

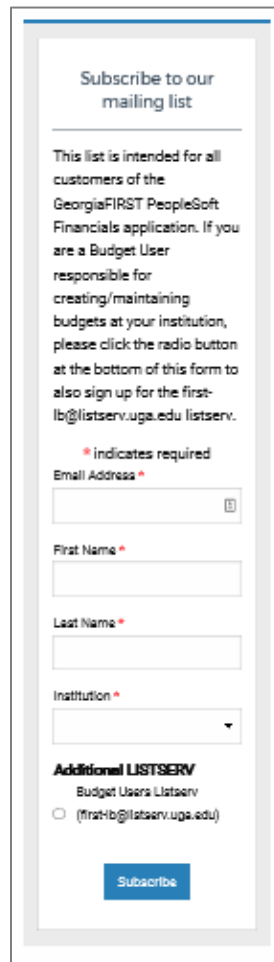
# GeorgiaFIRST Financials Mailing Lists

The GeorgiaFIRST Financials group utilizes multiple mailing lists to communicate with GeorgiaFIRST institutional users. This job aid is designed to assist users in subscribing and unsubscribing from GeorgiaFIRST Financials mailing lists. Users may subscribe and/or unsubscribe to these lists at any time. The name and description of each GeorgiaFIRST list is provided below.

## I. MailChimp

Open to all users, MailChimp is the primary mailing list for receiving all current production-related communications (Known Issues, Announcements, etc.), as well as general upgrade and maintenance announcements (WebEx Calls).

1. To sign up, go to the GeorgiaFIRST website: <http://www.usg.edu/gafirst-fin/>
2. Fill out the “Subscribe to our mailing list” form on the right side of the page and click Submit.



The screenshot shows a web form titled "Subscribe to our mailing list". The form contains the following elements:

- Title:** "Subscribe to our mailing list"
- Text:** "This list is intended for all customers of the GeorgiaFIRST PeopleSoft Financials application. If you are a Budget User responsible for creating/maintaining budgets at your institution, please click the radio button at the bottom of this form to also sign up for the first-lb@listserv.usg.edu listserv."
- Legend:** "\* indicates required"
- Fields:**
  - Email Address \*
  - First Name \*
  - Last Name \*
  - Institution \*
- Additional LISTSERV:**
  - Budget Users Listserv
  - (first-lb@listserv.usg.edu)
- Submit Button:** "Subscribe"

## Unsubscribe from MailChimp


Scroll to the bottom of any MailChimp email from GeorgiaFIRST and click on the “unsubscribe from this list” link.

*Copyright © 2017 Information Technology Services, University System of Georgia, All rights reserved.*  
You are receiving this email because you signed up for the GeorgiaFIRST PeopleSoft Financials mailing list. We use this list to send announcements about known issues, training opportunities, releases, and other information relevant to PeopleSoft users.

**Our mailing address is:**  
Information Technology Services, University System of Georgia  
2500 Daniels Bridge Rd  
Bldg. 300  
Athens, Ga 30606

[Add us to your address book](#)

Want to change how you receive these emails?  
You can [update your preferences](#) or [unsubscribe from this list](#)

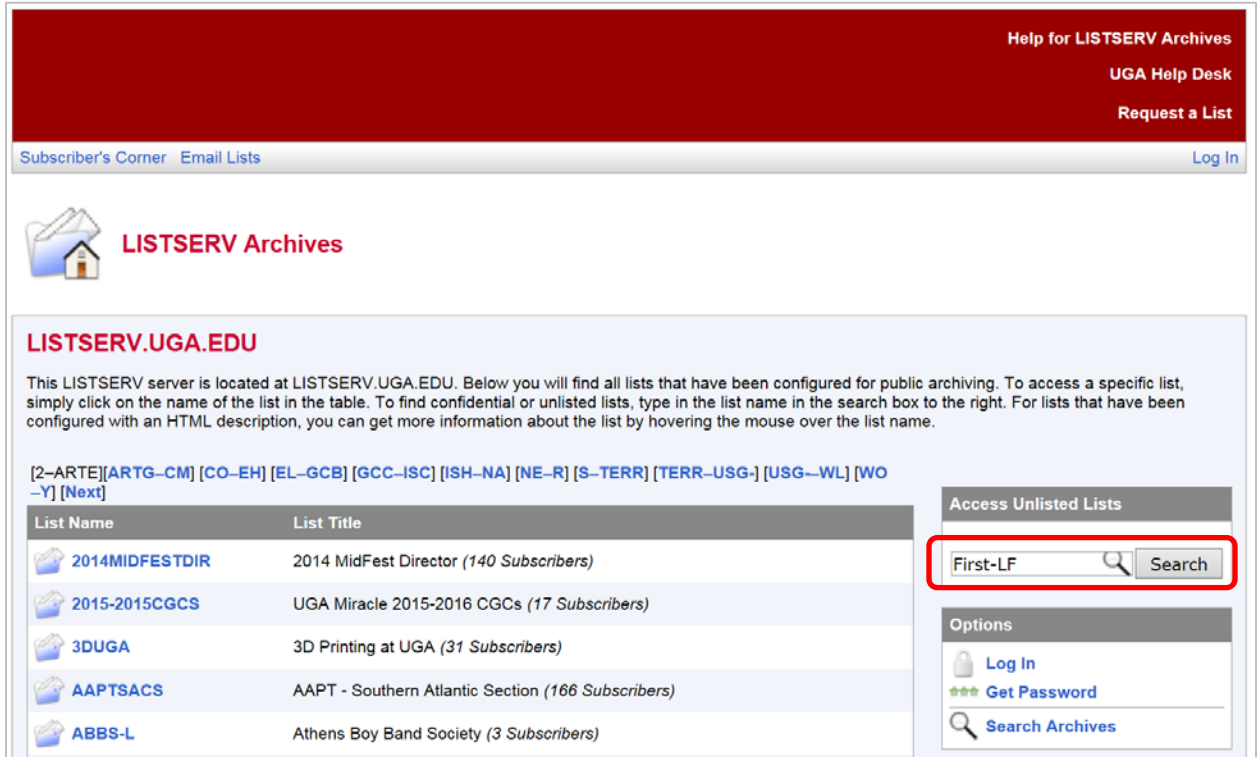


## II. LISTSERV

- **First-LF** ([first-lf@listserv.uga.edu](mailto:first-lf@listserv.uga.edu))  
Open to all GeorgiaFIRST Financials users
  - General maintenance announcements (WebEx Calls)
  
- **First-LB** ([first-lb@listserv.uga.edu](mailto:first-lb@listserv.uga.edu))  
Open to all Budget Prep users
  - All current production-related communications (Known Issues, Announcements, etc.)
  - General upgrade and maintenance announcements
  - Information specifically related to Budget Prep
  
- **SCIQUEST-PT-L** ([sciquest-pt-l@listserv.uga.edu](mailto:sciquest-pt-l@listserv.uga.edu))  
Open to all GeorgiaFIRST Marketplace users
  - All current GeorgiaFIRST Marketplace related communications (Known Issues, Announcements, Training, etc.)
  - Information specifically related to JAGGAER (formerly SciQuest) and the GeorgiaFIRST Marketplace.
  
- **GaFirst-FS-Reps** ([gafirst-fs-reps@listserv.uga.edu](mailto:gafirst-fs-reps@listserv.uga.edu))  
Reserved for Upgrade Institution Coordinators
  - All upgrade and maintenance communications
  - All upgrade institution requests (information, decisions, pre-upgrade cleanup, etc.)
  - Any communication sent to the Technical Representatives
  
- **GaFirst-FS-Tech** ([gafirst-fs-tech@listserv.uga.edu](mailto:gafirst-fs-tech@listserv.uga.edu))  
Reserved for Upgrade Technical contacts
  - Upgrade technical requests or information (PSQUEST, institutional retrofits, Banner links, workstation installations, etc.)
  - General upgrade and maintenance announcements (WebEx Calls)


## Subscribing/Unsubscribing from a GeorgiaFIRST LISTSERV

1. Go to <https://listserv.uga.edu>
2. Enter the list name (in bold above) into the Search box. Click Search.



Help for LISTSERV Archives  
UGA Help Desk  
Request a List






Subscriber's Corner Email Lists Log In

 **LISTSERV Archives**

**LISTSERV.UGA.EDU**

This LISTSERV server is located at LISTSERV.UGA.EDU. Below you will find all lists that have been configured for public archiving. To access a specific list, simply click on the name of the list in the table. To find confidential or unlisted lists, type in the list name in the search box to the right. For lists that have been configured with an HTML description, you can get more information about the list by hovering the mouse over the list name.




[2-ARTE][ARTG-CM] [CO-EH] [EL-GCB] [GCC-ISC] [ISH-NA] [NE-R] [S-TERR] [TERR-USG-] [USG-WL] [WO-Y] [Next]

List Name	List Title
 <b>2014MIDFESTDIR</b>	2014 MidFest Director (140 Subscribers)
 <b>2015-2015CGCS</b>	UGA Miracle 2015-2016 CGCs (17 Subscribers)
 <b>3DUGA</b>	3D Printing at UGA (31 Subscribers)
 <b>AAPTSACS</b>	AAPT - Southern Atlantic Section (166 Subscribers)
 <b>ABBS-L</b>	Athens Boy Band Society (3 Subscribers)

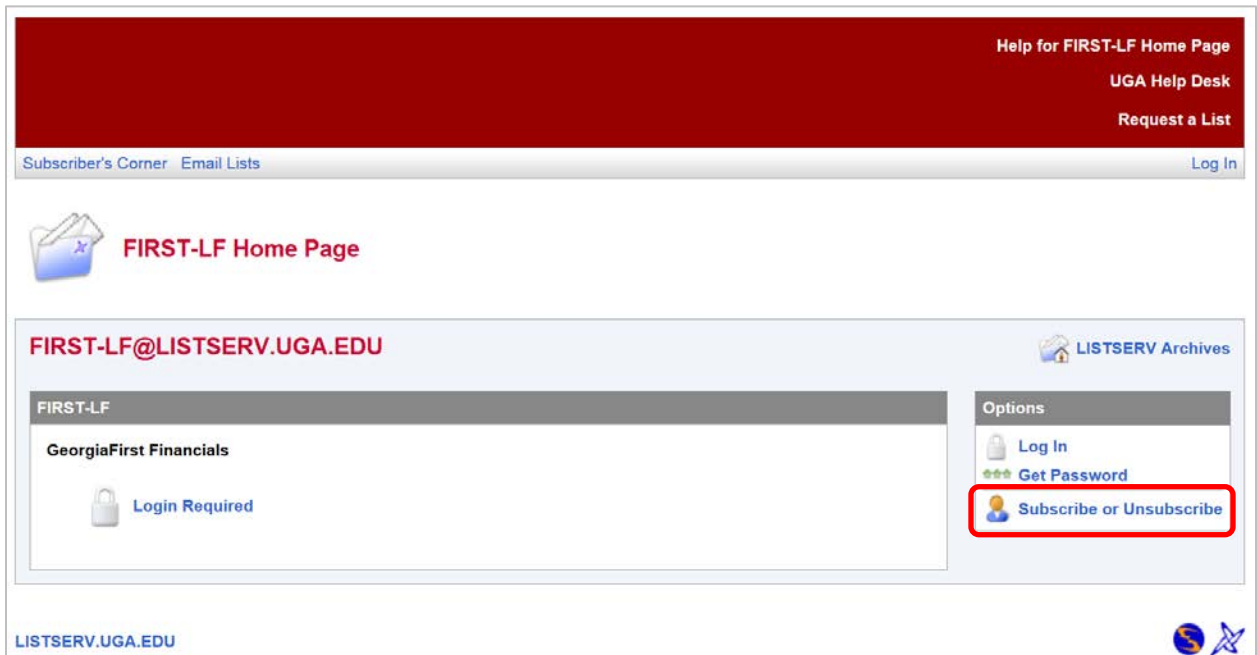
Access Unlisted Lists

First-LF  Search

Options


 Log In  
 Get Password  
 Search Archives


3. Click Subscribe or Unsubscribe link on the list's Home Page.



Help for FIRST-LF Home Page  
UGA Help Desk  
Request a List


Subscriber's Corner Email Lists Log In

 **FIRST-LF Home Page**




**FIRST-LF@LISTSERV.UGA.EDU**  LISTSERV Archives



**FIRST-LF**

GeorgiaFirst Financials

 Login Required

Options


 Log In  
 Get Password  
 **Subscribe or Unsubscribe**

LISTSERV.UGA.EDU  

4. Complete the information in the required fields and make the appropriate selection at the bottom.

[Help for Subscribe or Unsubscribe to the FIRST-LF List](#)  
[UGA Help Desk](#)  
[Request a List](#)

[Subscriber's Corner](#) [Email Lists](#) [Log In](#)



### Subscribe or Unsubscribe to the FIRST-LF List

#### FIRST-LF@LISTSERV.UGA.EDU

This screen allows you to subscribe or unsubscribe to the FIRST-LF list. To confirm your identity and prevent third parties from subscribing you to a list against your will, an email message with a confirmation code will be sent to the address you specify. Simply wait for this message to arrive, then follow the instructions to confirm the operation.

Alternatively, you can update your subscription interactively by [logging in with your LISTSERV password](#).

<b>Name:</b>	<input type="text" value="John Smith"/>
<b>Email Address:</b>	<input type="text" value="john.smith@usg.edu"/>
<b>Select List:</b>	<input type="text" value="FIRST-LF (unlisted)"/>

**Subscription Type**  Regular [NODIGEST]  
 Digest (traditional) [NOMIME DIGEST]

[LISTSERV Archives](#)  
[FIRST-LF Home](#)