

## Signing up for the Masters Listserv

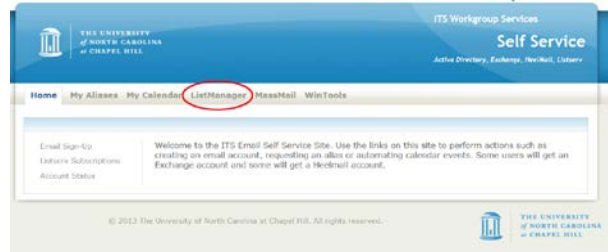
It is essential that you sign up for the departmental listserv to receive *vital* departmental and class information. If you encounter difficulty in joining the listserv or if you have questions, please contact Nancy Beach [nbeach@email.unc.edu](mailto:nbeach@email.unc.edu) or Paul Barrett [pbarrett@email.unc.edu](mailto:pbarrett@email.unc.edu).

### Step 1

Using your favorite web browser, go to:  
<https://selfservice.unc.edu>

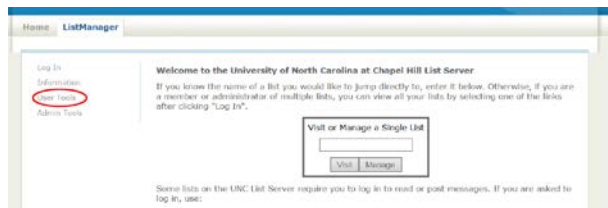
### Step 2

Login with your UNC ONYEN username and password.  
Select **ListManager** from the top menu.



### Step 3

Select **User Tools** from the ListManager menu, and then the **Search For Lists** link.



### Step 4

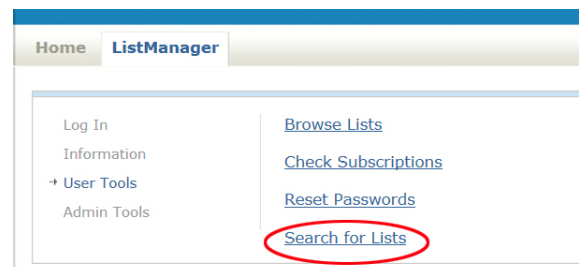
In the search box, use one of the following terms, depending on which list you want to sign up for:

HPM MHA: hpm\_mha

HPM MSPH: hpm\_msph

### Step 5

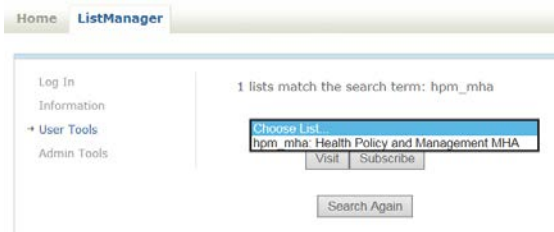
Click the dropdown arrow next to 'Choose List' and select the listserv name (there should only be one).



### Step 6

Click **Subscribe**.

Fill out the form as instructed. The list password, which goes in the top box, is **water**. You must use your UNC email address (example: [jdoe@live.unc.edu](mailto:jdoe@live.unc.edu)). **You do not need to set the optional password to send or receive email.**



After completing the form click on the **Subscribe** button. You are now a member of the listserv! If you have followed the steps correctly, you will receive an email acknowledging the subscription.

The listserv email addresses are:

[hpm\\_mha@listserv.unc.edu](mailto:hpm_mha@listserv.unc.edu)

[hpm\\_msph@listserv.unc.edu](mailto:hpm_msph@listserv.unc.edu)

**You must use your UNC email address to send a message to the listserv.**

