# New student’s to-do list

## During Pace’s new student orientation
- Visit [www.pace.edu](http://www.pace.edu), select Current Students and click Student I.T. Resources 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:
  - Obtain a surge protector.
  - Obtain a cat 5 (category 5) Ethernet cable; 10’ minimum, 20’ suggested.
  - Make sure an anti-virus program is installed.
  - Make sure all Windows updates are current.
  - Print (for campus setup) Campus Manager for MAC Address Registration for Pace University Computers located at [www.pace.edu](http://www.pace.edu), select Prospective Students and click Student I.T. Resources.
- If you are interested in purchasing a computer, student pricing is available from Dell and Apple—visit [studentit.pace.edu](http://studentit.pace.edu).
- If you are bringing a television to campus to use Pace’s cable TV service, you need to:
  - Make sure the TV is cable-ready or that you have a digital converter box.
  - Obtain a coaxial TV cable; 10’ minimum, 20’ suggested.

## During check-in weekend at Pace
- If you brought a computer to campus:
  - Plug in your surge protector.
  - Connect the cat 5 cable is needed to your computer and the orange network wall jack.
  - Turn your computer on and register to connect to Pace network (refer to step-by-step guide, Campus Manager for MAC Address Registration for Pace University Computers).
- If you brought a television to campus:
  - Plug the coaxial TV cable into the cable-ready TV or digital converter box and the wall jack.
  - 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 (this service is available only during Fall check-in weekend).

## 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 doithelpdesk.pace.edu or by telephone at 914-773-3648.

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