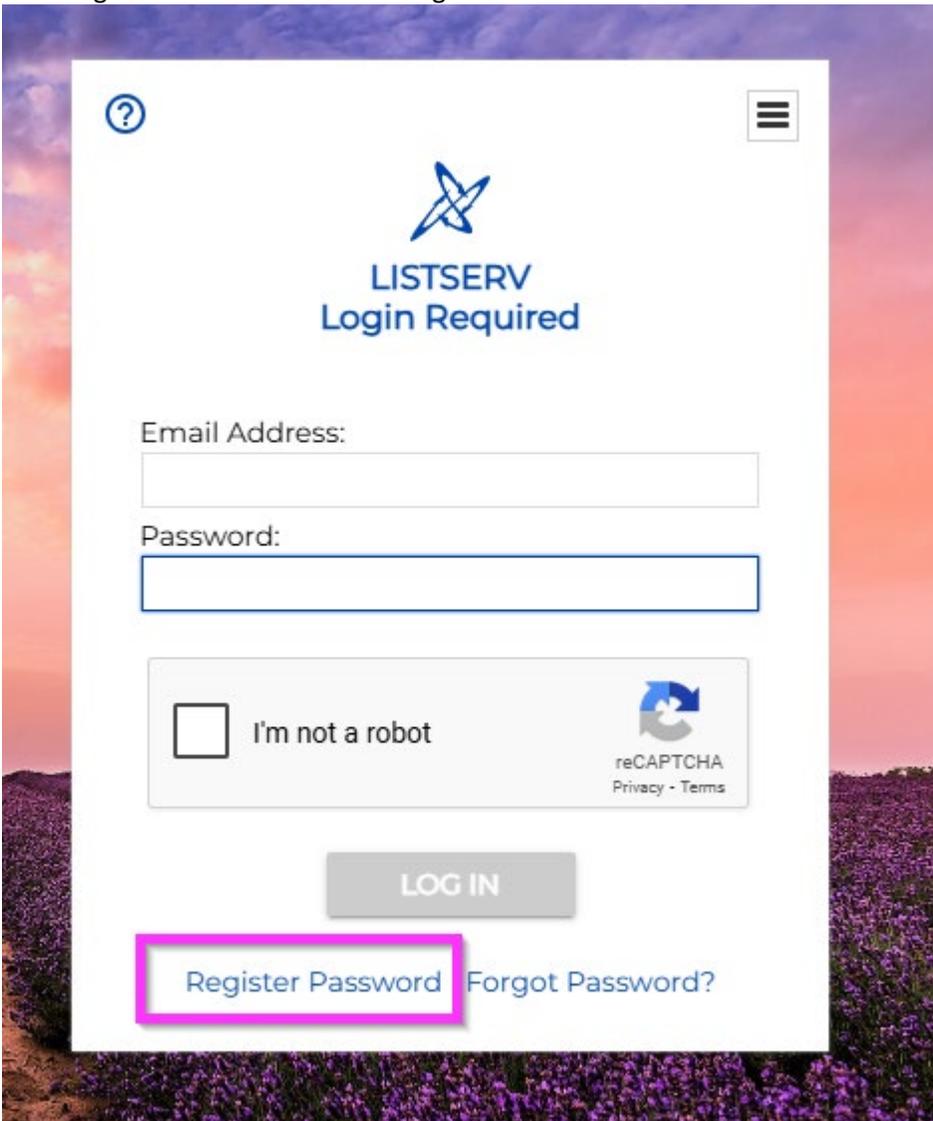
Do you already have an account with CCCNext for a different list subscription? Then login and skip ahead to [Subscribing](#).

Create your account

Click Log In in the upper right:



Click Register Password below the login form:



The image shows a web form for logging into a LISTSERV account. The form is titled "LISTSERV Login Required" and features a blue logo above the title. It includes a help icon (question mark) and a menu icon (three horizontal lines) in the top left and right corners, respectively. The form contains two input fields: "Email Address:" and "Password:". Below these fields is a reCAPTCHA section with a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with links for "Privacy" and "Terms". A "LOG IN" button is positioned below the reCAPTCHA section. At the bottom of the form, there are two links: "Register Password" and "Forgot Password?". The "Register Password" link is highlighted with a pink rectangular border.

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LISTSERV
Login Required

Email Address:

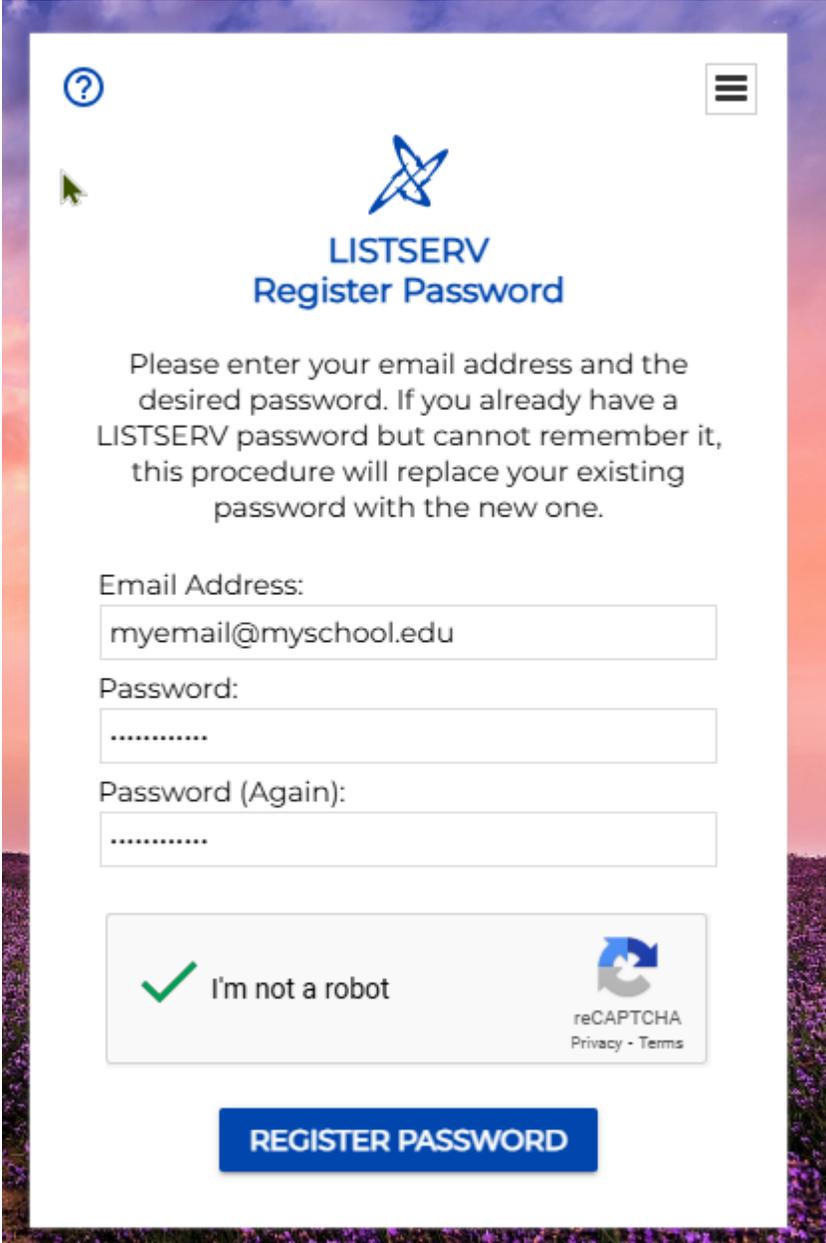
Password:

I'm not a robot 
reCAPTCHA
Privacy - Terms

LOG IN

[Register Password](#) [Forgot Password?](#)

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



The screenshot shows a web form for registering a password. At the top left is a question mark icon, and at the top right is a hamburger menu icon. The LISTSERV logo, a blue stylized atom, is centered above the title "LISTSERV Register Password". Below the title is a paragraph of instructions: "Please enter your email address and the desired password. If you already have a LISTSERV password but cannot remember it, this procedure will replace your existing password with the new one." The form contains three input fields: "Email Address:" with the text "myemail@myschool.edu", "Password:" with a masked field of dots, and "Password (Again):" with a masked field of dots. At the bottom left is a green checkmark icon and the text "I'm not a robot". At the bottom right is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". A large blue button labeled "REGISTER PASSWORD" is centered at the bottom of the form.


LISTSERV
Register Password

Please enter your email address and the desired password. If you already have a LISTSERV password but cannot remember it, this procedure will replace your existing password with the new one.

Email Address:

Password:

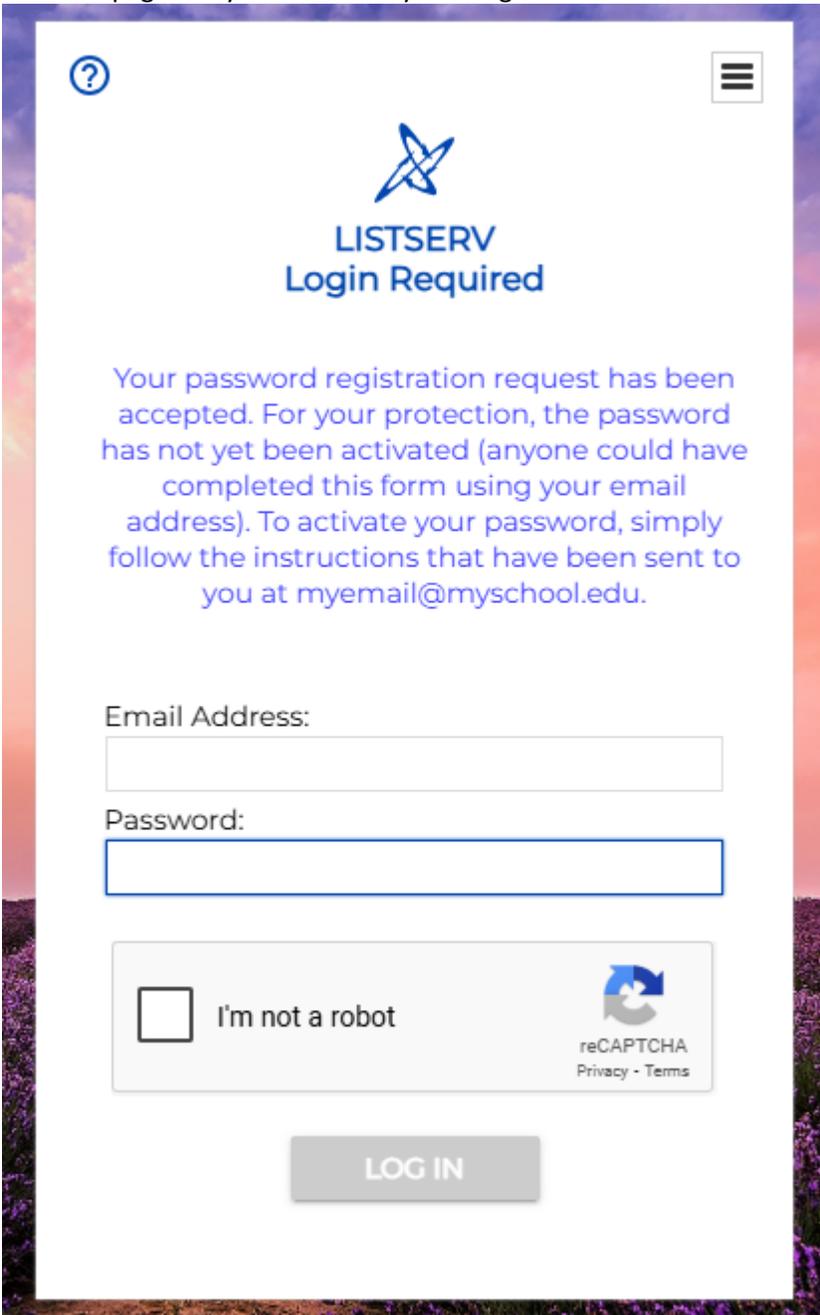
Password (Again):

 I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

REGISTER PASSWORD

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



The image shows a web page titled "LISTSERV Login Required". At the top left is a question mark icon, and at the top right is a hamburger menu icon. The LISTSERV logo, a stylized blue atom, is centered above the title. Below the title is a paragraph explaining that the password registration request has been accepted but not yet activated, and that instructions to activate the account have been sent to the user's email address. There are two input fields: "Email Address:" and "Password:". Below these is a reCAPTCHA widget with the text "I'm not a robot" and a checkbox. At the bottom center is a grey "LOG IN" button. The page has a decorative border with a purple and blue sky and a field of purple flowers.


LISTSERV
Login Required

Your password registration request has been accepted. For your protection, the password has not yet been activated (anyone could have completed this form using your email address). To activate your password, simply follow the instructions that have been sent to you at myemail@myschool.edu.

Email Address:

Password:

I'm not a robot 
reCAPTCHA
Privacy - Terms

LOG IN

Click the link you received in your email:

The screenshot shows an email client interface. At the top, the subject line reads "[EXTERNAL] Please Confirm Your New LISTSERV Password". Below the subject line is a toolbar with various icons for actions like delete, reply, forward, and share. A "Copilot" button is visible on the right. The email content area shows a "Summary by Copilot" header. The sender is identified as "CCC Technology Center LISTSERV Server (17.5) <LISTSERV@LISTSERV.CCCNEXT.NET>". The recipient is partially obscured. A red banner with the text "**External**" is displayed. Below this is a blue header with the "LISTSERV" logo. The main body of the email contains the following text:

Hello,

Your new LISTSERV password requires confirmation.

To activate your new password, please click on this link:

<https://LISTSERV.CCCNEXT.NET/scripts/wa-CCCNEXT.exe?OK=8907C6176F36>

Your password request will be canceled automatically if you don't confirm it within 48h. If you don't want to create a new LISTSERV password, then simply discard this message and let the request expire on its own.

Caution: This email originated from outside of the district. Do not click on links or open attachments unless you validate the sender and know the content is safe.

At the bottom of the email, there are "Reply" and "Forward" buttons.

The page will confirm your account was created:

← → ↻ 🌐 listserv.ccnnext.net/scripts/wa-CCCNEXT.exe?OK=8907C6176F36 ☆

 **LISTSERV** >

 **LISTSERV Command Response**
The following response was received from LISTSERV

OK 8907C6176F36

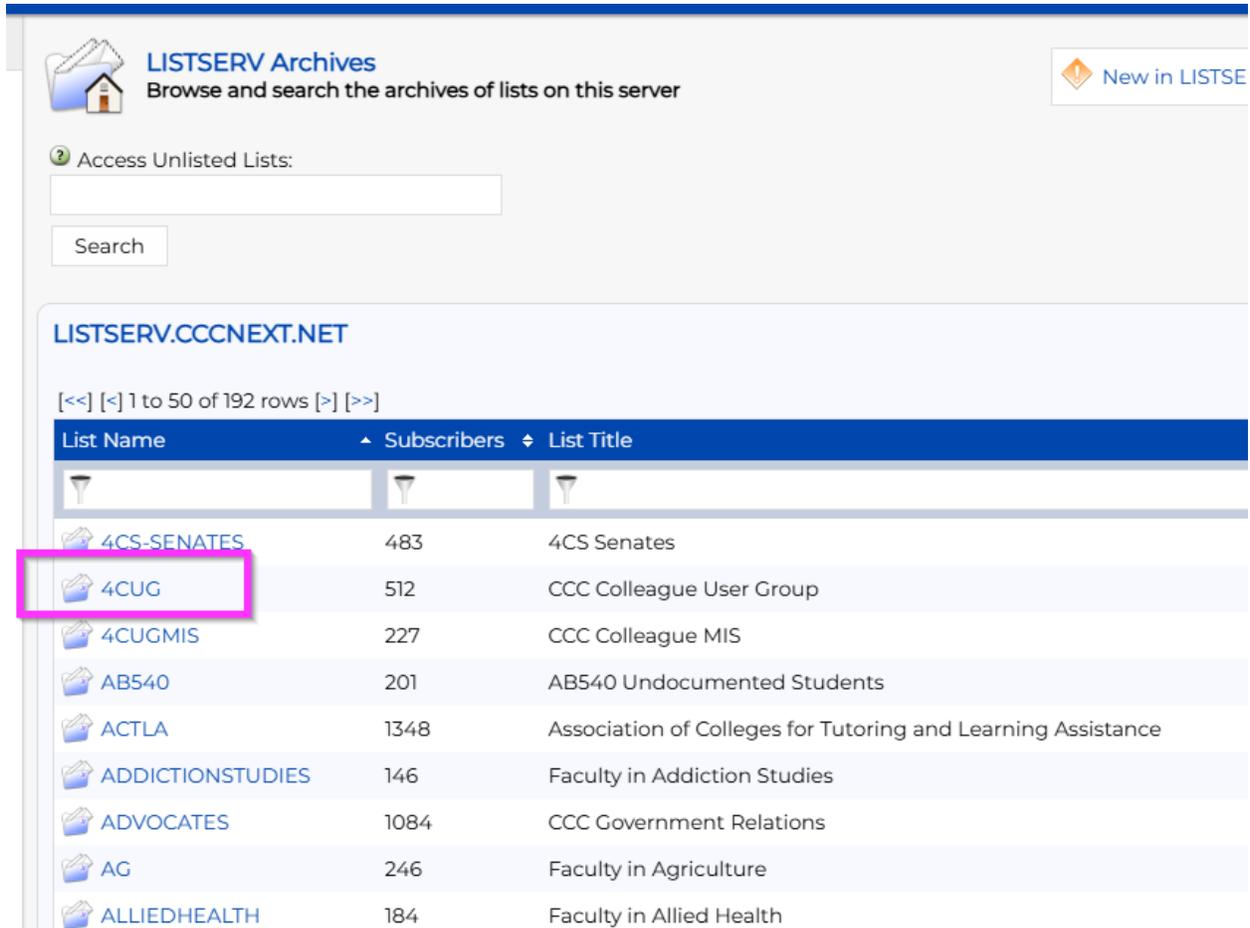
Your new password was registered successfully.

LISTSERV.CCCNEXT.NET

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):



LISTSERV Archives
Browse and search the archives of lists on this server

 New in LISTSERV

Access Unlisted Lists:

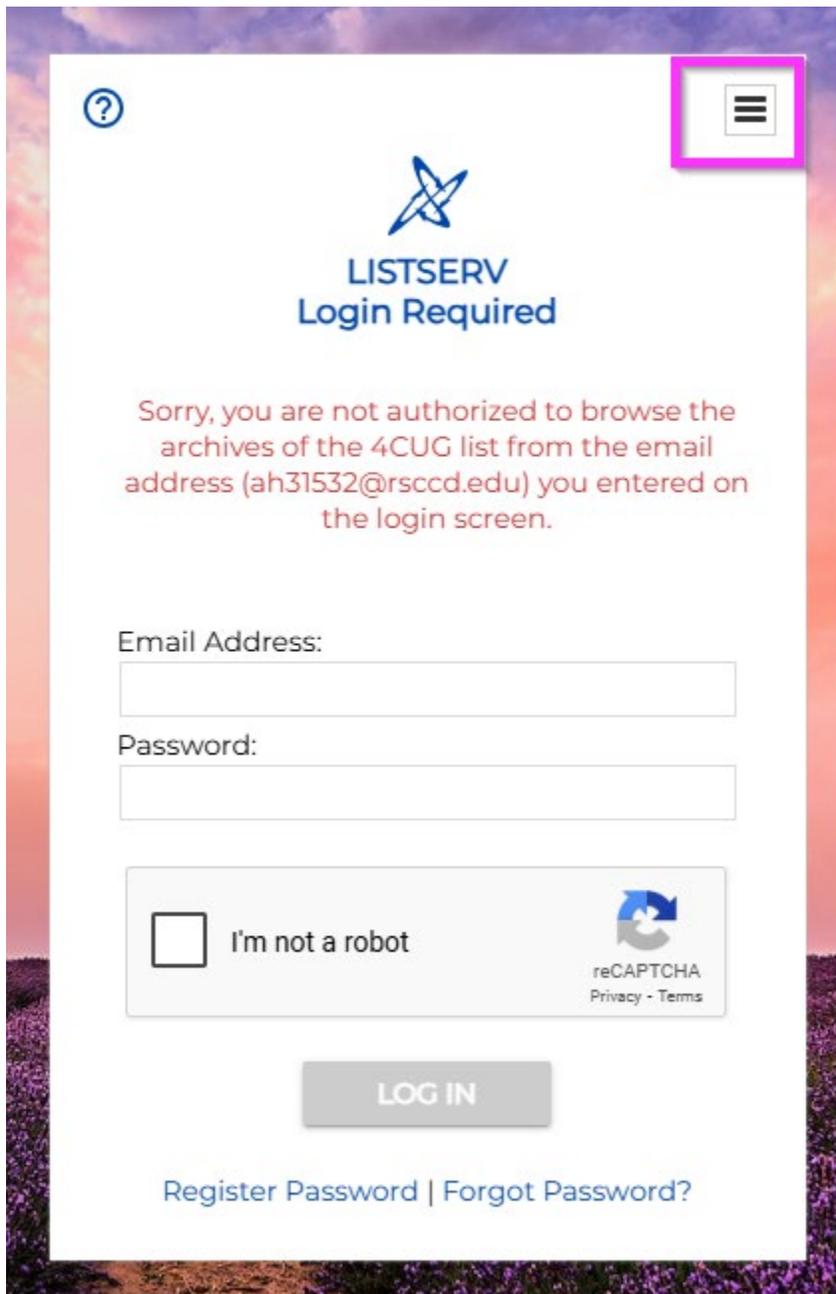
Search

LISTSERV.CCCNEXT.NET

[<<] [<] 1 to 50 of 192 rows [>] [>>]

List Name	Subscribers	List Title
 4CS-SENATES	483	4CS Senates
 4CUG	512	CCC Colleague User Group
 4CUGMIS	227	CCC Colleague MIS
 AB540	201	AB540 Undocumented Students
 ACTLA	1348	Association of Colleges for Tutoring and Learning Assistance
 ADDICTIONSTUDIES	146	Faculty in Addiction Studies
 ADVOCATES	1084	CCC Government Relations
 AG	246	Faculty in Agriculture
 ALLIEDHEALTH	184	Faculty in Allied Health

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



The image shows a web page for LISTSERV login. At the top left is a question mark icon. At the top right is a hamburger menu icon, which is highlighted with a pink square. Below the icons is the LISTSERV logo, a blue stylized atom symbol, followed by the text "LISTSERV Login Required". A red error message reads: "Sorry, you are not authorized to browse the archives of the 4CUG list from the email address (ah31532@rscdd.edu) you entered on the login screen." Below the message are two input fields: "Email Address:" and "Password:". Under the password field is a reCAPTCHA box containing an "I'm not a robot" checkbox and the reCAPTCHA logo with "reCAPTCHA Privacy - Terms" text. A grey "LOG IN" button is centered below the reCAPTCHA box. At the bottom, there are links for "Register Password" and "Forgot Password?".

[?](#)




LISTSERV
Login Required

Sorry, you are not authorized to browse the archives of the 4CUG list from the email address (ah31532@rscdd.edu) you entered on the login screen.

Email Address:

Password:

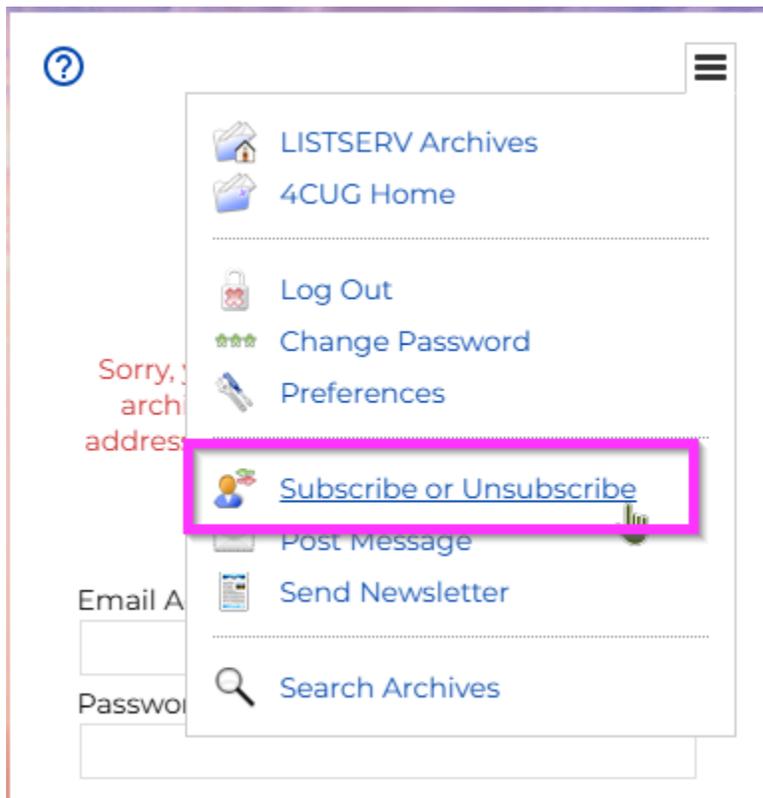
I'm not a robot


reCAPTCHA
Privacy - Terms

LOG IN

[Register Password](#) | [Forgot Password?](#)

Now click Subscribe or Unsubscribe:

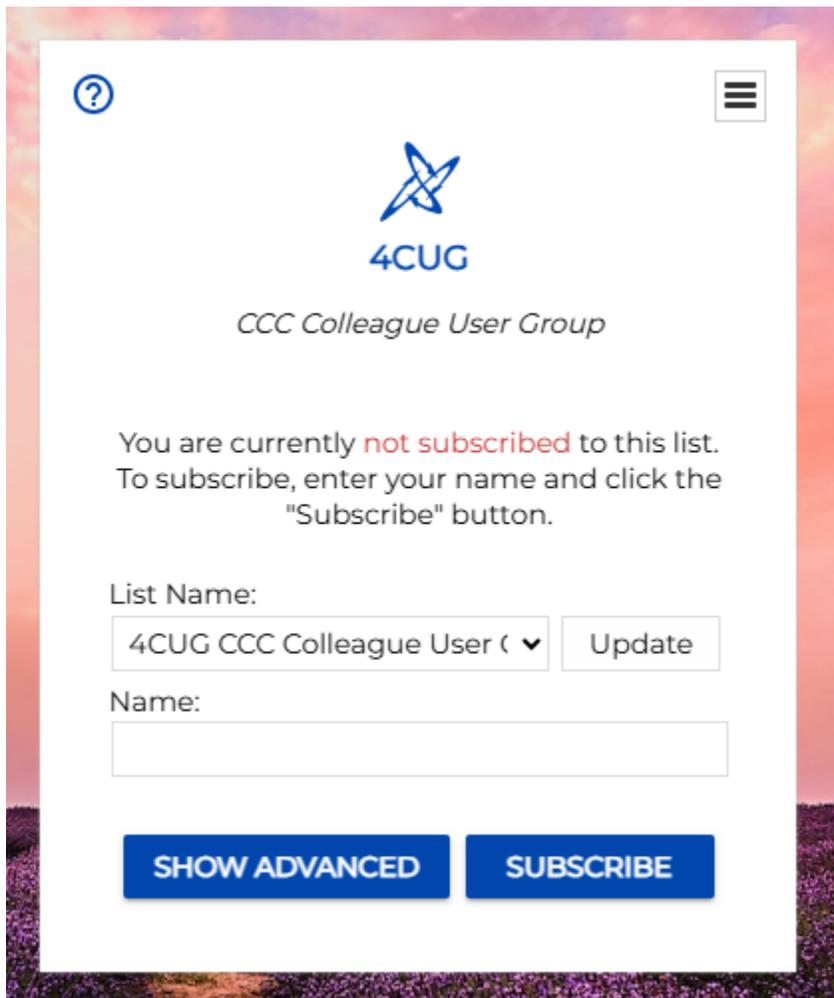


The screenshot shows a web interface with a dropdown menu. The menu items are:

- LISTSERV Archives
- 4CUG Home
- Log Out
- Change Password
- Preferences
- Subscribe or Unsubscribe** (highlighted with a pink box)
- Post Message
- Send Newsletter
- Search Archives

On the left side of the interface, there is a red error message: "Sorry, your archive address". Below this, there are input fields for "Email Address" and "Password".

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



The screenshot shows a subscription form for the 4CUG CCC Colleague User Group. At the top left is a question mark icon, and at the top right is a hamburger menu icon. The 4CUG logo is centered, with the text "4CUG" and "CCC Colleague User Group" below it. A message states: "You are currently **not subscribed** to this list. To subscribe, enter your name and click the 'Subscribe' button." Below this is a "List Name:" label, a dropdown menu showing "4CUG CCC Colleague User (", and an "Update" button. Underneath is a "Name:" label and an empty text input field. At the bottom are two blue buttons: "SHOW ADVANCED" and "SUBSCRIBE".

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4CUG
CCC Colleague User Group

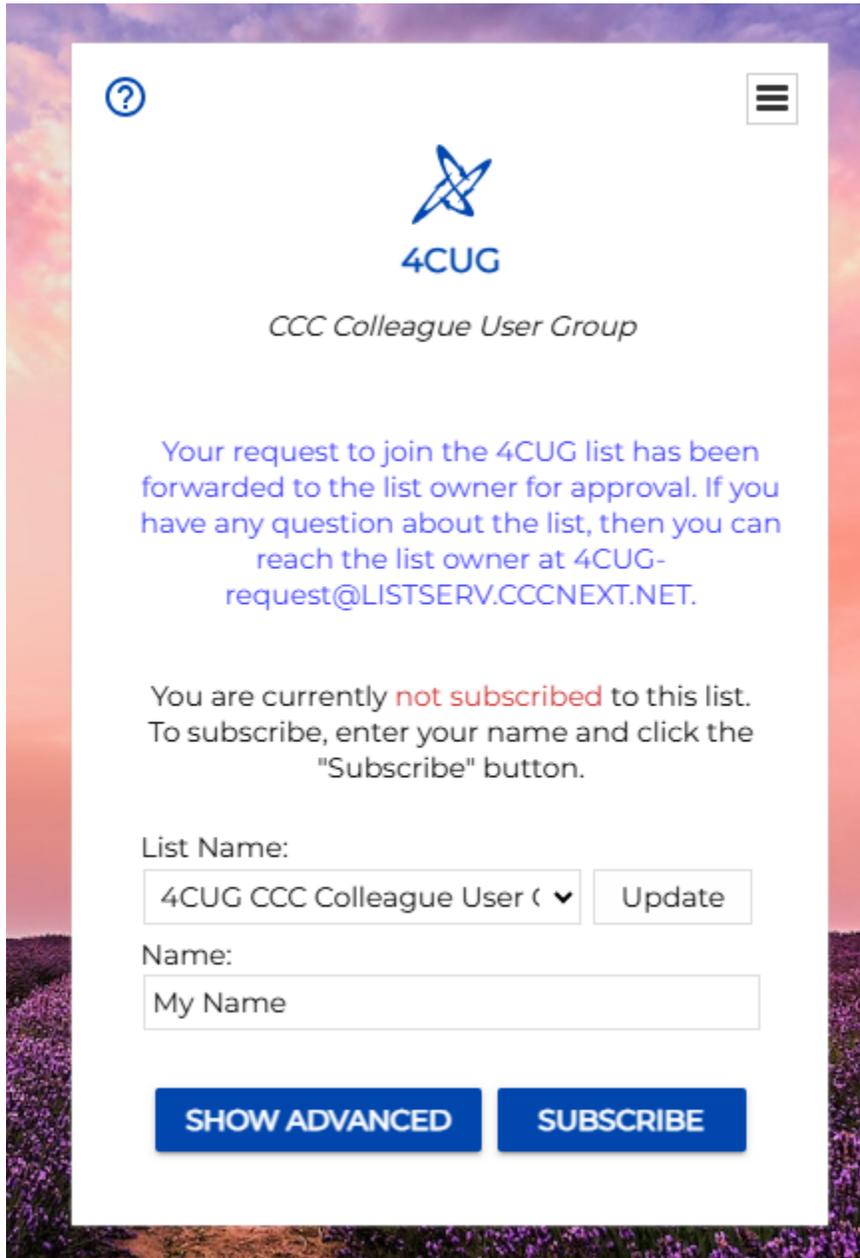
You are currently **not subscribed** to this list.
To subscribe, enter your name and click the
"Subscribe" button.

List Name:
4CUG CCC Colleague User (▼ Update

Name:

SHOW ADVANCED **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.



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4CUG

CCC Colleague User Group

Your request to join the 4CUG list has been forwarded to the list owner for approval. If you have any question about the list, then you can reach the list owner at 4CUG-request@LISTSERV.CCCNEXT.NET.

You are currently **not subscribed** to this list. To subscribe, enter your name and click the "Subscribe" button.

List Name:

4CUG CCC Colleague User (▾)

Update

Name:

My Name

SHOW ADVANCED

SUBSCRIBE

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

The screenshot shows an email interface with a blue header bar containing the subject "[EXTERNAL] You Have Been Added to the 4CUG List". Below the header is a toolbar with icons for Delete, Archive, Report, Reply, Reply all, Forward, Zoom, and Copilot. The main content area features a "Summary by Copilot" section, followed by the sender information: "CCC Technology Center LISTSERV Server (17.5)". A red banner with the text "**External**" is displayed. Below this is the LISTSERV logo and the main body of the email, which contains the following text:

You have been added to the 4CUG list (CCC Colleague User Group) by [redacted] >.

Here is some information about your new subscription. Please be sure to keep it handy for future reference. Having this information available will make it easier for you to recognize all of the lists to which you are subscribed and to unsubscribe or temporarily disable mail delivery.

- * Your Email Address: [redacted]
- * List Name: 4CUG
- * LISTSERV Host Name: LISTSERV.CCCNEXT.NET
- * List Archives: <https://LISTSERV.CCCNEXT.NET/scripts/wa-CCCNEXT.exe?A0=4CUG>
- * List Subscription Page: <https://LISTSERV.CCCNEXT.NET/scripts/wa-CCCNEXT.exe?SUBED1=4CUG>

The following email addresses are also available:

- * List Address: 4CUG@LISTSERV.CCCNEXT.NET
- * List Owner: 4CUG-request@LISTSERV.CCCNEXT.NET
- * Unsubscribe: 4CUG-signoff-request@LISTSERV.CCCNEXT.NET

If you don't already have a password for the LISTSERV.CCCNEXT.NET server, we recommend that you create one now. A LISTSERV password is linked to your email address and can be used to access the web interface and all of the lists to which you are subscribed on the LISTSERV.CCCNEXT.NET server.

To create a password, visit:
<https://LISTSERV.CCCNEXT.NET/scripts/wa-CCCNEXT.exe?GETPW1>

Once you have created a password, you can log in and view or change your subscription settings at:
<https://LISTSERV.CCCNEXT.NET/scripts/wa-CCCNEXT.exe?SUBED1=4CUG>

More information about how to use LISTSERV can be found at:
<https://www.isoftware.com/resources/resources.asp>

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.