

How to...

Access the List Management System

Introduction

The List Management System (LMS) is an application which can be used to create specialised lists of people (staff or students) for the purpose of communication and access control.

There are four possible methods for populating a list with people (members):

- adding individuals i.e. one person at a time
- mass population based on attributes e.g. all staff from a particular campus or organisational unit
- inclusion of organisational groups (groups created from HR data)
- file upload (list of sNumbers)

Users may also request to become a member of a specialised list.

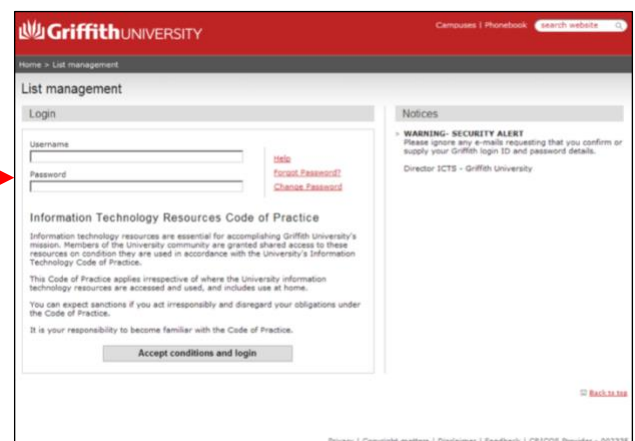
A list created in the LMS can be sent to and used by other applications. These applications are known as target systems and include:

- Staff email system (O365)
- Lotus Notes (Broadcast Email System)
- Active Directory (Staff)
- Active Directory (Student)
- Signon Tree

Multiple target systems can be selected for each list if required.

Step 1: Access the List Management System

- 1 If you do not have an existing LMS account, [request one here](#). Once your account has been created, [login to the LMS](#) using your Griffith credentials.



- 2 The dashboard will appear. This is the main LMS page where you can access your lists.

Griffith UNIVERSITY myGriffith | Staff portal | Contact us [search web](#)

Staff Portal > List management

List management Logged in [redacted] | [Logout](#)

List management

- New list
- Search
- Contact us

Dashboard

Welcome to the List Management system. Please watch this space for Outage Information and Target System updates.

Action items

List name	Requestor	Request	List threshold
No action items.			

Pending requests

List name	Request
No pending requests.	

My lists

List name	Status	Access type			
LML - How To Test	Active	Owner			
LML - Active Griffith Staff	Active	Member			
LML - CiscoPhones	Active	Member			
LML - Griffith Staff	Active	Member			
LML - Managed Print Service - Current Staff and Visitors	Active	Member			
LML - Poolcar Access	Active	Member			
UCS - Corporate Services (All)	Active	Member			
UCS - Corporate Services (NA)	Active	Member			
UCS - Corporate Services Experience	Active	Member			
UCS - Corporate Services Experience (NA)	Active	Member			
UCS - Vice President (Corporate Services)	Active	Member			
UCS - Vice President (Corporate Services) (NA)	Active	Member			

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