

**Tips Of The Week**

## How can I automatically be notified of upcoming KFS training classes?

If you are a member of the KFS-USERS listserv, you will receive an email notification of all upcoming KFS training classes.

To be added to the KFS-USERS listserv, you may use one of the following methods: **Email Method** or **Web Method**

Also, before signing up for classes be sure to complete the appropriate security forms and online tutorials.

**Tips Of The Week**

## Email Method

To subscribe to the KFS-USERS listserv, send an email to [listserv@lists.hawaii.edu](mailto:listserv@lists.hawaii.edu), no subject, and in the body of the message “Subscribe KFS-USERS your full name” without the quotation marks.

For example, John Smith Doe is requesting to subscribe to the KFS-USERS listserv. He would enter in the body of his email: “Subscribe KFS-USERS John Smith Doe”.

To unsubscribe to the listserv, send an email to [listserv@lists.hawaii.edu](mailto:listserv@lists.hawaii.edu), no subject, and in the body of the message “Signoff KFS-USERS”.

## Tips Of The Week

### Web Method

Go to the LISTSERV main page at <http://listserv.hawaii.edu>.

- Click “Log In” and enter your “Email Address” and “Password”. (If you receive an error message or this is your first time logging on, you may need to register your password. In which case, you’d click “Get Password” and follow the prompts. Once your password is accepted, then re-click “Log In”.)
- Click on the “Subscriber’s Corner” near the upper left hand corner.
- In the first box Search for List, enter “KFS-USERS”.
- In the combo box, select “Show All Lists”.
- Press the "Search" button to refresh the List Table.
- Check the box next to “KFS-USERS [Settings] [Post]”.
- At the bottom of the List Names column, select the “Subscribe” option.
- Click the "Submit" button.

Note: Your subscription will show up in your list on the “My Lists” tab in the Subscribers Corner after the owner of the LISTSERV approves your request.

**Tips Of The Week**

## KFS Security Form & Training Prerequisites

Before you sign up for training classes, please ensure you have access to KFS. If you need access, have your Fiscal Administrator (FA) help you fill out FSO-40, Security Form. The completed form must be signed by your FA and then sent to the address listed at the bottom of the form to be processed.

The FSO-40 can be downloaded at:

<http://www.hawaii.edu/kualifinancial/docs/FSO-40 Security Form.pdf>

Also, prior to attending KFS training classes, please complete the online KFS Fundamental/Introduction tutorials at the Kualifinancial website:

<http://www.hawaii.edu/kualifinancial/Training Introduction>