

How to Manage your LCS Listserv Accounts

As the new school year is about to begin, you may be wondering how to make changes to your Lancaster City Schools listserv subscriptions. Your child may be moving from Elementary School to Junior High, from Jr. High to the High School, or maybe you have moved and changed to another school over the summer. Here are a few pointers to help you make the necessary changes in your subscription(s) in order to keep informed about what's going on at your child's school or extra-curricular activity.

Any changes you need to make can be done at the listserv home page:

<http://listserv.laca.org/listserv/wa.exe?HOME>

The link to this page is also available from the Lancaster City Schools webpage <http://www.lancaster.k12.oh.us> under the "Parents & Students" drop down at the top of the page. It is the "District Listserv Signup" link.

You will be taken to this site (see screenshot below).

The screenshot shows the LISTSERV 16.0 interface. At the top, there's a navigation bar with "Subscriber's Corner" and "Email Lists". Below that is a "LISTSERV Archives" section with a home icon. The main content area is titled "LISTSERV.LACA.ORG" and contains a table of listserv accounts. To the right of the table are sections for "Access Unlisted Lists" (with a search box), "Options" (with "Log In" and "Get Password" links), and "Resources" (with "About LISTSERV" and "LISTSERV Documentation" links).

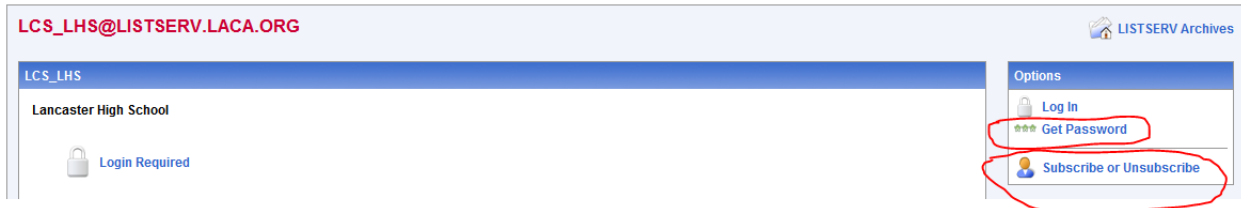
| List Name | List Title |
|--------------------------------------|--|
| C-TEC_ANNOUNCEMENTS | C-TEC Parents Listserv (283 Subscribers) |
| ETNA_ANNOUNCEMENTS | Etna Elementary Announcements (393 Subscribers) |
| FALLS_INFO | West Muskingum Falls ES Info (306 Subscribers) |
| GES_ANNOUNCEMENTS | Granville Elementary School Announcements (791 Subscribers) |
| GEVSD_ANNOUNCEMENTS | Granville Exempted Village School District Announcements (1927 Subscribers) |
| GHS_ANNOUNCEMENTS | Granville High School Announcements (1353 Subscribers) |
| GIS_ANNOUNCEMENTS | Granville Intermediate School Announcements (997 Subscribers) |
| GMS_ANNOUNCEMENTS | Granville Middle School Announcements Mailing List (812 Subscribers) |
| HEBRON_ANNOUNCEMENTS | Announcements to Lakewood Hebron Elementary Parents and other Contacts (249 Subscribers) |
| HED-ANNOUNCEMENTS | Heath District Announcements (602 Subscribers) |
| HEEG-ANNOUNCEMENTS | Heath Garfield Elementary School Announcements (106 Subscribers) |
| HEES-ANNOUNCEMENTS | Heath Stevenson Announcements (160 Subscribers) |
| HEHS-ANNOUNCEMENTS | Heath High School Announcements (389 Subscribers) |
| HEHS-GUIDANCEOFFICE | HEHS-GUIDANCEOFFICE (5 Subscribers) |
| HEHS-SENIORS2014 | Heath High School Seniors 2014 (123 Subscribers) |

Just click on the link to the list you are interested in to subscribe, unsubscribe or manage your account. For example, if you wanted to subscribe, unsubscribe or manage your LHS listserv account click on the LHS link and the following window will open:

The screenshot shows a list of listserv accounts. The "LCS_LHS" link is circled in red. The list includes:

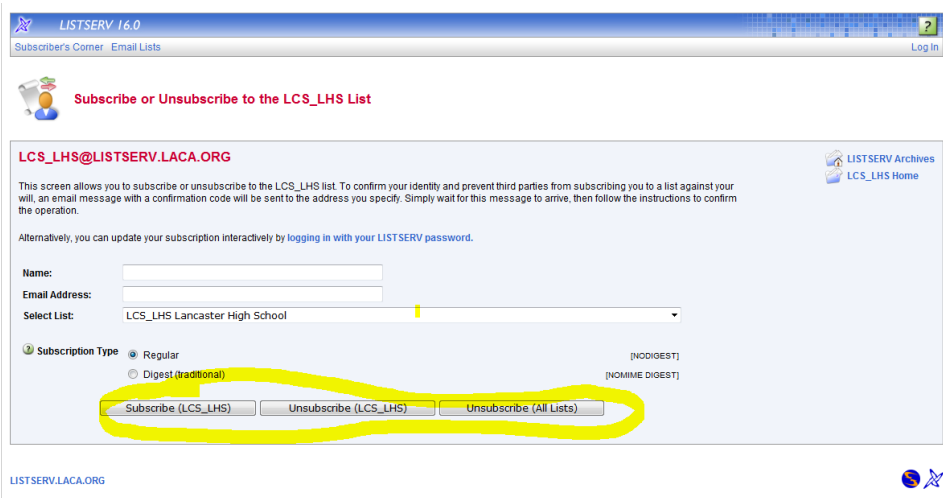
- [LCS_GSJH](#) Lancaster City Schools General Sherman MS (330 Subscribers)
- [LCS_GSJH_BAND](#) Lancaster City Schools General Sherman MS Band (226 Subscribers)
- [LCS_LHS](#) Lancaster High School (1141 Subscribers)
- [LCS_LHS_BAND_BOOSTERS](#) Lancaster HS Band Boosters (341 Subscribers)
- [LCS_LHS_CHOIR](#) Lancaster HS Choir (394 Subscribers)

You do **not** need a password to unsubscribe or subscribe to a new list!

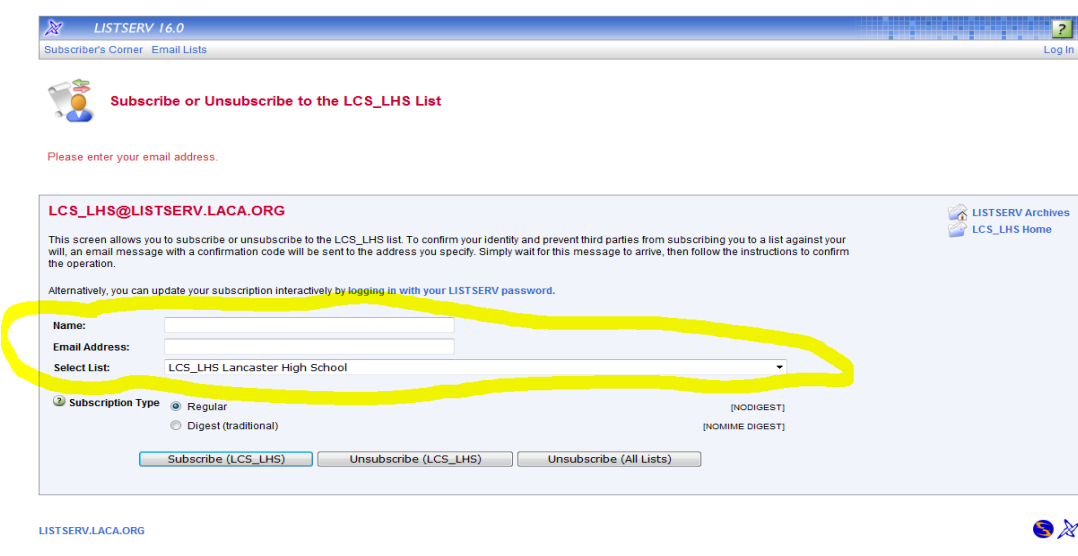


From this page you can subscribe, unsubscribe, change your password etc, just follow the instructions in each section.

If you wanted to unsubscribe, scroll down to the bottom of the screen, then click the “Unsubscribe LCS-LHS” button.

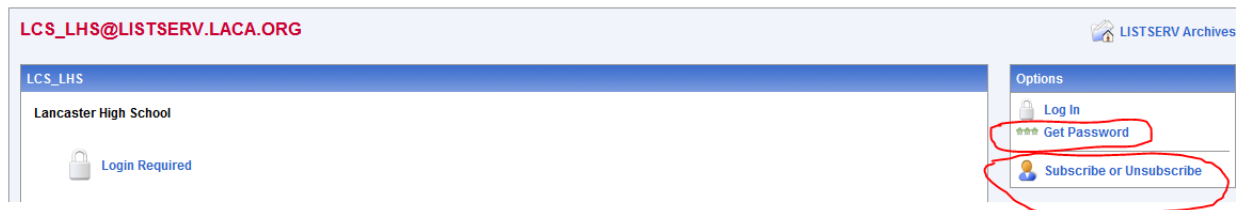


The following window will open:



Fill in your name and email address and then click the "Unsubscribe" button. An email will be sent to you asking you to verify that you would like to unsubscribe. Follow the directions in the email and you will be removed from the list.

If you would like to change your password or have forgotten it, click on the "Get Password" link



The following window will open. Enter your information and a confirmation will be emailed to you:



Register LISTSERV Password

Register LISTSERV Password

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)

Please contact us if you have any questions or if we can assist you with anything. We can be reached at the LCS Administrative Offices at 740-687-7300 ext. 1000

Thank you for using our listserv!