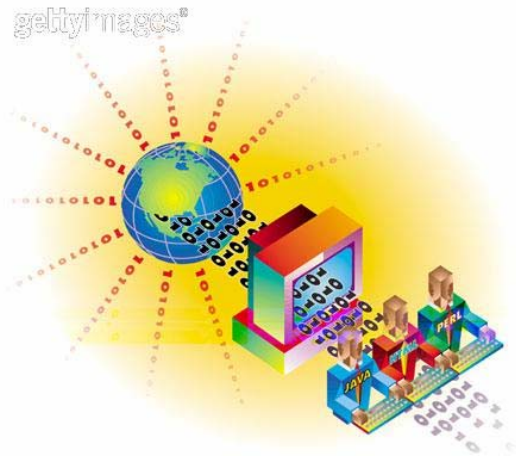


Guide to the Work-Study Listserv

The Work-Study Listserv

WSO is committed to maintaining ongoing communication with departments participating in the Work-Study program. It is our goal to ensure that departments are kept abreast of critical dates, program updates, continuing education, training opportunities, and even an occasional fun fact. WSO disseminates such information via an electronic newsletter cleverly named the "**Work-Study Newswire.**" To receive the Newswire, departmental personnel must subscribe to the Work-Study Listserv administered through the Bruin Online (BOL) services office.



Subscribing to the Listserv

Step 1: Visit the Work-Study Listserv subscription page at <http://lists.ucla.edu/cgi-bin/mailman/listinfo/workstudy>

Step 2: On the "Subscription" page enter the following (see figure 1 below):

- Email address
- Name (optional)
- Password (optional)
- Then click the "Subscribe" button

Step 3: You will receive an email requesting confirmation of your subscription. To finalize the process:

- Click your email "Reply" button (do not modify email contents)
- Click your email "Send" button

An email confirming your subscription is delivered to you. You will receive future Newswires as issued.

Unsubscribing from the Listserv

Step 1: Visit the Work-Study Listserv subscription page at <http://lists.ucla.edu/cgi-bin/mailman/listinfo/workstudy>

Step 2:

- Enter your email address (see figure 2 below)
- Click the "Unsubscribe or Edit Options" button
- Click on the "Unsubscribe" button (see figure 3 below) when the new window displays

Step 3: You will receive an email requesting confirmation of your un-subscription. To finalize the process:

- Click your email "Reply" button (do not modify email contents)
- Click your email "Send" button

No future Newswires will be delivered to you.

Work-Study Participation Requirement

Every department is required to have at least one person subscribed to the Work-Study Listserv.

This individual will be considered the primary Work-Study departmental contact (PDC). WSO highly recommends that two or more persons from the same department join the Listserv to provide backup support (particularly important if one or more individuals are away from the office during a Newswire release).

Departments are responsible for being aware of the contents of each Newswire.

Tips to maximizing Work-Study information distribution:

- *PDC establishes internal department distribution list. List should include all Work-Study supervisors (including academic staff), payroll personnel administrators, and unit/dept managers.*
- *As listserv communications are received, PDC forwards the communications to internal distribution list emphasizing specific contents as applicable.*
- *Alternatively, the PDC can point internal distribution list members to the [Listserv Archive](#) section of the On-Campus Employer Work-Study page*

Figure 1

Workstudy -- Departments employing work-study students

About Workstudy English (USA)

To see the collection of prior postings to the list, visit the [Workstudy Archives](#). *(The current archive is only available to the list members.)*

Using Workstudy

To post a message to all the list members, send email to workstudy@lists.ucla.edu.

You can subscribe to the list, or change your existing subscription, in the sections below.

Subscribing to Workstudy

Subscribe to Workstudy by filling out the following form. You will be sent email requesting confirmation, to prevent others from gratuitously subscribing you. This is a private list, which means that the list of members is not available to non-members.

Your email address:

Your name (optional):

You may enter a privacy password below. This provides only mild security, but should prevent others from messing with your subscription. **Do not use a valuable password** as it will occasionally be emailed back to you in cleartext.

If you choose not to enter a password, one will be automatically generated for you, and it will be sent to you once you've confirmed your subscription. You can always request a mail-back of your password when you edit your personal options.

Pick a password:

Reenter password to confirm:

Which language do you prefer to display your messages? English (USA)

Would you like to receive list mail batched in a daily digest? No Yes

Enter your email address and click the "Subscribe" button when finished

Figure 2

Workstudy Subscribers

(The subscribers list is only available to the list members.)

Enter your address and password to visit the subscribers list:

Address: Password:

To unsubscribe from Workstudy, get a password reminder, or change your subscription options enter your subscription email address:

If you leave the field blank, you will be prompted for your email address.

Enter your email address and click the "Unsubscribe or edit options" button when finished

Figure 3

Unsubscribe

Click the "Unsubscribe" button

By clicking on the *Unsubscribe* button, a confirmation message will be emailed to you. This message will have a link to the removal process (you can also confirm by email; see the instructions in the confirmation message).