

## How to Access OSPA LISTSERV Account Settings and Archives (for established accounts)

1. Open the LISTSERV homepage: <https://listserv.kent.edu/cgi-bin/wa.exe?LOGON> and select “get a new LISTSERV password”

Kent State University LISTSERV 16.0

Subscriber's Corner Email Lists Log In

**Login Required**

Please enter your email address and password and click on the "Log In" button. If this is the first time you see this prompt, or if you have forgotten your password, you will need to get a new LISTSERV password first.

**If you have a Flashline login please use your @kent.edu email address and your Flashline password.**

Email Address:

Password:

Log In Change Password

LISTSERV.KENT.EDU

This service is provided and maintained by Information Services at Kent State University. For questions or help with Listserv please contact the Helpdesk at (330) 672-HELP or <http://support.kent.edu>. To request a new list click [here](#). Note: This can only be done from on campus.

2. Complete the registration form and register your password

Kent State University LISTSERV 16.0

Subscriber's Corner Email Lists Log In

**Register LISTSERV Password**

Please enter your email 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.

**If you have a Flashline login this is not necessary. Please hit the "Back" button in your browser and login using your @kent.edu email address and your Flashline password.**

Email Address:

Password:

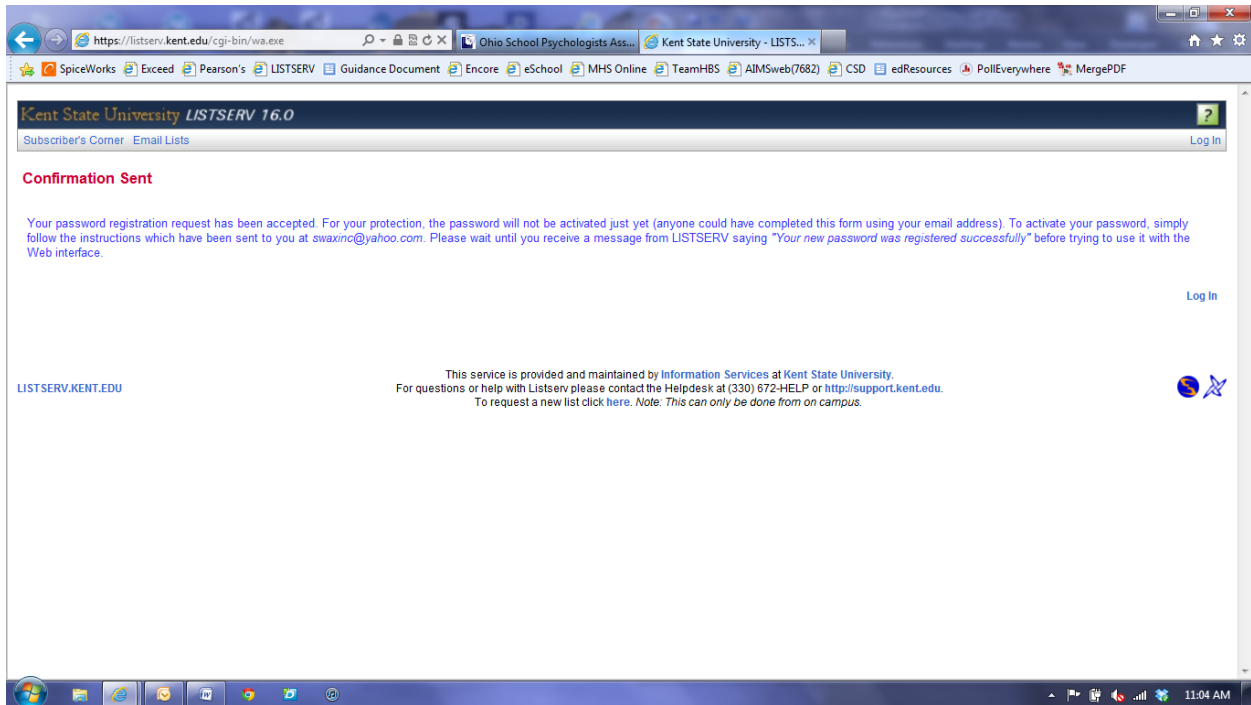
Password (Again):  (Verification)

Register Password

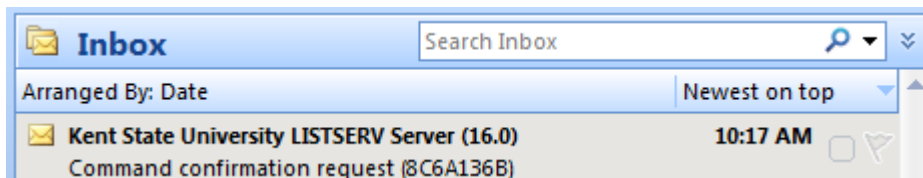
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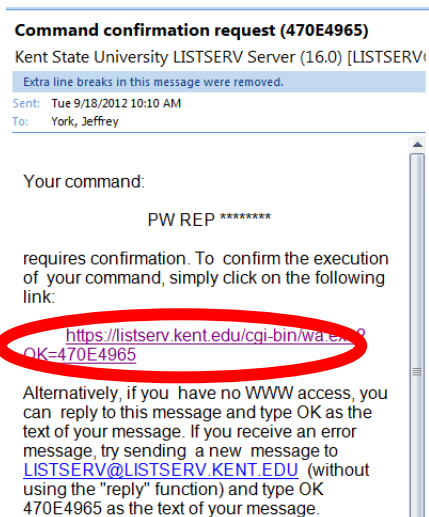
3. You should see this Confirmation Sent screen:



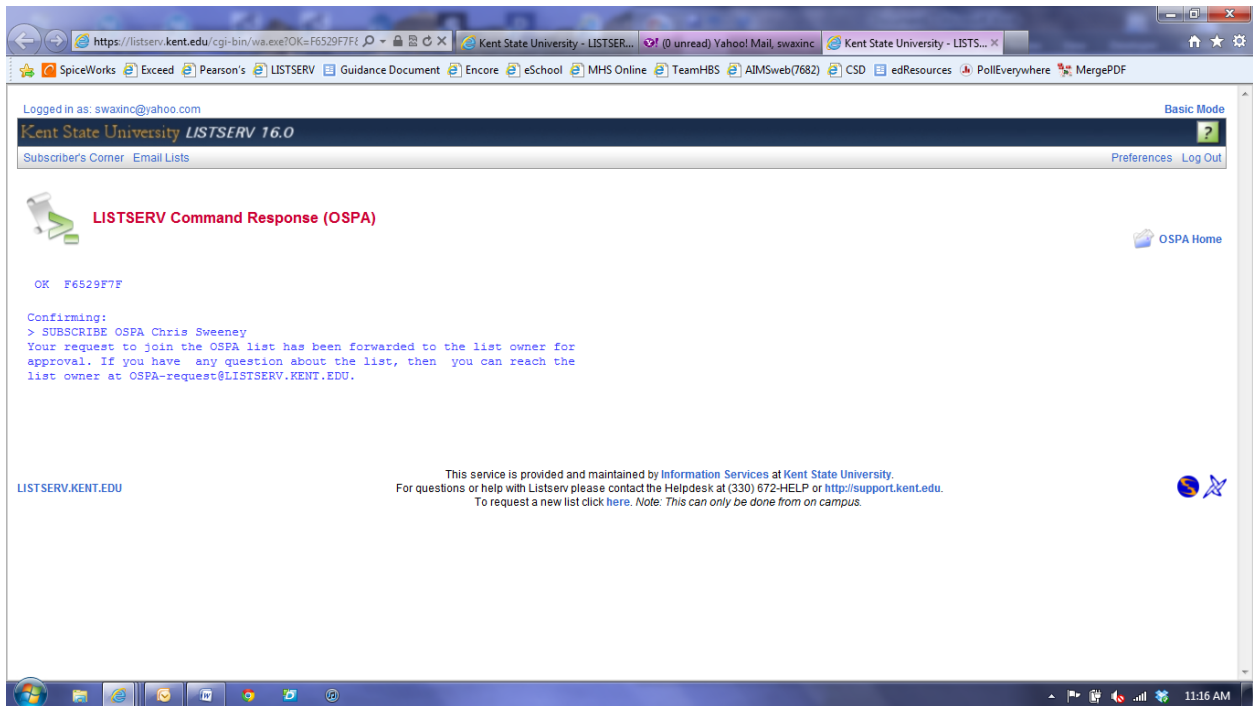
4. Wait for the registration email at the address you registered...



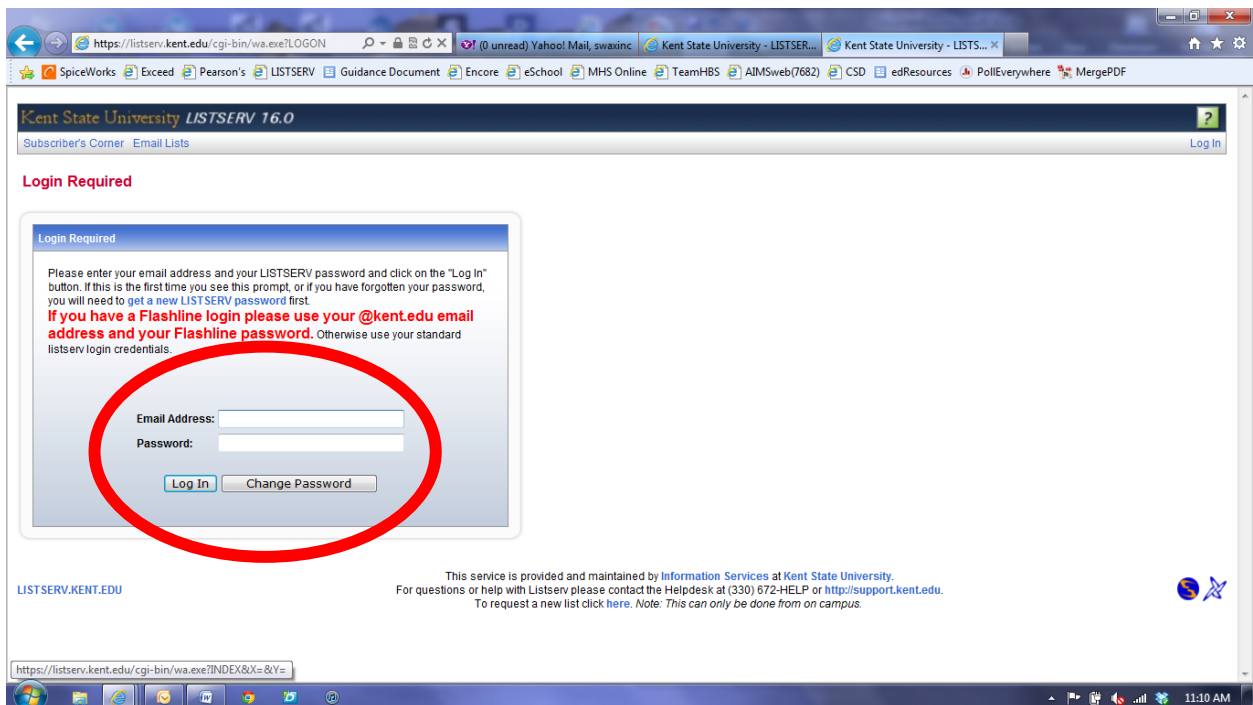
5. ... then click on the link in the email to confirm registration



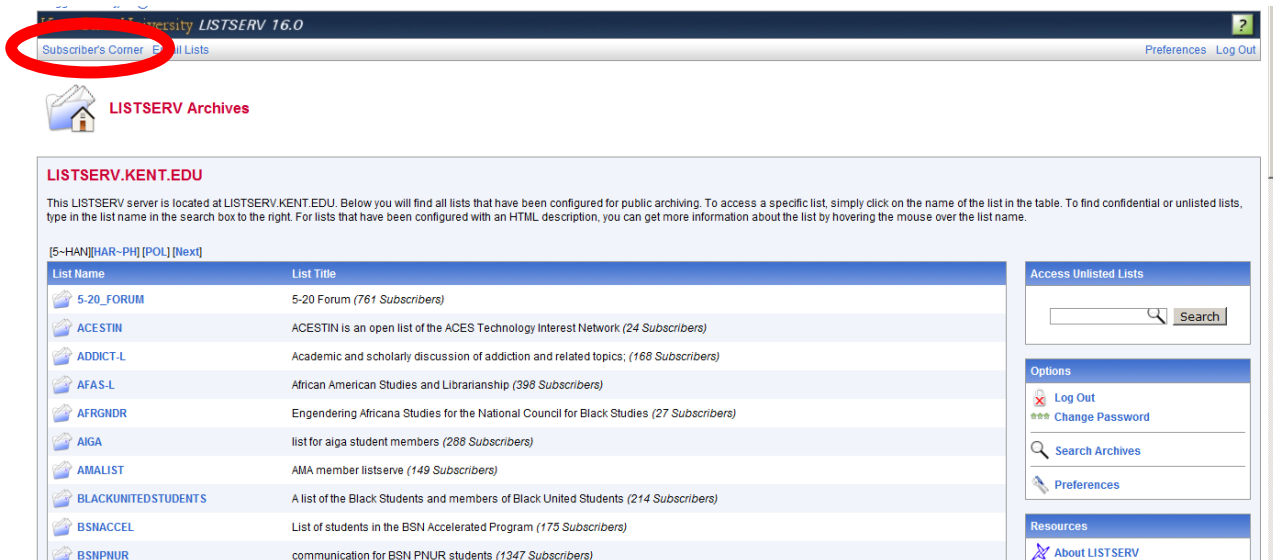
6. The link should take you here:



7. Click "Log In" on upper right of screen or browse to the login screen: <https://listserv.kent.edu/cgi-bin/wa.exe?LOGON> and enter your login information and click "Log In"



8. Click “Subscriber’s Corner” in the upper left

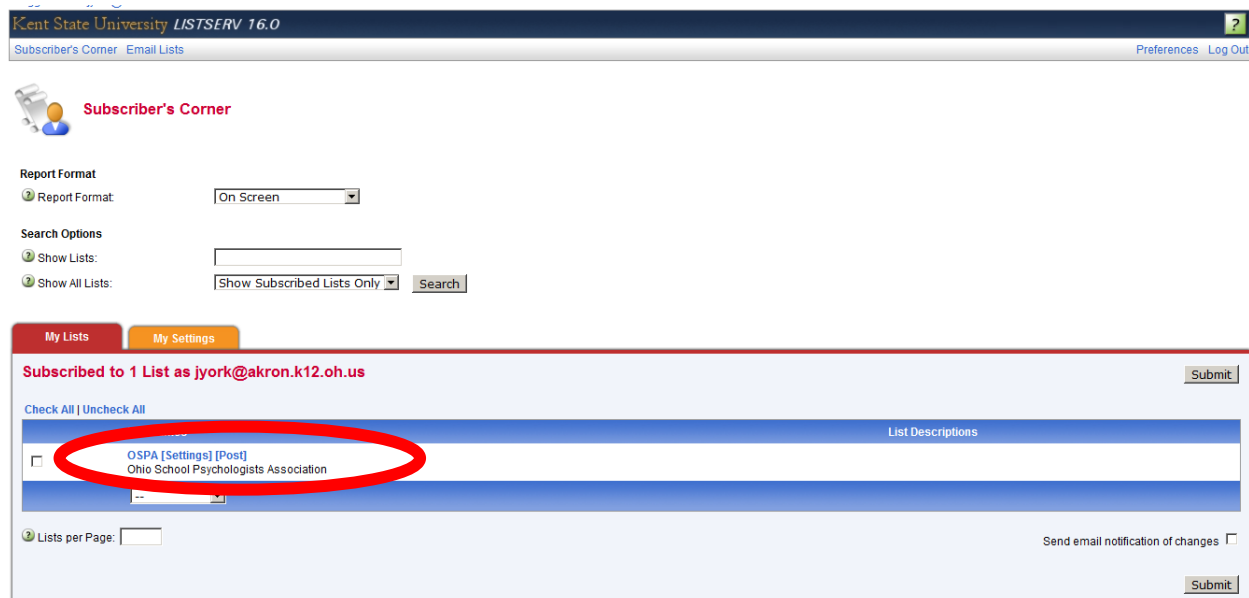


The screenshot shows the LISTSERV 16.0 interface. In the top navigation bar, the link "Subscriber's Corner" is highlighted with a red circle. Below the navigation bar, there is a section for "LISTSERV ARCHIVES" and a table of lists. The table has two columns: "List Name" and "List Title". The lists are as follows:

List Name	List Title
5-20_FORUM	5-20 Forum (761 Subscribers)
ACESTIN	ACESTIN is an open list of the ACES Technology Interest Network (24 Subscribers)
ADDICT-L	Academic and scholarly discussion of addiction and related topics; (168 Subscribers)
AFAS-L	African American Studies and Librarianship (398 Subscribers)
AFRGNDR	Engendering Africana Studies for the National Council for Black Studies (27 Subscribers)
AIGA	list for aiga student members (288 Subscribers)
AMALIST	AMA member listserv (149 Subscribers)
BLACKUNITEDSTUDENTS	A list of the Black Students and members of Black United Students (214 Subscribers)
BSNACCEL	List of students in the BSN Accelerated Program (175 Subscribers)
BSNPNUUR	communication for BSN PNUR students (1347 Subscribers)

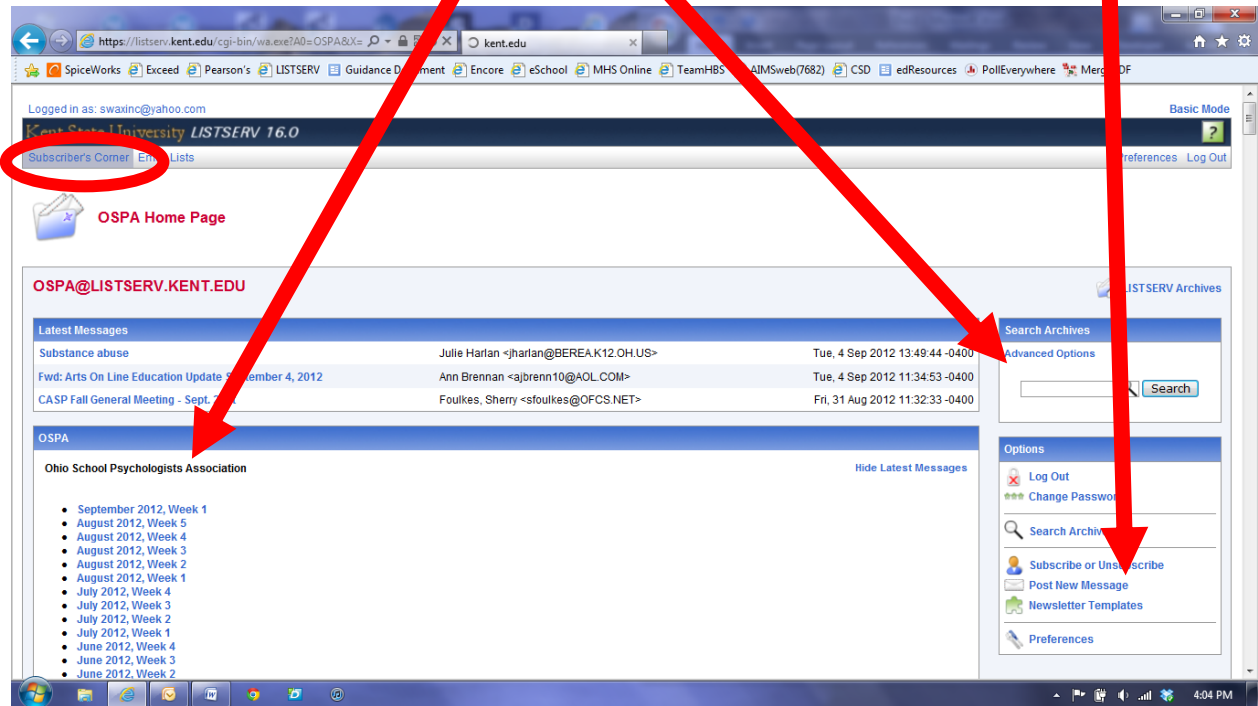
On the right side of the interface, there are sections for "Access Unlisted Lists" (with a search box), "Options" (with links for Log Out, Change Password, Search Archives, and Preferences), and "Resources" (with a link for About LISTSERV).

9. Choose “OSPA” to go to the archives, “[Settings]” to change subscription options or “[Post]” to post a new message. Click “Subscriber’s Corner” at anytime to return to this screen.



The screenshot shows the "Subscriber's Corner" interface. At the top, there is a navigation bar with "Subscriber's Corner" and "Email Lists" links. Below the navigation bar, there is a section for "Report Format" and "Search Options". The "Report Format" section has a dropdown menu set to "On Screen". The "Search Options" section has two input fields: "Show Lists:" and "Show All Lists:". The "Show All Lists:" field has a dropdown menu set to "Show Subscribed Lists Only" and a "Search" button. Below the search options, there is a section for "My Lists" and "My Settings". The "My Lists" section shows a list of subscriptions. The first subscription is "OSPA [Settings] [Post]" with the description "Ohio School Psychologists Association". This link is highlighted with a red circle. Below the list, there is a "Lists per Page:" dropdown menu and a "Send email notification of changes" checkbox. At the bottom right, there is a "Submit" button.

10. From the page below, one may browse/search the archived LISTSERV messages and post new messages.



11. From the page below, one may change the email address associated with your account, as well as list preferences from this page and hit "Update Options". You may hit the "?" in the upper right of the listserv window regarding the different settings

