



OnTrack for Student Success at Pace

OnTrack is an online tool that connects students to the Pace community – your Instructors, Advisor and student support services. We’re using OnTrack to help you **be successful, maintain your progress toward earning your degree from Pace, and provide you with a centralized resource to access support at Pace.**

Access your OnTrack account today using your Pace Username and Password: <http://ontrack.pace.edu/>

Every currently enrolled Pace student automatically has an account in **OnTrack** where you can:

- ✚ Access your Pace **“My Success Network”**, which displays the **people and resources at Pace** that are ready to support you. Confirm **contact information** for each person and service in your Success Network here!
- ✚ **Use the online scheduling feature to make an appointment with your Advisor** if they are using the online appointment scheduling feature in OnTrack. You can also find your Advisor’s contact information here to call or email them.
- ✚ Check your OnTrack **Dashboard** which highlights **items requiring your attention**, including any concerns or Kudos shared by your Instructors.
- ✚ Explore **Pace services, resources, support and information.**

Confirm who your assigned Advisor is (and their contact information) through your [OnTrack account!](#)

If your Advisor is using the online appointment scheduling feature in OnTrack, follow the instructions below to access your Advisor’s availability and schedule an appointment through OnTrack:

1. In your **“My Success Network”** view, look for your assigned Advisor beneath the “Your Connections” heading. Your Advisor will be listed as either **“First Year Advisor”** (for First Year students ONLY) **or “Success Advisor”**.
2. Click on the three dots (“...”) to the right of your Advisor’s name and select the “Schedule” option to view your Advisor’s availability and sign up for an appointment:

Search services and people

How can we help?

Your Connections



Instructor



Success Advisor



Instructor

Schedule

Email

Call

View Profile



***If you **do not** see the "Schedule" option listed for your Advisor, they are not currently using the online appointment scheduling feature in OnTrack. **However, you can still use the Call or Email feature to connect with your Advisor** and request to arrange an appointment.

Access the following brief video from the makers of OnTrack ("Starfish") for step-by-step instructions on using the features in your **"My Success Network"** in OnTrack:

<https://www.screencast.com/t/HxvWMYX8sSA>