

# NEW STUDENT ACCOUNT SETUP

## Step 1: Activate your Pace Account

### Part 1: Find your Username on [Pace Directory](https://directory.pace.edu/)

- Go to <https://directory.pace.edu/>
- Type in your first and last name and select **Only Students** from *Person Type* on the left side menu
- Click **Search**
- Click on your name to see your username

### Part 2: Activate your account and create your password

- Go to [adam.pace.edu](https://adam.pace.edu)
- Under *Can't Log In?* click **Account Activation**
- Enter your username
- 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 MM-DD-YYYY format.

For example, if your name is John Smith, and you were born on January 3, 1990, your default password would be js-01-03-1990

Once you log in, you must create a new password for yourself. Use numbers, letters, symbols, and at least 8 characters.

- After you create your password, please set up 2 security questions

## Pace Websites requiring Pace Account Login

[Pace Email](#)  
[Pace Portal](#)

[Classes](#)  
[Patient Portal](#)

[ID Photo Submission](#)

## Having a problem with your Pace account?

[Contact the ITS Helpdesk](#) for assistance with your Pace account.



# ACTIVATE DUO MULTIFACTOR AUTHENTICATION

## Step 2: Setup Duo Multifactor Authentication

**All students must enroll in Duo Multifactor Authentication. Follow instructions on page 11 or the [website](#).**

Duo Multifactor is a two-factor authentication that enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

You can enroll one or more Apple, Android, and Windows mobile devices (smartphones, tablets) for Duo Multifactor Authentication (MFA) by going to [www.pace.edu.edu/duo](http://www.pace.edu.edu/duo)

## Having a problem with Duo?

**[Contact the ITS Helpdesk](#) for assistance with your Pace account.**



# REVIEW CLASS SCHEDULE

## Step 3: Review your Class Schedule

### New York City, Westchester Students

- Go to **MyPace Portal** at <https://portal.pace.edu/>
- Login with your Pace username and password
- Click on the **Students tab** in the MyPace Portal
- Go to the **Registration & Scheduling** section under the Navigation section
- Click the **Register for a Class** link
- Click **Register for Classes** on the next screen
- Select the term/session you wish to view from the drop down menu
- Click **Continue** to access your course schedule

### Online Students

- Go to Classes at <https://classes.pace.edu/>
- Login with your Pace username and password
- Click on your course
- Look for the **Meeting Information** and **Announcements** section to view your Zoom link and Zoom password

### Having a problem with your Pace account?

[Contact the ITS Helpdesk](#) for assistance with your Pace account.

### Have a question about your schedule?

[Contact the English Language Institute](#) for assistance with your class schedule.



# UPLOAD PACE UNIVERSITY SECURITY PHOTO

## Step 4: Upload Pace University Security Photo

### New York City, Westchester Students

**All students studying in New York City or Westchester must upload a photo for security purposes.** The security photo will be used to create a Pace ID card for students studying in New York City or Westchester.

You do not need to use a passport photo, however, if you take your own photo please be sure it is similar to the passport photo style. [Review photo guidelines.](#)

Go to the [Online Photo ID Submission website](#)

- Click the **login** link
- Login with your Pace username and password
- Click Profile (top left)
- Click Submit New Photo
- Upload your photo/take a new photo (click add photo or drag photo into place)
- Click submit
- Check your [Pace email](#) for **two messages**:
  - Message 1: **Receipt** that your photo was uploaded
  - Message 2: **Approval** that your photo has been accepted, or, notice that your photo did not meet the requirements and you will need to upload a new photo

Students studying in New York City or Westchester may pickup their ID card at the ID Office during regular office hours. [Learn more.](#)

### Online Students

**Online students do not need to upload a Security photo.** If you register for an on-campus course in the future, you will need to upload a Security photo to receive a Pace ID card and access campus.

### Having a problem with your Pace account?

[Contact the ITS Helpdesk](#) for assistance with your Pace account.

# SUBMIT PROOF OF COVID-19 VACCINATION

## Step 5: Submit Proof of COVID-19 Vaccination

**All students studying on-campus in New York City and Westchester must show proof of COVID-19 vaccination, booster (if eligible), or receive an approved exemption to access campus.**

Detailed information is available on the [Pace website](#). Please upload your proof of vaccination to the [Patient Portal](#) using the *immunizations* tab in the Patient Portal.

Please note that as a non-credit ELI student you **do not** have to show proof of MMR.

## Check your Vaccination Status In the Patient Portal

If you've uploaded your documentation (e.g., proof of vaccination, proof of booster, request for exemption, or request for extension) and are unsure if you are approved to come to campus, simply follow the steps below.

- Log-in to the confidential patient portal with your Pace username/password
- Click on the tab labeled **"Immunizations"** at the top of the page
- Click the **"View History"** link on the drop down that pops up
- Compliance status appears in **RED** on the webpage that opens.

If the document has been fully processed/approved, the following text will appear, "Overall Status: Compliant, Verified".

Please contact the Compliance department at +1 (914) 422-4699 or email [immunization@pace.edu](mailto:immunization@pace.edu) with any questions.

It is important that you follow steps 1-5 to participate in your classes at Pace University ELI. We invite you to watch a 30 minute [Pace Systems Training Video Tutorial](#) as a supplement to these Account Setup Instructions



# IMPORTANT PACE WEBSITES

## Pace Student Email

### [email365.pace.edu](mailto:email365.pace.edu)

*\*Preferred internet browser: Google Chrome*

How frequent do you need to check your Pace Email? Daily!

Pace Email helps you to:

- See announcements from the ELI Office and your ELI Instructors
- Send e-mails to your Instructors or the ELI Office
- Communicate with your classmates
- 

You can download the **Microsoft Outlook app** on your smartphone to access your email easily.

Your Pace e-mail address is your username followed by @pace.edu. For example, if your username is dl75877n, your e-mail address would be dl75877n@pace.edu.



## Classes

### [classes.pace.edu](https://classes.pace.edu)

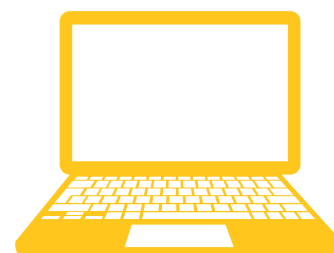
*\*Preferred internet browser: Google Chrome*

How frequent do you need to check Classes? Daily!

All ELI students will need to access Classes to complete assignments and activities for their course. In Classes, you will:

- See your course location and/or Zoom access link (if applicable)
- Check information and announcements from your ELI courses
- Communicate with your instructor and classmates
- Submit assignments to your instructor
- See grades for individual assignments (**not** your Final Class Grade)
- Download homework

Classes is an online extension to your ELI courses. For learning resources for courses, please visit <https://www.pace.edu/its/learning-management-system/resources>



# PACE PORTAL ACTIVATION INSTRUCTIONS

## What is MyPace Portal?

MyPace Portal is a website that gives you access to information about payment, your class schedule, class grades, and much more. ELI Students are required to activate their Pace Portal Account before taking the beginning of classes.

## How do I access my MyPace Portal Account?

First, you will need to activate your account and set up your password. Then, you will set up your secret questions which are helpful in the future if you have to change or reset your password. This username and password will be used for all your Pace accounts including the Portal, E-mail, Classes. Any future password changes will apply to all of these accounts.

To get started, follow these instructions.

### STEP 1: Find your Username on Pace Directory

- Go to <https://directory.pace.edu/>
- Type in your first and last name and select **Only Students** from Person Type on the left side menu.
- Click Search
- Click on your name to see your username

The screenshot shows the Pace University White Pages search interface. On the left, there is a search form with a 'Name' field, a 'Person Type' dropdown menu set to 'Only Staff and Faculty', a CAPTCHA, and a 'Search' button. The main content area displays search results with a table header including 'Title', 'Instructions', 'Edit Information', and 'Search Results'. Below the header, there are several informational links and instructions for users.

- After receiving results, click on your name

# PACE PORTAL ACTIVATION INSTRUCTIONS

The screenshot shows the Pace University search portal. On the left is a search sidebar with fields for Name (Doe), Person Type (Only Students), and a CAPTCHA. The main area displays 'Select Optional Fields to show in results' with checkboxes for Portrait Photo, Office Telephone, Person Type, Division/Department, and Campus. Below this, it says 'Too many results returned' and provides instructions. A table of results is shown with columns: NAME (LAST, FIRST), PERSON TYPE, DIVISION/DEPARTMENT, and CAMPUS. The first result, 'doe, john', is highlighted with a yellow box.

NAME (LAST, FIRST)	PERSON TYPE	DIVISION/DEPARTMENT	CAMPUS
doe, john	Student	Adult & Continuing Education -Adult and Continuing Education	New York City
Doe, Bailey	Student	Dyson College Arts & Sciences -Film and Screen Studies	New York City
Doe, John	Student	Adult & Continuing Education -Adult and Continuing Education	White Plains
Doe, Ms. Sasha Sakojah	Student	Lubin School of Business	Pleasantville

Write down your username. It will begin with your initials, followed by a sequence of numbers

The screenshot shows the Pace University profile page for 'doe, john'. The profile section includes a placeholder for a photo, the name 'doe, john', and roles: Adult and Continuing Education, Adult & Continuing Education, and Pace University Student. The 'User Name' field is highlighted with a yellow box and contains 'jd02557'. Other fields include Person Type (Student), Contact Information, Location Information - Primary Campus (New York City), and a link to 'Open User Info in New Window'.

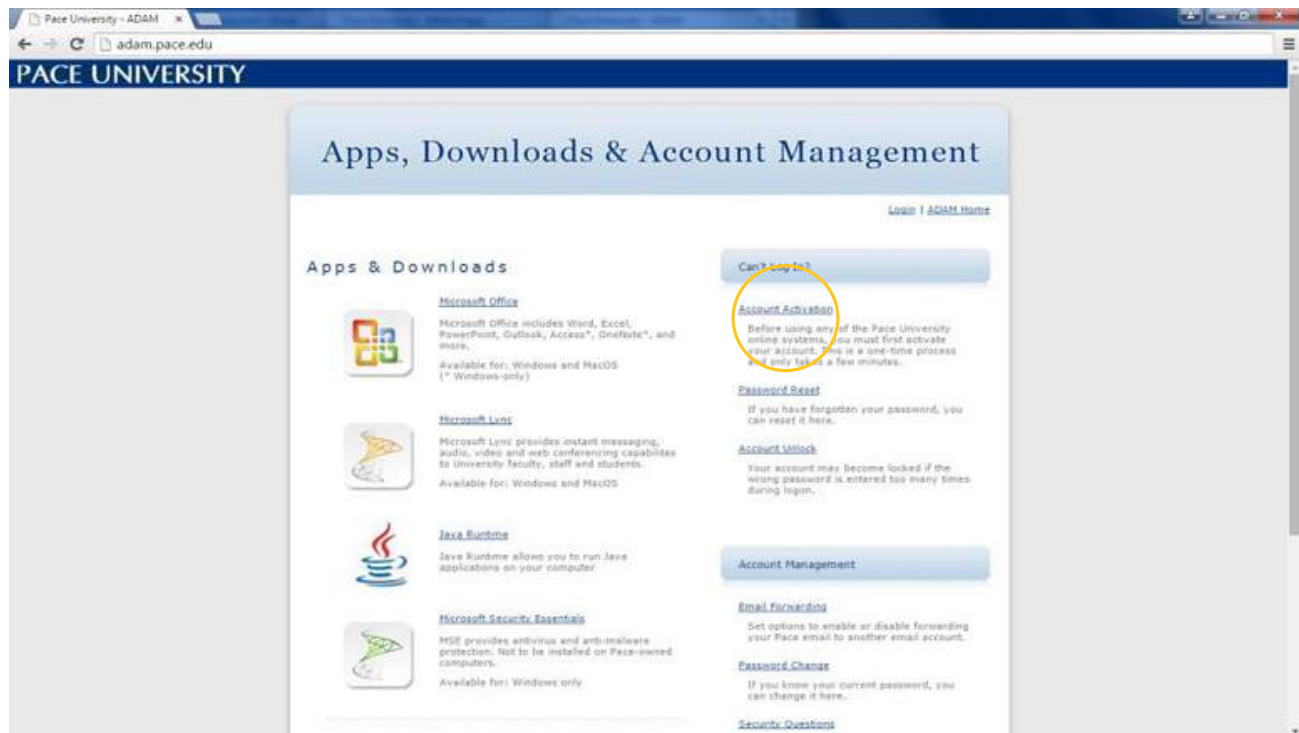
Note: If your name does not appear, you may also try typing only your Last Name in the name and select **All students**

## STEP 2: Create a new password

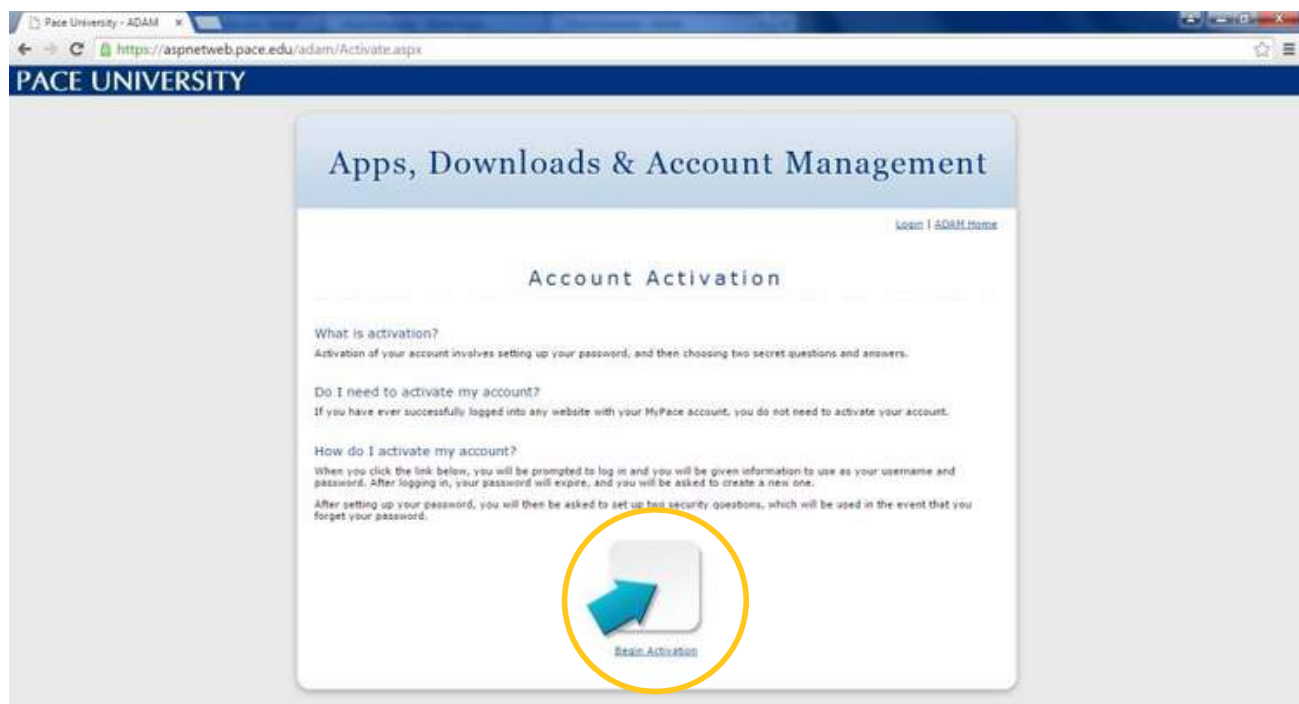
- Go to [adam.pace.edu](https://adam.pace.edu) to get to the Apps/Downloads/Account Management site
- Click Account Activation (right-hand side)



# PACE PORTAL ACTIVATION INSTRUCTIONS



## STEP 3: Begin Activation



# PACE PORTAL ACTIVATION INSTRUCTIONS

- Type your MyPace Portal Username in the Username textbox
- Type your Default MyPace Portal Password in the Password textbox

Your default MyPace Portal Password is your first and last initial and a hyphen, followed by your birthday in this format: MM-DD-YYYY. (If your birth date only has one digit, add a zero to the number.) Example: John Doe, DOB=January 1, 1990 = jd-01-01-1990  
**(You must add a hyphen)**

- Click Log In

- Type your Default MyPace Portal Password (Example: jd-01-01-1990)
- Type your New MyPace Portal Password
- Your password...
  - must not contain more than 3 consecutive characters of your first name, last name, or username
  - must be 8 or more characters long
  - must contain at least one character from three of these four categories:
    - UPPERCASE characters (A, B, C, ...)
    - lowercase character (a, b, c, ...)
    - numbers (1, 2, 3, ...)
    - special characters (! \* + - / : ? \_ # \$)
- (i.e. must have at least one uppercase letter, one lowercase letter, and one number)
  - cannot be your name or consecutive numbers
  - cannot be changed more than once every 24 hours



# PACE PORTAL ACTIVATION INSTRUCTIONS

- Confirm your New MyPace Portal Password
- Click Change Password and then click Continue
- Answer two different Security questions. (Answers are all case sensitive.)
- Click Save and then click Continue
- Click Logout in the upper right hand corner.

**You are all set! Your Pace Portal Activation is complete now.**

## DUO MULTIFACTOR AUTHENTICATION

Faculty, staff and students can enroll one or more Apple, Android, and Windows mobile devices (smartphones, tablets) for Duo Multifactor Authentication (MFA). The instructions below apply to first-time device enrollment.

If you already have at least one device enrolled, but would like to add or make changes, please go to Manage Your Devices article for further instructions.

### Step-by-step guide

If you have not yet enrolled a device in Duo, please follow the instructions below:

- Go to [www.pace.edu/duo](http://www.pace.edu/duo) (you don't need to be on the Pace internal network)
- Type your **MyPace username** and **password** in the fields and click **Sign in**

Duo Multifactor Device Enrollment

Pace faculty and staff may login to enroll a new device or to manage an existing device for multifactor authentication

Please sign in with your Pace University username and password to get access.

Username

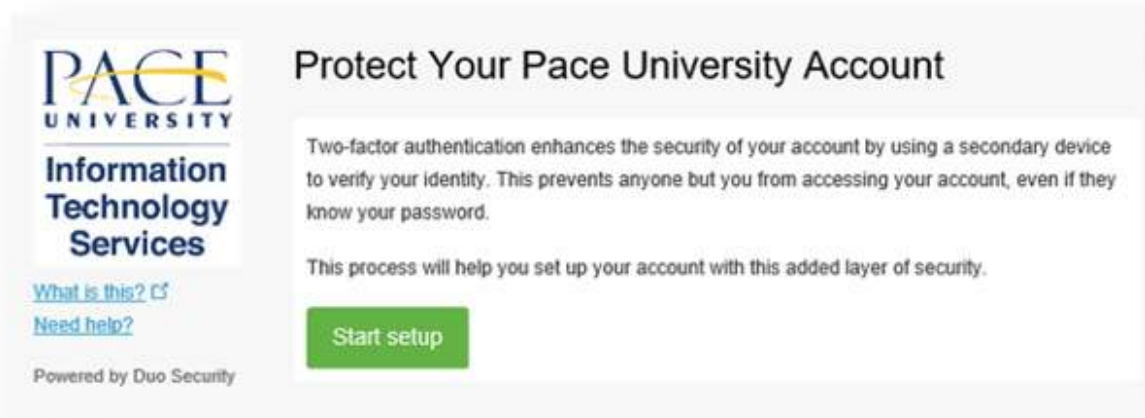
Password

[Forgot Password?](#)

**Signin**

# DUO MULTIFACTOR AUTHENTICATION

- Click **Start setup**



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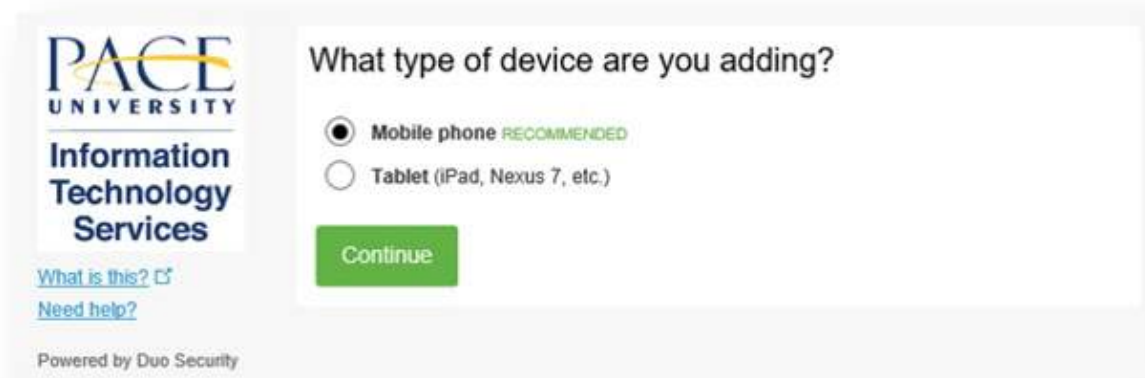
## Protect Your Pace University Account

Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

This process will help you set up your account with this added layer of security.

**Start setup**

- Select the type of device, Mobile phone or Tablet and click **Continue**



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## What type of device are you adding?

☒ **Mobile phone** RECOMMENDED

☐ Tablet (iPad, Nexus 7, etc.)

**Continue**

- If you are enrolling a phone, type ten digit phone number.



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## Enter your phone number

United States ▼

+1

Example: (201) 234-5678

**Back** **Continue**



# DUO MULTIFACTOR AUTHENTICATION

- Double-check your phone number, Click the check box to confirm the number is correct and click **Continue**

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### Enter your phone number

United States ▼

+1 914 ✓

Example: (201) 234-5678

☒ You entered (914) Is this the correct number?

Back Continue

- Select *type of device* being enrolled and click **Continue**

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### What type of phone is 914- ?

☒ iPhone  
☐ Android  
☐ Windows Phone


Back Continue

- If you have not yet installed the **Duo Mobile app** on the registered device,
  - Go to your device's App Store and search for **Duo Mobile**
  - Tap Get or Install and then Install or Accept to download the app

# DUO MULTIFACTOR AUTHENTICATION




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## Install Duo Mobile



1. Launch the App Store app and search for "Duo Mobile".
2. Tap "Get" and then "Install" to download the app.

[Back](#) [I have Duo Mobile installed](#)

- Once installed, Click the **I have Duo Mobile installed** button to proceed
- Follow the instructions on the page to open the Duo Mobile app and scan the shown barcode



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## Activate Duo Mobile for iOS

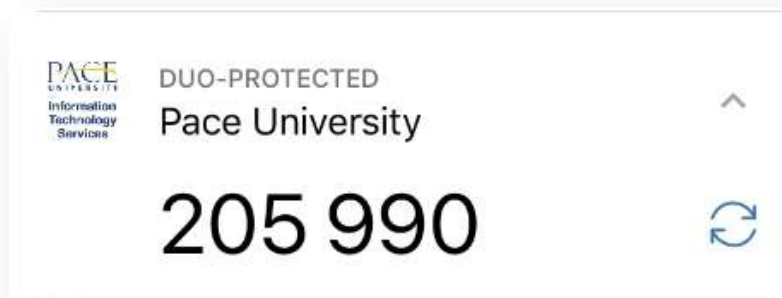
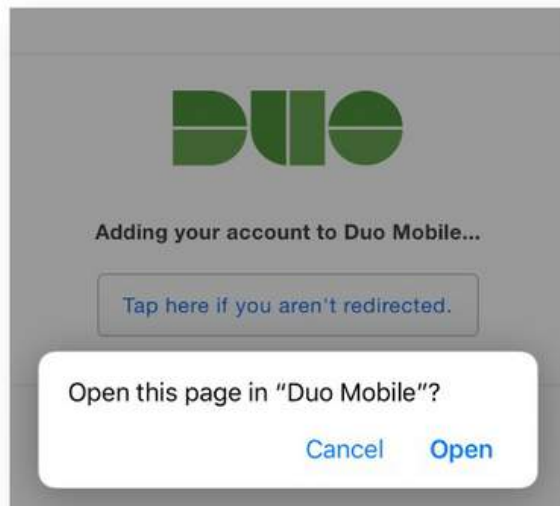


1. Open Duo Mobile.
2. Tap the "+" button.
3. Scan this barcode.

[Email me an activation link instead.](#)

[Back](#) [Continue](#)

# DUO MULTIFACTOR AUTHENTICATION



- Click **Continue** to complete the process.

