How do I update my email address on a GC listserv?

1. Go to: https://gc.listserv.cuny.edu/Scripts/

2. If you have not yet registered on gc.listserv.cuny.edu (or forgotten your password), click ‘get a new listserv password’, otherwise, log into the listserv system. Remember to log into/register for the system with your @gc.cuny.edu email address because it is the listservs that you’ve subscribed to with that email address that you want to re-set.

3. Once logged in, click Subscriber’s Corner on the Listserv menu bar (top left-hand corner of the window).

4. Click the My Lists tab. These are all the lists you’ve subscribed to with your @gc.cuny.edu email address.

5. Click the Settings option, which is located next to the name of the list.

6. In the Email Address field, change your email address and click Update Options. The system will not change your email address immediately, but will send a confirmation email to your new email address. Follow-through with that email.

7. Repeat steps 5 and 6 for all the lists to which you have subscribed.

8. Once you have updated all of the lists to which you subscribe, make sure that you register your @gradcenter.cuny.edu email address on gc.listserv.cuny.edu.