

## SUNY Council on International Education Program List

[Abroad@LS.SYSADM.SUNY.EDU](mailto:Abroad@LS.SYSADM.SUNY.EDU)

This electronic mailing list will be utilized by SUNY campuses to share important information about **education abroad programs**, including program announcements, deadline extensions and requests for program information. Each campus is welcome to invite participation by partner institutions around the world.

### Subscribe to the SUNY CIE Program Listserv

#### First – create a password.

1. Go to: <http://ls.sysadm.suny.edu>
2. Click “Log In” in the upper right corner of the screen.
3. Click “get a new LISTSERV password” in the Login Required box.
4. Enter your e-mail address, created password (twice), then click “Register Password.”
5. A message will appear on the screen, confirming that a security link has been sent to your e-mail account. Go to your e-mail account and click on the link to finalize your password. Now you may log in to the system.

NOTE: Users who have created a password but have lost or forgot the password may use these steps to set a new password at any time.

#### Second – log in and subscribe to the listserv.

1. Go to <http://ls.sysadm.suny.edu>
2. Click “Log In” in the upper right corner of the screen.
3. Enter your e-mail address and password in the Login Required box. Click Log In.
4. Enter “abroad” in the search box on the right side of the screen, under Access Unlisted Lists. Click search.
5. ABROAD home page should appear, with the list name and a summary.
6. Click “Subscribe or Unsubscribe” in the right side, under Options.
7. Enter your name and click Subscribe. (You may choose a subscription type at this time. Click on the question mark to view a description of each).
8. You will receive a confirmation e-mail message, with information about the list, managing your subscription, sending messages to the list, etc.

The list is managed by the Office of International Programs, SUNY System Administration.

Please send questions to: [ABROAD-request@LS.SYSADM.SUNY.EDU](mailto:ABROAD-request@LS.SYSADM.SUNY.EDU)