Visit: https://selfservice.unc.edu/

1. Login with your Onyen and password.

2. Under the “ListManager” tab, click on “User Tools.”
3. Once the user tools appear, click on “Search for Lists” hyperlink.

4. Inside Search String blank, type: **business_managers** and
5. Click on “Search” button.
6. You will be given the option to choose between lists. Click the drop down menu and choose the top selection: “business_managers: UNC Dept. Business Managers.”

7. Click on “Subscribe.”
8. Fill out your email address, as well as your name and a password, if you wish.
9. Click “Subscribe” button.

10. Once you submit, the above screen will appear and you will receive an acknowledgement that your request was submitted. Your request will be routed to a systems administrator, who will approve your status and you will receive future business managers’ communications.