



Join the conversation – share your expertise!

WHAT: NMNEC LISTSERV

WHAT is THIS? Email-based “member-only” conversation

WHO is this FOR? NMNEC Faculty/Advisors from [Full Member Schools](#)

Too Much EMAIL Already? You can become a member, and choose 1: receive emails as they happen, 2: receive once-a-day digest

How do I Sign UP?

- 1. Become a Member:** This is a multi-step process
 - www.nmnec.org
 - Click on “Member Login” (upper right) - this is where the curricular documents are housed
 - Don’t have a “Member Login?” STOP – reply to this email and request a “Member Login”
 - Click “Faculty/Advisor Information”
 - Click Faculty Listserv/Advisor Listserv (blue button)
 - Click “Request to become a member”
- 2. Register:**
 - Enter your institutional email
- 3. Set your Password** - at least 4 characters (this can be the same as your “Member Login” password if you wish)
- 4. Change Profile:** First Name, Last Name, and School/Org – **Keep this web page Open**
- 5. Go to your email mailbox:**
 - Open your email message “verify your email address.”
 - Follow the instructions in the email by clicking the link
 - This may take a few seconds
 - You will receive a message “your email has been verified” – close this page
- 6. Return to the open Listserv web page:**
 - Request Membership: Name, Title, and School (into the big textbox)
 - Click “Request”
 - Your request will be sent to the NMNEC office. (The NMNEC Listserv is a closed/members-only Listserv that requires permission by NMNEC Staff. They will respond to this request during business hours – there may be a delay.)
- 7. Wait** for an email “NMNEC Listserv Support – Welcome to Faculty/Advisor.” Save this email. It tells you how to post a message.

Once you are a member:

Post a message from your email: faculty@lstsv.nmnec.org