

Instructions for Registering to Email Archive Website

ANSI is offering a new feature that will allow committee members to go online and access an archive of all past RSC messages sent from ANSI. I would like to note, that this is an outside resource of which ANSI's IT Department has limited control. We have archived all past email messages back to 2004 (which can be found archived under March and April 2009 on the site). All email messages from April 2009 on are archived in the month in which they are sent.

Please find here links to the archive websites:

- [Main Email Archive Site](#)
- [RSC-Americas Email Archives](#)
- [RSC-Asia Pacific Email Archives](#)
- [RSC-Europe/Middle East/Africa Email Archives](#)

Below are step-by-step directions for how to register for the website on your first visit. Subsequent visits, your password should be saved and you will be able to access directly the RSC listserv you are looking for.

First Time User Registration

On your first visit, you will be required to register your email and password. Please follow the steps below to register:

(NOTE: If you are having any trouble with the registration process below or it seems to be taking more than 10 minutes please contact Bridgette Dziedzic at 202-331-3622).

1. Use the **following link** to access the ANSI Listserv
2. The first screen will give you two options to either **LOG IN** or Change Password. Please click the option to **LOG IN**.
3. The next screen will prompt you for an email and password. Above this prompt, please click on the link to **obtain a new password**.
4. Once this screen is filled out, a confirmation email will be sent to your account titled "Command confirmation request". Please follow the instructions to confirm the command.
5. Once this command has been confirmed by clicking on the URL in your confirmation email, you can once again re-enter the website using the following [link](#).
6. Once the link has loaded, please click on the link for **ONLINE MAILING LIST ARCHIVES**.
7. You will again scroll down and enter the RSC Archive you are looking for.
8. Once on the Archive page, please click on one of the Archive lists (Month 2009).
9. This will again bring you to the password page. Please enter your email address and password which you have just registered.
10. Your password will now be automatically saved to your browser as a cookie and from this point forward you should be able to enter without this prompt.