Monthly Closeout Notices

To be added to the distribution list for monthly closeout notices

- Log in to the mainframe
- Access *Txmail
- Type LIST in the command field
- Type LL in the next command field
- Type @ACMCLS in the “Display Lists Starting . . .” field
- Place an “M” in the SEL field next to the list name @ACMCLS
- Type your mainframe login - not your UT EID. (See “How to Find Your Mainframe Login” at the end of these instructions.)
- Enter

This will add you to the distribution list so you will receive monthly closeout notices via email.

Below are screen shots to assist you.
How to Find Your Mainframe Login

- Log in to the mainframe
- Access *DEFINE
- Type YB2 in the command field

In the middle of the screen near the top is **LOGIN: XXXX**. Your login generally consists of a two letter department identifier followed by your three initials.

For more information, contact the Office of the Controller at 512/499-4527 or controllersoffice@utsystem.edu.