



MyPace Portal Instructions

How do I log in to the MyPace Portal and register for classes?

To log in to MyPace Portal, follow these steps:

1. Using Internet Explorer 5.5 or above, go to <http://portal.pace.edu>.
2. When you reach the page, you will be asked to enter a username and password.

How to locate your username:

1. Your username is your Pace student email address without @pace.edu.
2. To locate your username, go to <http://whitepages.pace.edu> and search by your name.
3. Your username/email account will be activated 24 hours after your application has been approved.

How to locate your password:

All students who have not already reset their password should use their first and last name initials, followed by a hyphen and then their birth date for their password, e.g. jd-120386 (their birth date is in MMDDYY format). **Please note:** After successfully logging in for the first time, you will be prompted to reset your password. You will also be prompted to set up two security questions and answers to aid you in retrieving your password should you forget it.

How do I register for classes?

Once you have successfully logged in to the MyPace Portal, you will be brought to your student portal page. The portal page is divided into tabs, channels, and columns. Click on the *Students* tab, which is located in the upper left column, and then click on *Registration and Grades*.

Now select the *Register, Add or Drop Classes* link. Using the drop-down menu, select the appropriate semester and click *Submit*.

If you KNOW your course reference number(s) (CRNs), enter the CRNs in the boxes on the Add Classes Worksheet and click *Submit Changes*.

If you DO NOT know your CRN, click the *Class Search* button to look up courses in the class schedule.

- In order to search, you must select a subject from the drop-down menu. You can refine your class search by specifying all your criteria for a subject, then clicking *Class Search*. A list of all classes that meet your criteria will appear.
- Choose your classes by clicking the box to the left of the course title. **Please note:** a check-mark will appear and you may click on multiple boxes at the same time.
- Click *Add to Worksheet* at the bottom of the page. Your current worksheet will populate with the courses you have selected.
- You may continue to select courses before registering. You will be registered for all courses selected when you click on the *Submit Changes* button.
- If a class is not available, or you have selected classes with the same days and times, a warning/error message will appear with an explanation at the bottom of the page.
- When you have finished searching the class schedule and adding classes, click on the *Back to Home* tab at the top left corner of the *Register, Add, or Drop* page. It will take you back to the MyPace Portal homepage.

If you encounter difficulty using the MyPace Portal

Log on to <http://www.pace.edu/doithelpdesk> and enter a job ticket, or

Visit an on-campus Computer Resource Center for assistance, or

Call the DoIT Help Desk at (914) 773-3648. Live help is available from the DoIT Help Desk, Monday – Friday, 9:00 a.m. – 5:00 p.m.