Listserv - Registering for an Account

Follow these steps if you’re a list manager or student subscribed to a list and need to register your account for the first time before managing your list(s).

Step-by-step guide

   
a. **For List Managers** - Enter your @mccombs.utexas.edu email address and a new password you’d like to use to manage lists. Your new password should be different from your UTEID and McCombs passwords. Once you’ve entered your email address and new password twice, click “Register Password.”

   b. **For Students Subscribed to Lists** - Enter the current email address with which you are subscribed to a list, even if you want to change the address subscribed, and enter a new password you’d like to use to manage your list subscriptions. Your new password should be different from your UTEID password. Once you’ve entered your email address and new password twice, click “Register Password.”

2. After registering, you’ll see the confirmation message below and an email will be sent to the address your registered with. Check your email to complete registration. It may take a few minutes for the message to be delivered.

3. In the email you receive, you can either follow the link to confirm you configured your account or you can reply with the OK in the body of your email message.
That's it! If you need help registering for your account, please email AustinMigrationProject@mccombs.utexas.edu.

Related articles

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- VERIFY MIGRATION USING OUTLOOK WEB APP
- Migrating your computer to EID login - Windows 7 & 8
- Listserv - Managing List Subscribers
- Listserv - Registering for an Account