

# New student's to-do list

## During Pace's new student orientation

	visit <a href="http://www.pace.edu">www.pace.edu</a> , select <i>Current Students</i> and click <i>Student I.T. Resources</i> for links to valuable I.T. resources for students
	attend the I.T. orientation session to activate your e-mail and MyPace Portal accounts and learn about other I.T. resources at Pace

## Before arriving at Pace for the semester

	logon the MyPace Portal and complete the health care waiver
	if you are bringing a computer to campus, you need to: <ul style="list-style-type: none"> <li>✓ obtain a surge protector</li> <li>✓ obtain a cat 5 (category 5) Ethernet cable; 10' minimum, 20' suggested</li> <li>✓ make sure an anti-virus program is installed</li> <li>✓ make sure all Windows updates are current</li> <li>✓ print (for campus setup) <i>Campus Manager for MAC Address Registration for Pace University Computers</i> located at <a href="http://www.pace.edu">www.pace.edu</a>, select <i>Prospective Students</i> and click <i>Student I.T. Resources</i></li> </ul>
	if you are interested in purchasing a computer, student pricing is available from Dell and Apple—visit <a href="http://studentit.pace.edu">studentit.pace.edu</a>
	if you are bringing a television to campus to use Pace's cable TV service, you need to: <ul style="list-style-type: none"> <li>✓ make sure the TV is cable-ready or that you have a digital converter box</li> <li>✓ obtain a coaxial TV cable; 10' minimum, 20' suggested</li> </ul>

## During check-in weekend at Pace

	if you brought a computer to campus: <ul style="list-style-type: none"> <li>✓ plug in your surge protector</li> <li>✓ connect the cat 5 cable is needed to your computer and the orange network wall jack</li> <li>✓ turn your computer on and register to connect to Pace network (refer to step-by-step guide, <i>Campus Manager for MAC Address Registration for Pace University Computers</i>)</li> </ul>
	if you brought a television to campus: <ul style="list-style-type: none"> <li>✓ plug the coaxial TV cable into the cable-ready TV or digital converter box and the wall jack</li> </ul>
	contact the DoIT helpdesk at 914-773-3648 (or ext. 33648) from 9-5pm on Sun/Mon with I.T. questions or for technical support ( <b>this service is available only during Fall check-in weekend</b> )

## Within the first two weeks of arrival at Pace

	logon the MyPace Portal and complete the health care waiver, if not done
	verify you can send and receive e-mail from your Pace e-mail account, logon to the MyPace Portal, and logon to your Blackboard account; if you experience any problems, notify the DoIT helpdesk via the web at <a href="http://doithelpdesk.pace.edu">doithelpdesk.pace.edu</a> or by telephone at 914-773-3648

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