



How to Join a Student Data Services Listserv

To Join a Student Data Services Listserv:

- ✓ Send an email to the address of the listserv you wish to join
- ✓ In the “To:” line enter “subscribe-listname@lists.esboces.org” (where “listname” is the specific listserv you wish to join)

Student Data Services distributes information using three lists, so we suggest you join by sending messages to the following email addresses –

subscribe-cio-data@lists.esboces.org (for DDC/CIO postings)
subscribe-discussdata@lists.esboces.org (for sharing data Q&A)
subscribe-regentscan@lists.esboces.org (for Regents scanning information)

You will get an email confirmation that you have been added to the list.

To Manage your Listserv Account:

Navigate to https://lists.esboces.org/read/all_forums/ and then click on –

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| “My Forums”- | to log in to your listserv account(s), view an archive of previous listserv messages, or unsubscribe to a listserv |
| “All Forums”- | to subscribe to additional Eastern Suffolk BOCES listservs |
| “My Account”- | to change your email address, create/change your password, or change the way you receive messages (e.g., immediately or once a day) |

Charles King, Divisional Administrator