HOW TO ACTIVATE YOUR STUDENT ACCOUNT
GO TO: ADAM.PACE.EDU

Secure | https://aspnetweb.pace.edu/adam/

PACE UNIVERSITY

Step 1.

Click the "Account Activation" link. This will bring you to the Account Activation Page.

Apps, Downloads & Account Management

Login | ADAM Home

Apps & Downloads

Microsoft Office

Microsoft Office includes Word, Excel, PowerPoint, Outlook, Access*, OneNote*, and more.

Available for: Windows and MacOS (* Windows-only)

Microsoft Skype for Business

Microsoft Skype for Business provides instant messaging, audio, video and web conferencing capabilities to University faculty, staff and students.

Available for: Windows and MacOS

EndNote

Citation management software for creating bibliographies and references for essays and articles.

Available for: Windows and MacOS

SAS Software

If you have SAS software installed on your computer, you can renew it using these files. If you need the Academic/Research software, and are a student, faculty member, or staff, you can download the installation files here.

Computer Lab Print Client

Pace students, staff, and faculty can easily

Can't Log In?

Account Activation

Before using any of the Pace University online systems, you must first activate your account. This is a one-time process and only takes a few minutes.

Password Reset

If you have forgotten your password, you can reset it here.

Account Unlock

Your account may become locked if the wrong password is entered too many times during logon.

Account Management

Email Forwarding

Set options to enable or disable forwarding your Pace email to another email account.

Password Change

If you know your current password, you can change it here.

Security Questions

Your security questions will be presented to you if you forget your password.

Account Info

See information such as the last time you logged in, the status of your account, etc..

If you don't know your Username you can search it in the WhitePages

Apps, Downloads & Account Management

Step 2.

Account Activation

What is activation?
Activation of your account involves setting up your password, and then choosing two secret questions and answers.

Do I need to activate my account?
If you have ever successfully logged into any website with your MyPace account, you do not need to activate your account.

How do I activate my account?
When you click the link below, you will be prompted to log in and you will be given information to use as your username and password. After logging in, your password will expire, and you will be asked to create a new one.

After setting up your password, you will then be asked to set up two security questions, which will be used in the event that you forget your password.

Begin Activation

Click "Begin Activation"

PACE UNIVERSITY

SEARCH YOUR NAME > PERSON TYPE: ALL STAFF, FACULTY, AND STUDENTS > CLICK SEARCH > SELECTED USER DETAIL

Name

Phone Number

Department

All Departments

Division

All Divisions

* Only Students
** Only Staff and Faculty

Campus

All Sites

Person Type

All Staff, Faculty, and Students

Full Text Search

Use this option only if you cannot find someone using the other fields. A full text search will significantly increase the time it takes to perform a search.

Search   Clear

Type your Full Name and Click "Search"

Make sure the Person Type includes "Student"

Braithwaite, Leah R.

Administrative Coord (ELI)
English Language Institute NYC
Provost/EVP Academic Affairs
Pace University

User Name   lbraithwaite

Find your name, highlight, and click "Enter/Return"

TYPE USERNAME > PASSWORD (If your name is John Smith and your Birthday is January 3, 1990 your password will be js-010390)

Apps, Downloads & Account Management

Step 4.

Please log in using your default username and password.

- **Username:** If you don't know your username, you can find it on the White Pages.

- **Password:** If you have never logged in, your password will be your initials from your first and last name (lower-case), followed by a hyphen, and then your date of birth in MMDDYY format. For example, if your name is John Smith, and you were born on January 3, 1990, your default password would be js-010390. If you are visiting Pace, the person who requested your account will have your initial password.

Username: [   ]

Password: [   ]

[Log In]

IF YOUR PASSWORD DOESN'T WORK GO TO: PASSWORD RESET > TYPE USERNAME & EMAIL > CONTINUE

Step 5.