

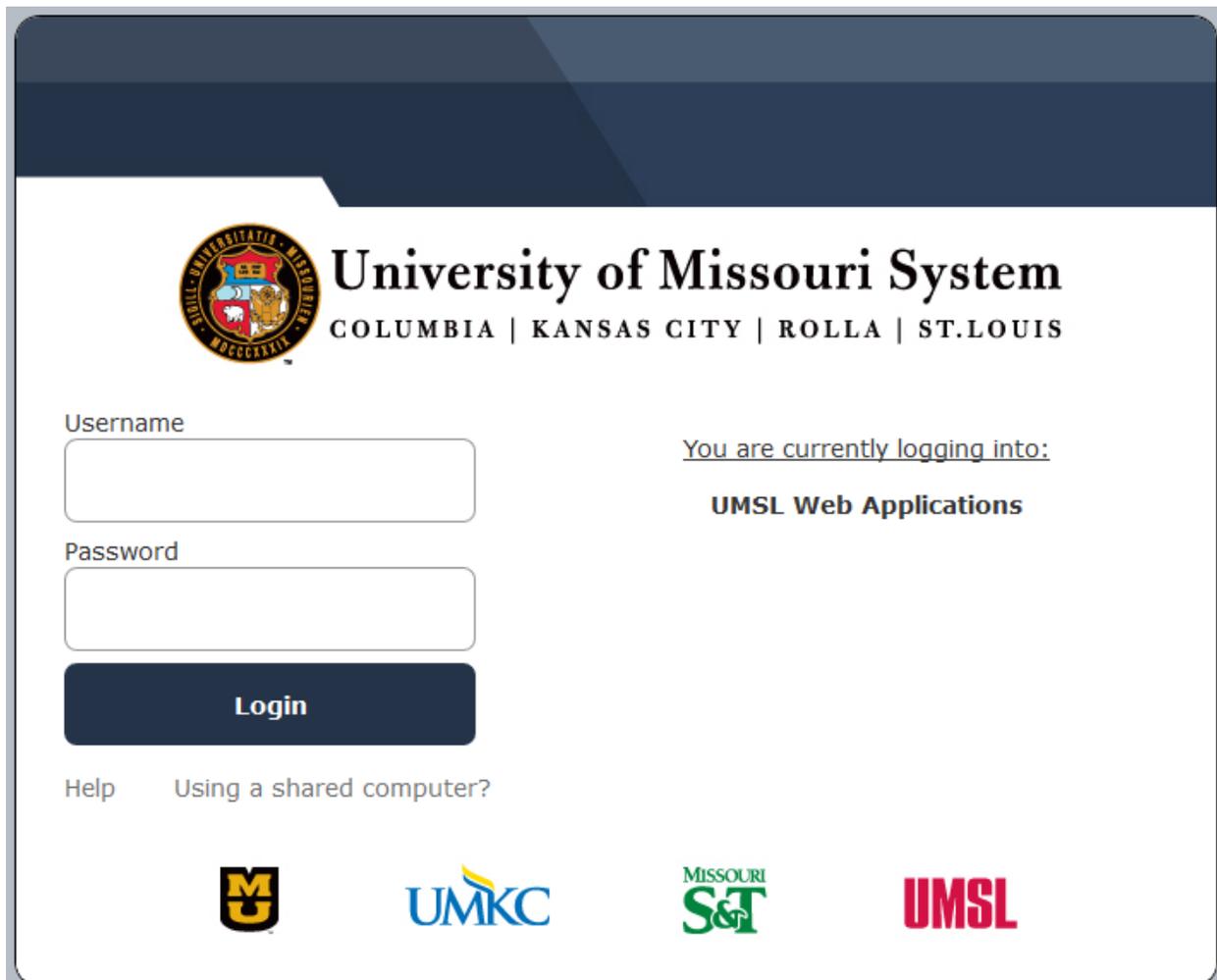
Subscribe/Unsubscribe to/from the Daily Enrollment and Credit Hour Report

Everyone with an UMSL SSO id can subscribe (or unsubscribe) to the daily enrollment and credit hour report produced each morning.

Only you can manage your subscription – it cannot be delegated to another individual.

To manage your subscription, go to:

<https://apps.umsl.edu/webapps/sso/apps/DLManager/index.cfm> (will open in a new tab/window.)



The screenshot shows the login interface for the University of Missouri System. At the top left is the university's seal. To its right, the text reads "University of Missouri System" in a large serif font, with "COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS" in a smaller sans-serif font below it. The login form consists of two input fields: "Username" and "Password". Below the password field is a dark blue "Login" button. To the right of the input fields, the text says "You are currently logging into:" followed by "UMSL Web Applications" in bold. At the bottom left of the form area, there are links for "Help" and "Using a shared computer?". The footer of the page features four logos: the Missouri "M" logo, the UMKC logo, the Missouri S&T logo, and the UMSL logo.

Enter your SSO id and password, then click the Login button. You will see the following screen.



Exchange Mailing List Manager : Membership Options

Application Function: Allows UM - St. Louis faculty, staff and students to opt in/out of email lists.

List Name	Description	Status	Option
UMSL Enrollment and Hours	Distribute the consolidated enrollment and credit hour report each day through Cognos	MEMBER	Opt Out

If the Option button displays:

- Opt In, you are NOT currently subscribed. Click the Opt In button to be added to the list.
- Opt Out, this means you are currently subscribed. Click the Opt Out button to be removed from the list.