



# Listserv Instructions

## Step One: Create Account at Listserv.nebraska.gov

1. Go to <https://listserv.nebraska.gov/>
2. Click Login (top right)
3. Select "Register Password"
4. Type your email address and create a password for Listserv.
5. Confirm your email by clicking the link in email sent from ([listserv@listserv.nebraska.gov](mailto:listserv@listserv.nebraska.gov))

## Step Two: Subscribe to below listservs

1. Click below links:
  - **BMIT:** <https://listserv.nebraska.gov/Scripts/wa.exe?SUBED1=NDE-BMIT>
  - **Computer Science:** <https://listserv.nebraska.gov/Scripts/wa.exe?SUBED1=NDE-COMPUTERSCIENCE>
  - **DECA:** <https://listserv.nebraska.gov/Scripts/wa.exe?SUBED1=NDE-DECA>
  - **FBLA:** <https://listserv.nebraska.gov/Scripts/wa.exe?SUBED1=NDE-FBLA>
2. Login with account created in step one above.
3. Type "FirstName Last Name – School" (Jacqui Garrison-Pleasanton) in the Name box and click Subscribe.
4. Confirm subscription by clicking link in email sent after clicking subscribe. Must confirm subscription within 48hrs.

## Send Email to listservs:

- BMIT: [nde-bmit@listserv.nebraska.gov](mailto:nde-bmit@listserv.nebraska.gov)
- Computer Science: [nde-computerscience@listserv.nebraska.gov](mailto:nde-computerscience@listserv.nebraska.gov)
- Nebraska DECA: [nde-deca@listserv.nebraska.gov](mailto:nde-deca@listserv.nebraska.gov)
- Nebraska FBLA: [nde-fbla@listserv.nebraska.gov](mailto:nde-fbla@listserv.nebraska.gov)

*\*Please contact a member of the Nebraska Department of Education CTE BMIT Team (Jacqui Garrison [jacqui.garrison@nebraska.gov](mailto:jacqui.garrison@nebraska.gov), Mary Janssen [mary.janssen@nebraska.gov](mailto:mary.janssen@nebraska.gov), or Shaun Young [shaun.young@nebraska.gov](mailto:shaun.young@nebraska.gov)) if you need assistance subscribing to the above Listservs.*