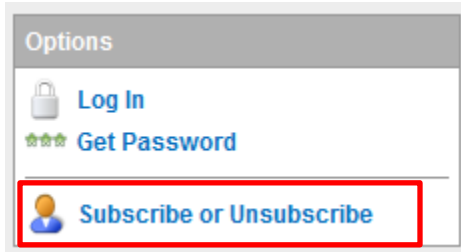


## How to Subscribe to the ACT Institutional Data Questionnaire Listserv

1. Go to the ACT IDQ Listserv site at [http://list.act.org/scripts/wa-ACT.exe?A0=ACT\\_IDQ-L](http://list.act.org/scripts/wa-ACT.exe?A0=ACT_IDQ-L)
2. Click **Subscribe or Unsubscribe** located in the **Options** box on the right side of the window.



3. Complete the form and click **Subscribe**.
  - a. Enter your **Name** and **Email Address**.
  - b. Select the **Regular** subscription type.
  - c. Click the button labeled **Subscribe (ACT\_IDQ-L)**.

**ACT\_IDQ-L@LIST.ACT.ORG**

[LISTSERV Archives](#)  
[ACT\\_IDQ-L Home](#)

This screen allows you to subscribe or unsubscribe to the ACT\_IDQ-L list. To confirm your identity and prevent third parties from subscribing you to a list against your will, an email message with a confirmation code will be sent to the address you specify. Simply wait for this message to arrive, then follow the instructions to confirm the operation.

Alternatively, you can update your subscription interactively by [logging in with your LISTSERV password](#).

**Name:**

**Email Address:**

**Select List:**

**Subscription Type**

Regular [NODIGEST]

Digest (traditional) [NOMIME DIGEST]

## How to Subscribe to the ACT Institutional Data Questionnaire Listserv

- The following message appears above the gray box: [A confirmation request is being sent under separate cover](#). This means that an email was sent to the address you entered asking you to confirm your subscription request.
- Retrieve the confirmation email and click the link provided in the email. Clicking the link will produce the following message:



### LISTSERV Command Response (ACT\_IDQ-L)

OK E23E3CCC

Confirming:

> SUBSCRIBE ACT\_IDQ-L Jane Doe

You have been added to the ACT\_IDQ-L list.

- Now that your name and email have been added to the list, it is time to set up your password. In the window above, click **Log In**, or go to the Listserv site [http://list.act.org/scripts/wa-ACT.exe?A0=ACT\\_IDQ-L](http://list.act.org/scripts/wa-ACT.exe?A0=ACT_IDQ-L) and click **Log In**.
- Click **get a new LISTSERV password**.

A screenshot of a "Login Required" dialog box. The title bar is blue with the text "Login Required". The main content area has a light blue background and contains the following text: "Please enter your email address and your LISTSERV 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." The text "get a new LISTSERV password" is highlighted with a red rectangular box. Below the text are two input fields: "Email Address:" followed by a white text box, and "Password:" followed by a white text box. At the bottom of the dialog are two buttons: "Log In" and "Change Password".

## How to Subscribe to the ACT Institutional Data Questionnaire Listserv

8. Enter your email address again and create a password. Click **Register Password**.



The screenshot shows a web form titled "Register LISTSERV Password". The form contains the following text and fields:

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.

Email Address:

Password:

Password (Again):  (Verification)

Register Password

9. The following message appears, explaining that another email was sent with a password activation link that must be clicked:



### Confirmation Sent

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 *j.doe@mailinator.com*. 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.

## How to Subscribe to the ACT Institutional Data Questionnaire Listserv

10. Retrieve the password confirmation email and click on the provided link, which will produce another confirmation message similar to this:



### LISTSERV Command Response (DD3E529D)

OK DD3E529D

Confirming:

> PW REP \*\*\*\*\*

Your new password was registered successfully.

**You are now a member of the ACT IDQ Listserv and will receive all posts to the list. You may complete the next two steps to login to the Listserv site, view the archives, and modify your settings, but login is not required to send or receive posts to the list.**

11. In the message window above, click **Log In**, or go to the Listserv site [http://list.act.org/scripts/wa-ACT.exe?A0=ACT\\_IDQ-L](http://list.act.org/scripts/wa-ACT.exe?A0=ACT_IDQ-L) and click **Log In**.
12. Enter your email address and password and click the **Log In** button.

**Login Required**

Please enter your email address and your LISTSERV 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.

Email Address:

Password: