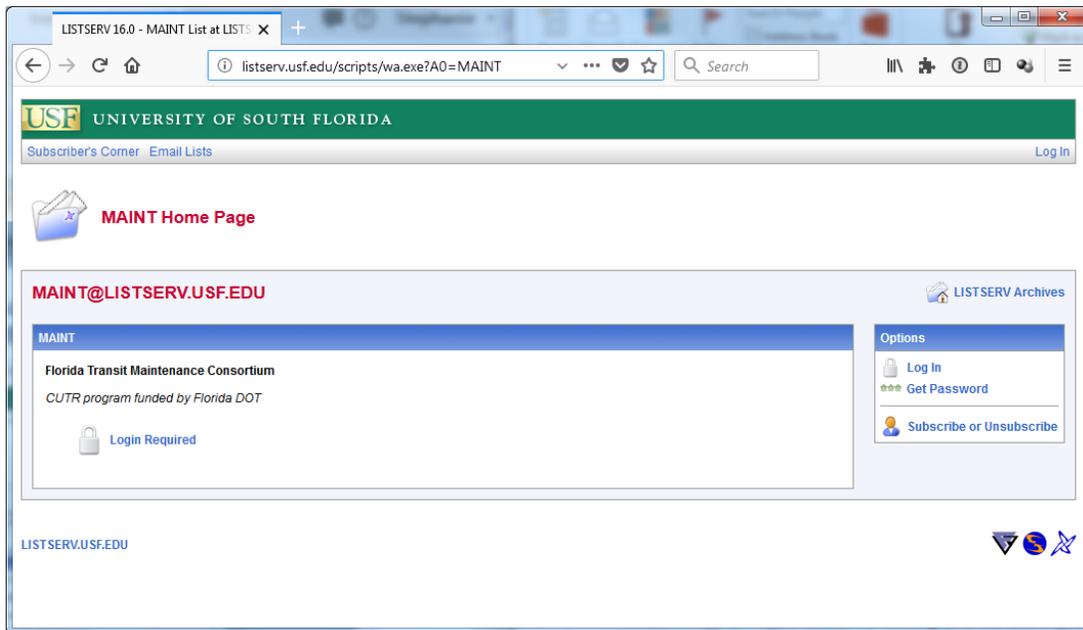# Instructions for how to access MAINT Listserv Archives

2/7/2018

1. Go to http://listserv.usf.edu/scripts/wa.exe?A0=MAINT
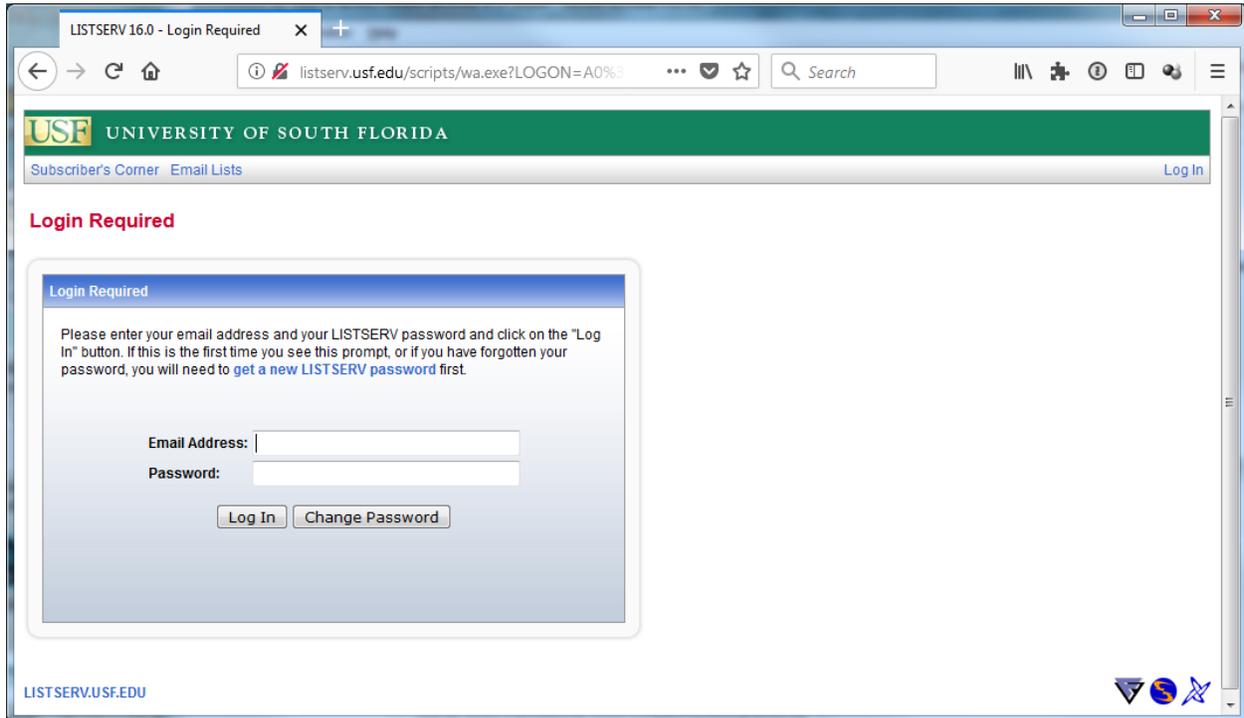

2. If you know your password, click the "**Login**" in righthand column. If you don't recall or never set up a password, click "**Get Password**". If you are new to the listserv, click "**Subscribe or Unsubscribe**".
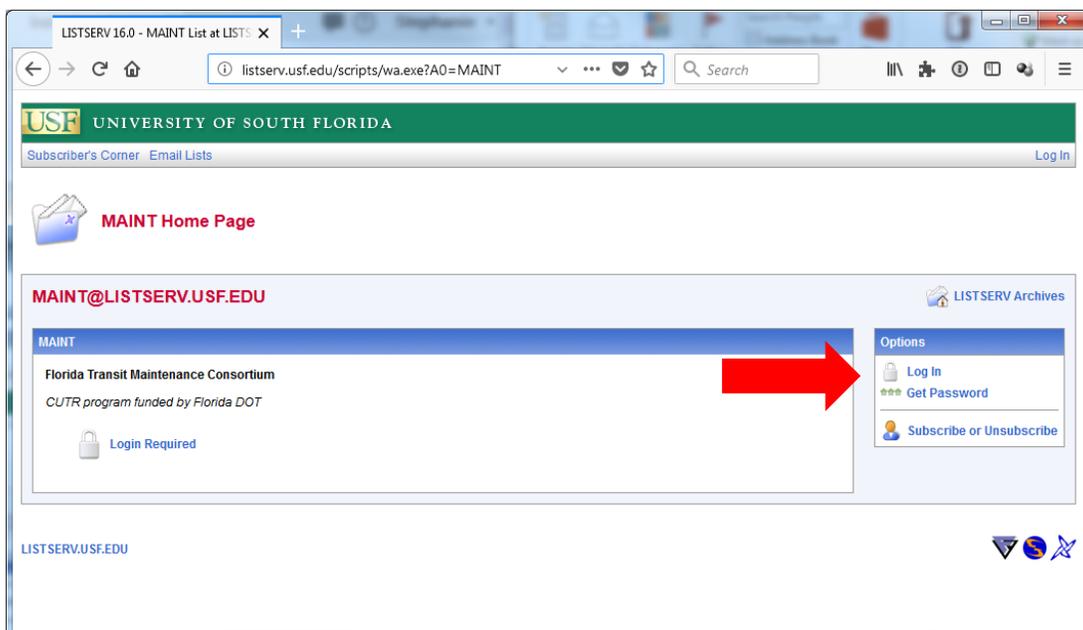
3. If you **Login,** you will be prompted to enter your email address and your LISTSERV password and click on the "Log In" button.

4. If this is the first time you are logging in or if you have forgotten your password, you will need to register listserv password. Select "Get a new listserv password" in the previous step.
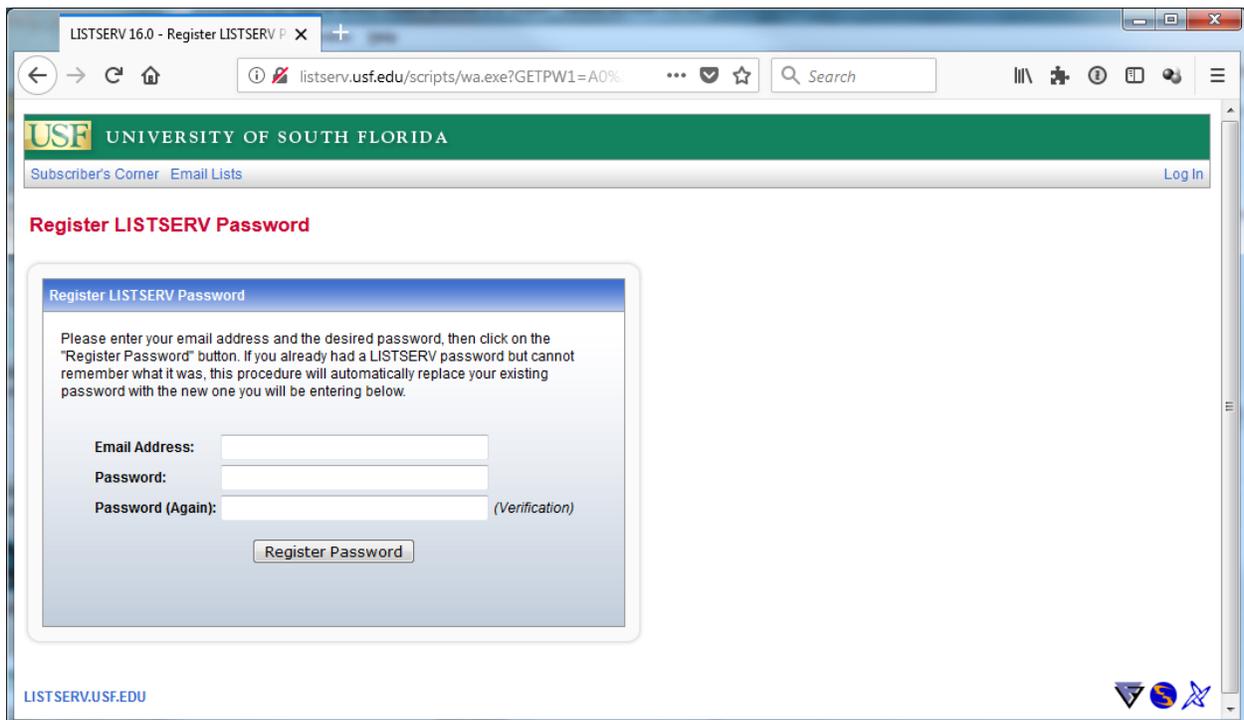
5. After registering password, you will get another page called "Confirmation Sent" that says:

   Your password registration request has been accepted. For your protection, the password will not be activated just yet (anyone could have completed this form using your email address). To activate your password, simply follow the instructions which have been sent to you at YOUR.EMAIL@YOUR.DOMAIN. Please wait until you receive a message from LISTSERV saying "Your new password was registered successfully" before trying to use it with the Web interface. If you don't see it in your email box, check your spam or junk folders.

6. You will be logged in to the page where you can see the Latest Messages where you can now Search Archives

Questions? Contact Stephanie Lewis at zavacki@cutr.usf.edu