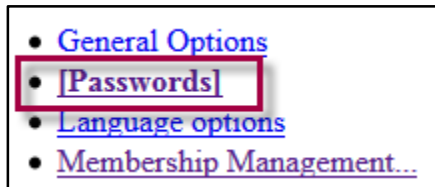


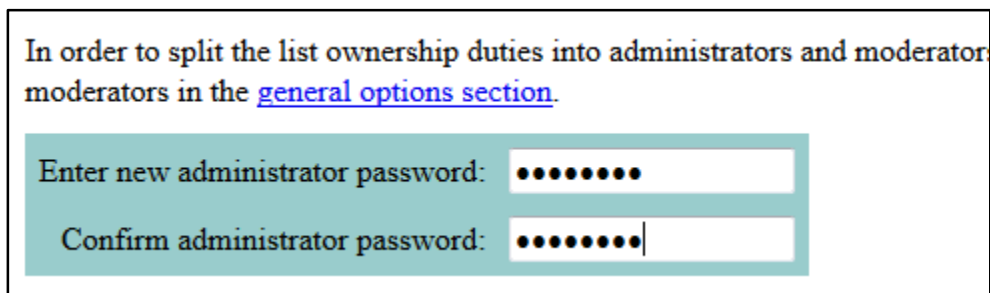
Changing the Administrator Password

If you have forgotten your password for your Listserv, contact Corey James at cjames7@luc.edu. If you know your current password, but would like to change it, follow these steps:

1. Log in to the admin home page of your Listserv.
2. Select **Passwords**.



3. Enter your new administrator password twice.



In order to split the list ownership duties into administrators and moderators, moderators in the [general options section](#).

Enter new administrator password:

Confirm administrator password:

4. Select **Submit Your Changes** at the bottom of the page.