















## New Faculty Checklist:

-  Use the [White Pages](#) online directory to find information such as your MyPace username and e-mail address
-  Activate your MyPace Portal account and set up your password, go to [Account Activation](#)
-  Access I.T. systems you will need such as [MyPace Portal](#) for information about your courses, accounts, financial aid, grades, etc.
-  Access your web based Pace E-mail account <http://email.pace.edu>.
-  Access your Blackboard account <https://blackboard.pace.edu>
-  Register to receive time-sensitive emergency notifications via telephone (cellular or landline), e-mail and text messaging: [alert.pace.edu](http://alert.pace.edu)
-  Access [Kronos](#) web based time & attendance application to capture leave time (i.e. sick days, vacation, leaves of absence, etc.
-  Access to the Pace Wireless Network [Configuring Wireless](#). Check whether your mobile device is [properly registered for wireless access](#)
-  Subscribe to our [ITNotices Listserv](#), to obtain important IT-related updates and information.
-  Pace students are responsible for reading and abiding to the University's [Appropriate Use Policy for Information Technology](#)
-  Visit the [Academic Technology page](#) to learn more about tools that facilitate learning for both traditional and online courses, including [web conferencing](#), [lecture capture](#), [electronic portfolios](#), [iPads](#) and [digital storytelling](#).
-  Visit [Academic Scheduling](#) to view academic calendar, class schedule, semester information, room directories, etc.
-  Obtain information on the range of library services and resources at the [Pace University Library](#).
-  Learn about [Information Technology Services](#) variety of services and resource that facilitates and enhances the teaching, learning, research and administrative endeavors of the University community.