How to setup/reset the Listserv password

Not all list functions require a login. However, if you are prompted to provide a password, you will need to establish your login credentials with the UGA LISTSERV system. Note: Your LISTSERV password is NOT the same as your UGA MyID password. The two passwords are not synced.

Your LISTSERV password is the same for all of your subscribed lists.

To set up a password to the UGA LISTSERV system or to reset a forgotten password:

- Go to the UGA LISTSERV home page (http://listserv.uga.edu)
- Click Log In in the top bar

  ![Listserv Home Page](image)

- On the Log In screen, click get a new LISTSERV password in the text of the middle box

  ![Login Request](image)

- You will be taken to the password registration page. Provide your email address, password and password confirmation on the password registration page. Click Register Password

  ![Register Password](image)

- You will then be taken to a page stating a confirmation has been sent to your email

  ![Confirmation Sent](image)

- Check your email for a confirmation email. The first line in the email will ask you to confirm your password by clicking on a link. Click on the link.
- You will be sent to a new page confirming that your password has been successfully registered

Request Support

EITS Help Desk
706-542-3106
helpdesk@uga.edu
Chat with a Help Desk Consultant
At this point, your password is ready to use on the LISTSERV website.

- Click Log In on the UGA LISTSERV website to access your lists.

Related articles

- What is a Listserv?
- What are the available Listserv restriction settings?
- How to unsubscribe from a Listserv
- How to subscribe to a Listserv
- How to setup/reset the Listserv password