

Steps to Sign-up for the UEN Library-Media Mailing List

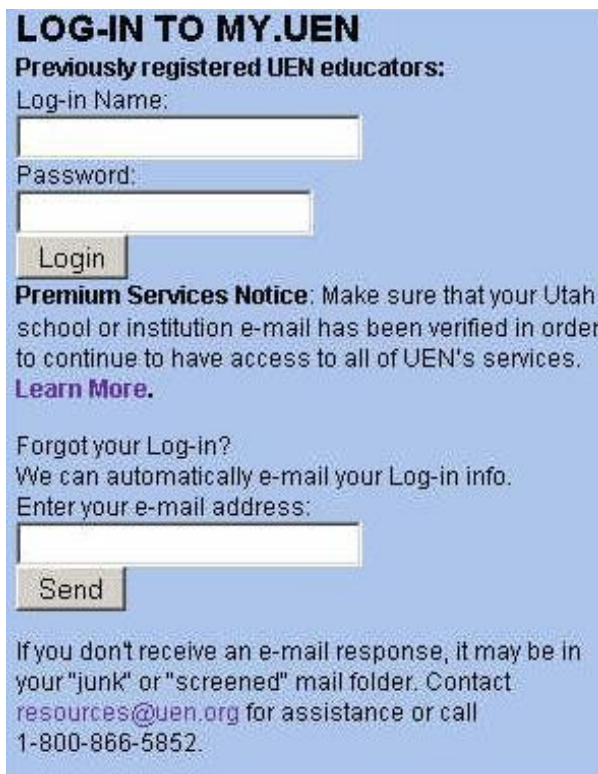
The **Library-Media Mailing List** has been designed to connect Utah educators who share a common interest in library media services. Librarians, teachers and administrators who are working in the area of library media are encouraged to use this mailing list for sharing ideas, solving problems, new publications and up-coming conferences, asking for assistance or information, and linking schools through their library media centers. The activity and discussion is focused on school library media.

1.) Go to: www.uen.org

Click on the “my.uen” link.



2.) Enter your “Log-in Name” and “Password.”



LOG-IN TO MY.UEN
Previously registered UEN educators:
Log-in Name:

Password:

Premium Services Notice: Make sure that your Utah school or institution e-mail has been verified in order to continue to have access to all of UEN's services.
[Learn More.](#)
Forgot your Log-in?
We can automatically e-mail your Log-in info.
Enter your e-mail address:

If you don't receive an e-mail response, it may be in your "junk" or "screened" mail folder. Contact resources@uen.org for assistance or call 1-800-866-5852.

Not sure if you are already registered?

Search our **registered educators** for yourself or another educator.

NEW UEN REGISTRATION

Register to use my.uen: NOTE: my.uen is a free service for educators and pre-service teachers only. See the [Terms and Conditions](#).

[Registration Help](#)

As a registered educator, you create a customized web page to share information and resources with students, parents, and the learning community.

[View my.uen Flash Tutorial](#)

[View sample educator my.uen pages](#)

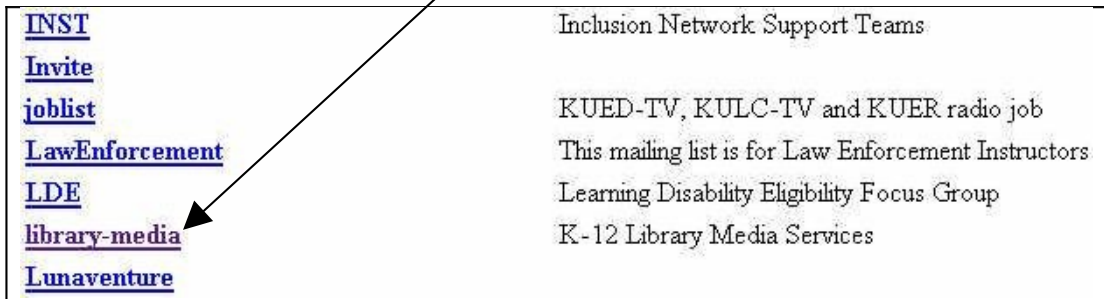
3.) You will see “My Private Page.”

Scroll down to see
“6. UEN APPLICATIONS / LINKS”.

Click on the “Email-Subscriptions”
link.



4.) Scroll down and click on the “library-media” link.



5.) To subscribe to the “library-media” mailing list, enter “your email address” and “pick a password”.

A screenshot of a web page titled 'Subscribing to library-media'. Below the title, there is a paragraph of text: 'Subscribe to library-media by filling out the following form. You will be sent email requesting confirmation, to prevent private list, which means that the members list is not available to non-members.' Below this text are three input fields: 'Your email address:', 'Pick a password:', and 'Reenter password to confirm:'. To the right of the first field is an arrow pointing to it with the label 'e-mail'. To the right of the second and third fields are arrows pointing to them with the label 'password'. Below the input fields is a question: 'Would you like to receive list mail batched in a daily digest?' with radio buttons for 'No' (selected) and 'Yes'. Below the question is a 'Subscribe' button. An arrow points from the text in step 5 to the 'Subscribe' button.

7.) Click on the “Subscribe” button. A confirmation screen with the provided email address will appear.

8.) You will receive an email from library-media-request@uen.org requesting a reply.

9.) You will have successfully signed up for the “library-media” mailing list when you receive a reply stating that you have been subscribed to the mailing list.