Instructions for Managing Your Subscription to UCSD OTIEC’s Trainer Newsletter

About the List
As a subscriber to this list, you will receive important Trainer email communications from UCSD’s OSHA Training Institute Education Center. This will include updates, news and changes to policy and procedure from the OTIEC, Federal OSHA and Cal/OSHA. Many of the materials and references in the newsletter will be applicable only to UCSD OTIEC Trainers, however all interested Safety Professionals are welcome to sign up to receive the communications.

Signing Up to Receive the Newsletter Emails
Visit the website https://mailman.ucsd.edu/mailman/listinfo/unex=osha-trainers-l. Follow the instructions in the “Subscribing to Unex-osha-trainers-l” section of the page:

Subscribing to Unex-osha-trainers-l

Subscribe to Unex-osha-trainers-l by filling out the following form. This is a closed list, which means your subscription will be held for approval. You will be notified of the list moderator’s decision by email. This is also a hidden list, which means that the list of members is available only to the list administrator.

Your email address:  
Your name (optional):

You may enter a privacy password below. This provides only weak security, but should prevent others from messing with your subscription. **Do not use a valuable password** as it will occasionally be emailed back to you in cleartext.

If you choose not to enter a password, one will be automatically generated for you, and it will be sent to you once you've confirmed your subscription. You can always request a mail-back of your password when you edit your personal options.

Pick a password:  
Reenter password to confirm:

Which language do you prefer to display your messages?  
English (USA)

Would you like to receive list mail batched in a daily digest?  
**No**  **Yes**

Subscribe
Unsubscribing, Getting a Password Reminder or Changing your Subscription
Visit the website https://mailman.ucsd.edu/mailman/listinfo/unex-osha-trainers-l. Towards the bottom of the page, in the “Unex-osha-trainers-l Subscribers” section, the very last field will prompt you to enter your email address to manage all of your subscription options. This includes unsubscribing from the list, retrieving your password and other subscription management options. Look for this section:

To unsubscribe from Unex-osha-trainers-l, get a password reminder, or change your subscription options enter your subscription email address:

![unsubscribe_form]

If you leave the field blank, you will be prompted for your email address.

Viewing the Entire Subscriber List
This function has been disabled for all subscribers and is only viewable to the UCSD OTIEC staff. As a subscriber, your information will never be shared with a list member or any other third party for marketing or solicitation purposes.

Emailing the Entire Subscriber List
Although the email list address is presented on the website https://mailman.ucsd.edu/mailman/listinfo/unex-osha-trainers-l, any messages you send there will be held and go undelivered. If you need assistance and wish to contact the UCSD OTIEC, please see below.

Contacting the UCSD OTIEC
If you have any questions about the Trainer Newsletter Email list, or any suggestions for articles in the coming issues, please contact us at oshatraining@ucsd.edu. This is the only way to contact us about list and/or newsletter questions, comments or concerns.

If you wish to enroll in a course or have other academic related questions, please contact us at oshatraining@ucsd.edu, call (800) 358-9206 or visit osha.ucsd.edu.