How to Subscribe to the ACT Institutional Data Questionnaire Listserv


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)**.

![Subscribe or Unsubscribe](options_box.png)
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4. 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.

5. Retrieve the confirmation email and click the link provided in the email. Clicking the link will produce the following message:

6. 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 and click Log In.

7. Click get a new LISTSERV password.
8. Enter your email address again and create a password. Click **Register Password**.

[Image of Register LISTSERV Password form]

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

[Image of LISTSERV 16.0 interface]

**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.
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)](image)

**LISTSERV Command Response (DD3E529D)**

OK    DD3E529D

Confirming:
> FW 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.