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/](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.
Unsubscribe from MailChimp

Scroll to the bottom of any MailChimp email from GeorgiaFIRST and click on the “unsubscribe from this list” link.
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](https://listserv.uga.edu)

2. Enter the list name (in bold above) into the Search box. Click Search.

3. Click Subscribe or Unsubscribe link on the list’s Home Page.
4. Complete the information in the required fields and make the appropriate selection at the bottom.