



UNC  
FINANCE

# Subscribing to the Business Managers' Listserv

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

Log In

ONYEN:

Password:

1. Login with your Onyen and password.

Home ListManager

Log In  
Information  
[User Tools](#)  
Admin Tools

Welcome to the University of North Carolina at Chapel Hill List Server

If you know the name of a list you would like to jump directly to, enter it below. Otherwise, if you are a member or administrator of multiple lists, you can view all your lists by selecting one of the links after clicking "Log In".

Visit or Manage a Single List

2. Under the "ListManager" tab, click on "User Tools."

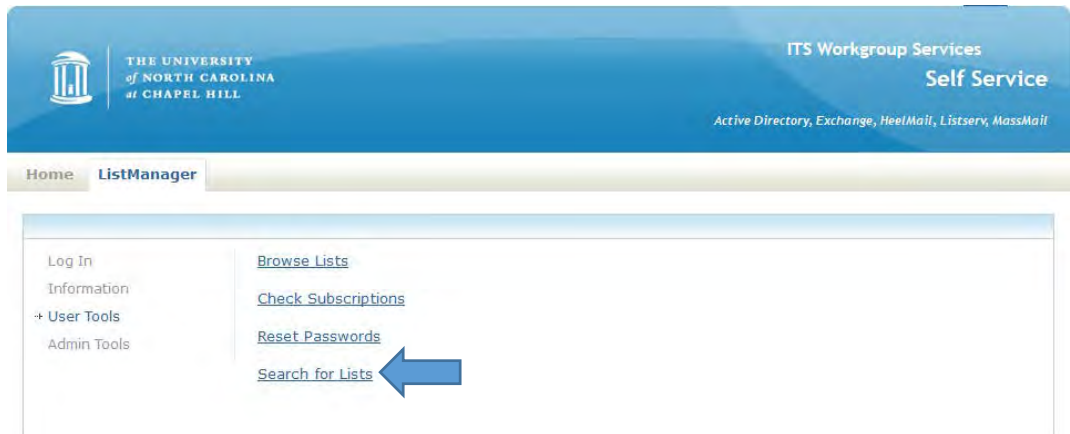
- the e-mail address you used to subscribe to the list AND
- your list password\*, which cannot be blank.

**\*The UNC List Server username and password is unique, and does not match the Onyen sign-on system. For security purposes, the use of ONYEN passwords on listserv is discouraged.**

If you have difficulty logging in, please try one of the following:

- Make sure that cookies are enabled in your browser.
- Click here to search for a list by name or description.
- Click here to have your password sent to you via e-mail.

## Subscribing to the Business Managers' Listserv, page 2



THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

ITS Workgroup Services  
Self Service

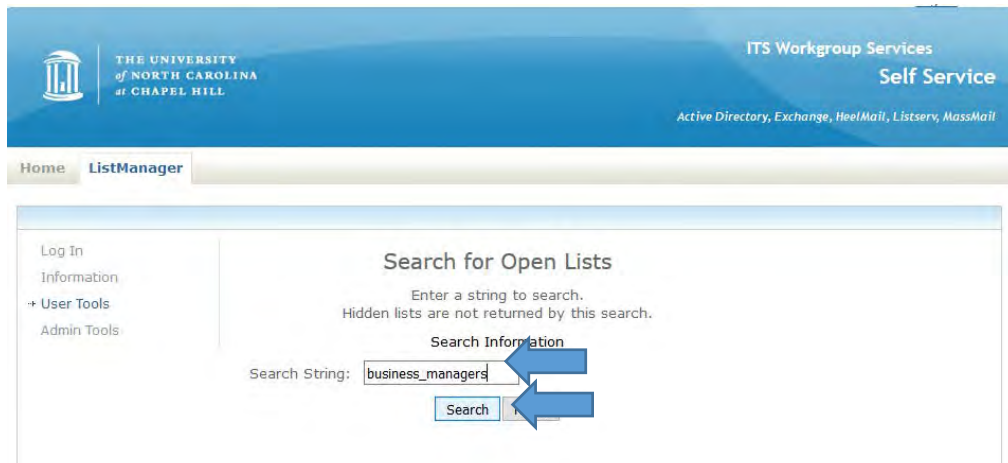
Active Directory, Exchange, HeelMail, Listserv, MassMail

Home ListManager

Log In  
Information  
→ User Tools  
Admin Tools

[Browse Lists](#)  
[Check Subscriptions](#)  
[Reset Passwords](#)  
[Search for Lists](#)

3. Once the user tools appear, click on “Search for Lists” hyperlink.



THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

ITS Workgroup Services  
Self Service

Active Directory, Exchange, HeelMail, Listserv, MassMail

Home ListManager

Log In  
Information  
→ User Tools  
Admin Tools

**Search for Open Lists**

Enter a string to search.  
Hidden lists are not returned by this search.

Search Information

Search String:

4. Inside Search String blank, type: **business\_managers** and  
5. Click on “Search” button.

## Subscribing to the Business Managers' Listserv, page 3

THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

ITS Workgroup Services  
Self Service  
*Active Directory, Exchange, HeelMail, Listserv, MassMail*

Home ListManager

Log In  
Information  
+ User Tools  
Admin Tools

2 lists match the search term: business\_managers

Choose List...  
business\_managers: UNC Dept. Business Managers  
som\_business\_managers: School of Medicine Business Managers

Search Again

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."

THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

ITS Workgroup Services  
Self Service  
*Active Directory, Exchange, HeelMail, Listserv, MassMail*

Home ListManager

Log In  
Information  
+ User Tools  
Admin Tools

2 lists match the search term: business\_managers

business\_managers: UNC Dept. Business Managers

Visit Subscribe

Search Again

7. Click on "Subscribe."

## Subscribing to the Business Managers' Listserv, page 4

UNC Listserv Not logged in

Messages : All Forums : Subscribe

Your email address:

(optional) Your name:

(optional) Set a Password:

Subscribe

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

Subscribe requested

You will receive an email acknowledgement in a few minutes.  
Please check your email account for the acknowledgement email message.

OK

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.