

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
- 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](#)

[Classes](#)

[ID Photo Submission](#)

[Pace Portal](#)

[Patient Portal](#)

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 [the Duo website](#)

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.

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.

IMPORTANT PACE WEBSITES

Pace Student Email

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

**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/teaching-and-learning/classes/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

Important Links

USER OPTIONS

Select Optional Fields to show in results

☐ Portrait Photo ☐ Office Telephone ☒ Person Type ☒ Division/Department ☒ Campus

Too many results returned

If you are searching specifically for a staff or faculty member, make sure you select the correct "Person Type" from the drop down list to the left.

You can also [log in](#) with your MyPace username and password to search without limits.

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 Sakajah	Student	Lubin School of Business	Pleasantville

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

Important Links

USER OPTIONS

Profile

doe, john
Adult and Continuing Education
Adult & Continuing Education
Pace University Student

User Name: **jd02557f**

Person Type: Student

Contact Information

Location Information - Primary Campus

Campus: New York City

[Open User Info in New Window](#)

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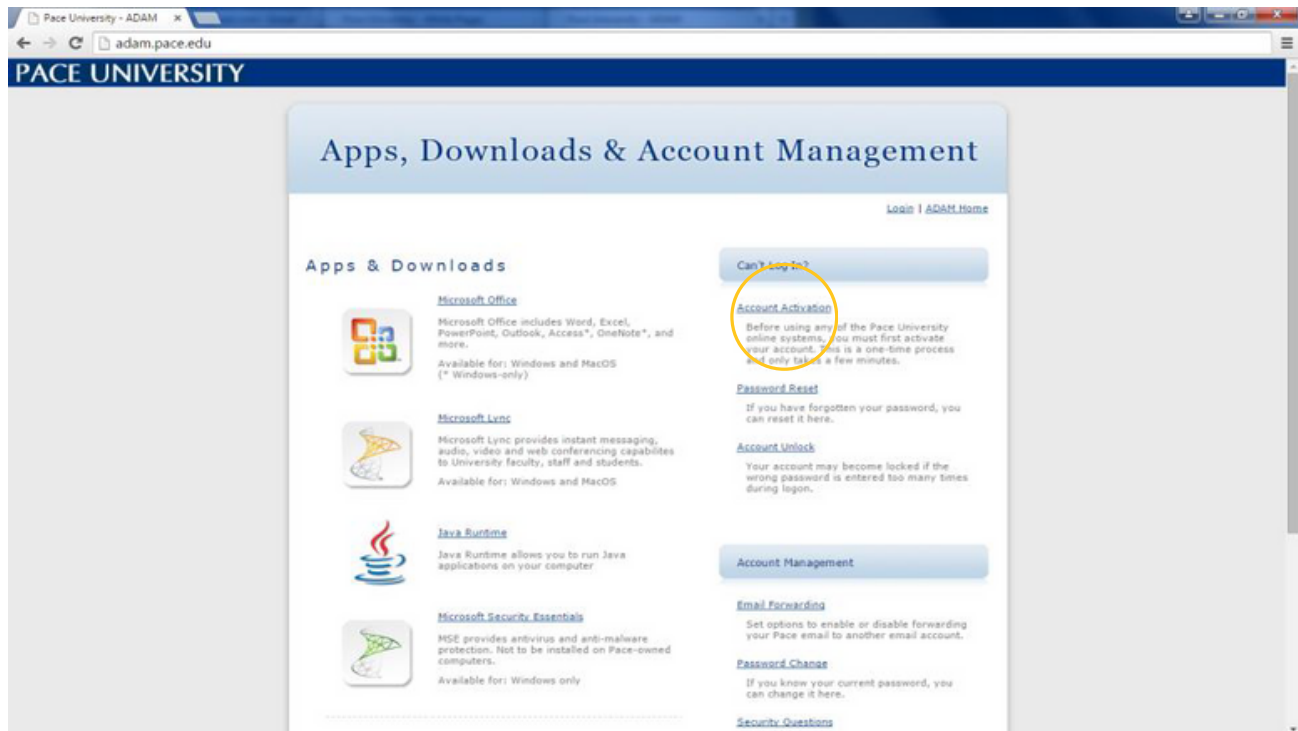
[About Pace](#) [Work at Pace](#) [Privacy Policy](#)

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

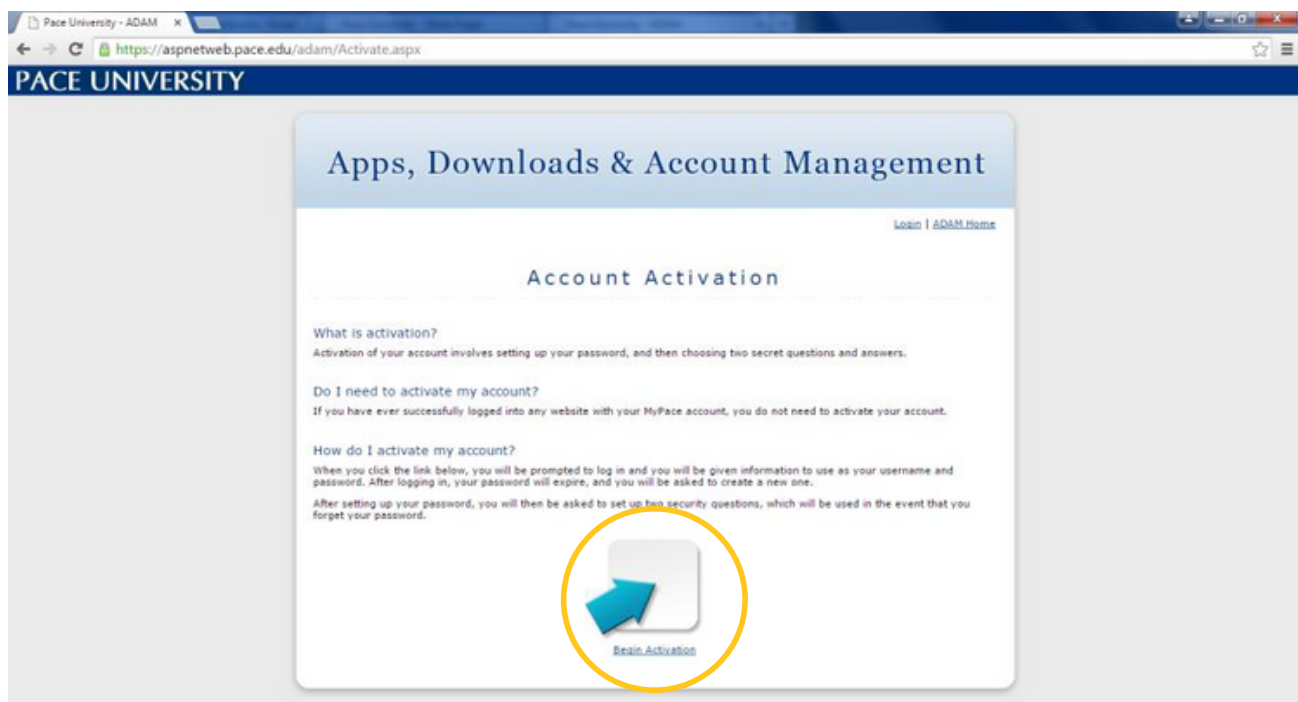
STEP 2: Create a new password

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

PACE PORTAL ACTIVATION INSTRUCTIONS



STEP 3: Begin Activation

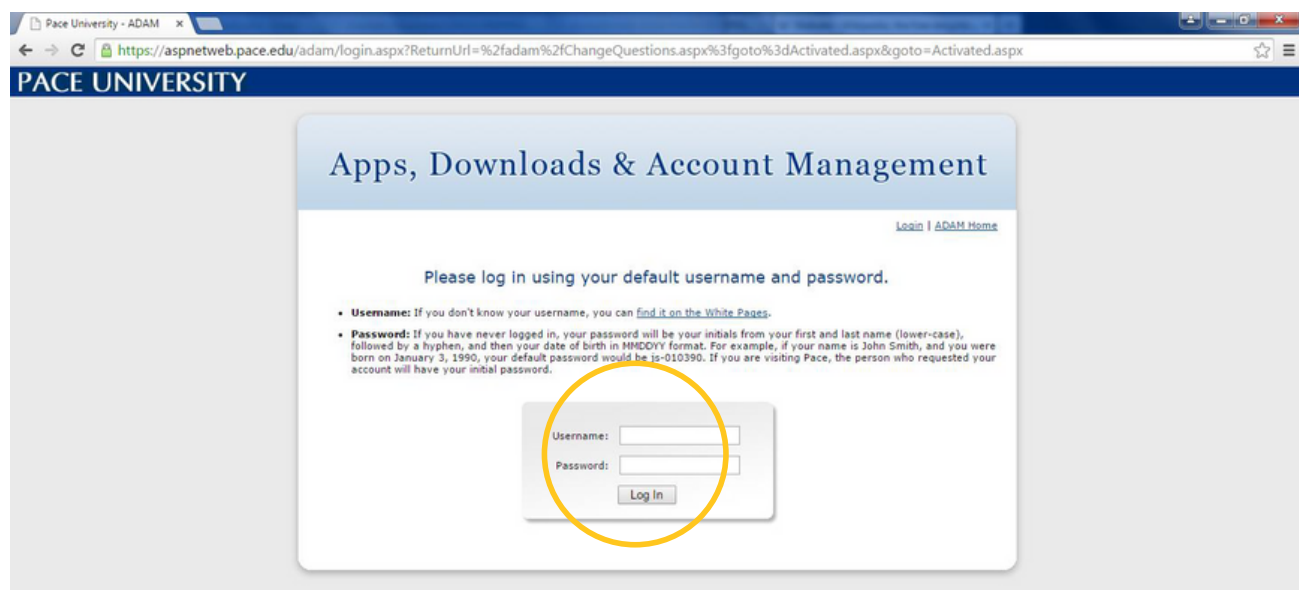


PACE PORTAL ACTIVATION INSTRUCTIONS

- 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

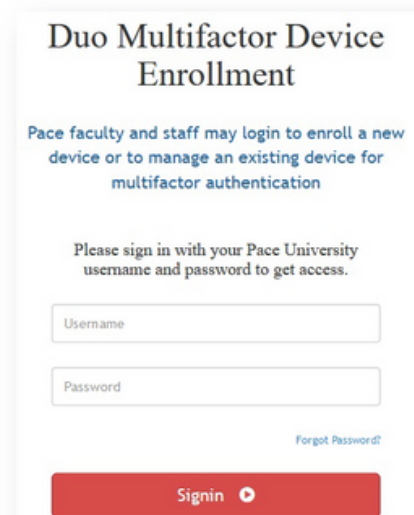
Faculty, staff and students can enroll one or more Apple, Android, and Windows mobile devices (smartphones, tablets) for Duo Multifactor Authentication (MFA). The instructions below apply to first-time device enrollment.

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:

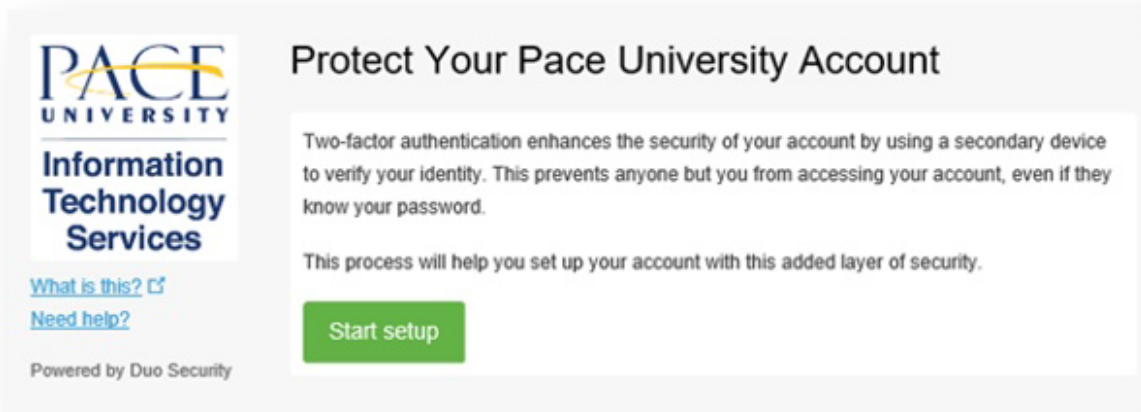
- Go to [the Duo website](#) (you don't need to be on the Pace internal network)
- Type your **MyPace username** and **password** in the fields and click **Sign in**



The screenshot shows the 'Duo Multifactor Device Enrollment' page. At the top, it says 'Pace faculty and staff may login to enroll a new device or to manage an existing device for multifactor authentication'. Below this, it prompts the user to 'Please sign in with your Pace University username and password to get access.' There are two input fields: 'Username' and 'Password'. A link for 'Forgot Password?' is located below the password field. At the bottom, there is a red 'Signin' button with a circular arrow icon.

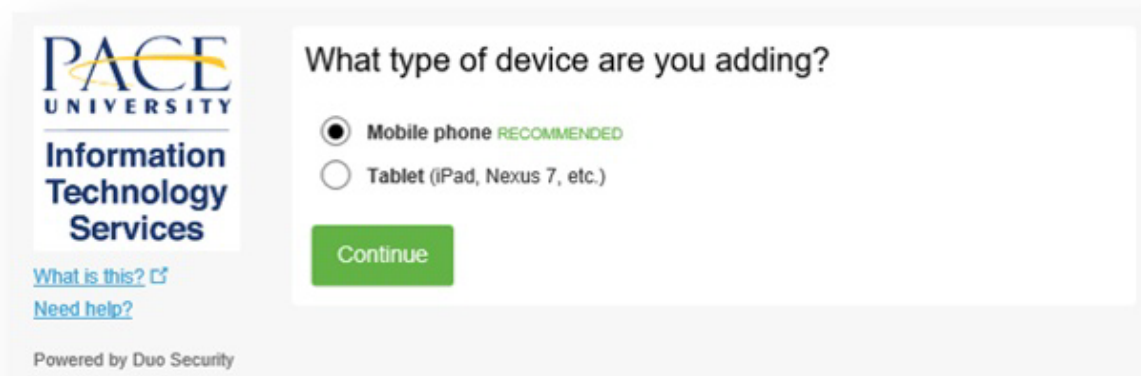
DUO MULTIFACTOR AUTHENTICATION

- Click **Start setup**



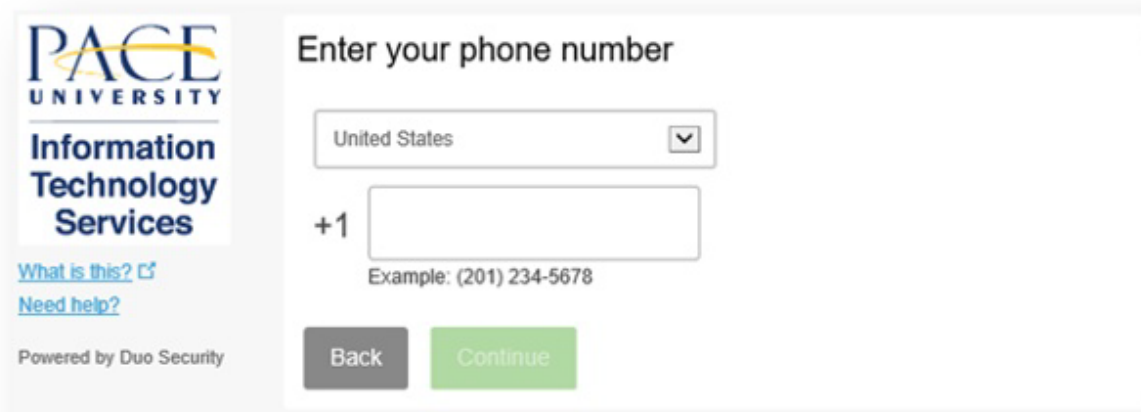
The screenshot shows the initial setup page for Duo Multifactor Authentication at Pace University. On the left is the Pace University Information Technology Services logo with links for 'What is this?' and 'Need help?'. The main heading is 'Protect Your Pace University Account'. Below this, a paragraph explains that two-factor authentication enhances security by using a secondary device. Another paragraph states that the process will help set up the account with an added layer of security. A green 'Start setup' button is located at the bottom right of the main content area. The footer indicates 'Powered by Duo Security'.

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



The screenshot shows the device selection step of the Duo Multifactor Authentication setup. The Pace University logo and links are on the left. The heading is 'What type of device are you adding?'. There are two radio button options: 'Mobile phone RECOMMENDED' (which is selected) and 'Tablet (iPad, Nexus 7, etc.)'. A green 'Continue' button is at the bottom right. The footer says 'Powered by Duo Security'.

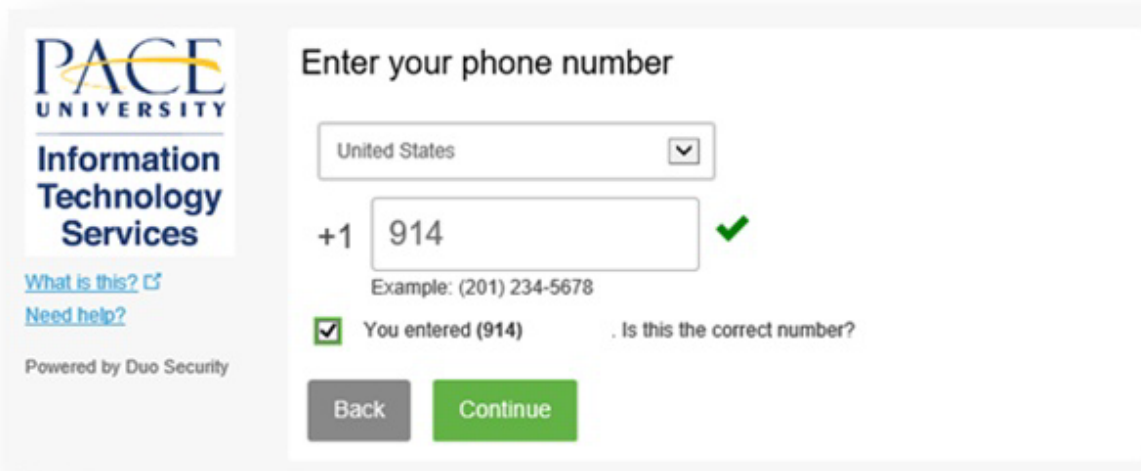
- If you are enrolling a phone, type ten digit phone number.



The screenshot shows the phone number entry step. The Pace University logo and links are on the left. The heading is 'Enter your phone number'. There is a dropdown menu for the country, currently set to 'United States'. Below this is a text input field for the phone number, preceded by a '+1' label. An example '(201) 234-5678' is shown below the input field. At the bottom are 'Back' and 'Continue' buttons. The footer says 'Powered by Duo Security'.

DUO MULTIFACTOR AUTHENTICATION

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



PACE UNIVERSITY
Information Technology Services

[What is this?](#) [Need help?](#)

Powered by Duo Security

Enter your phone number

United States ▼

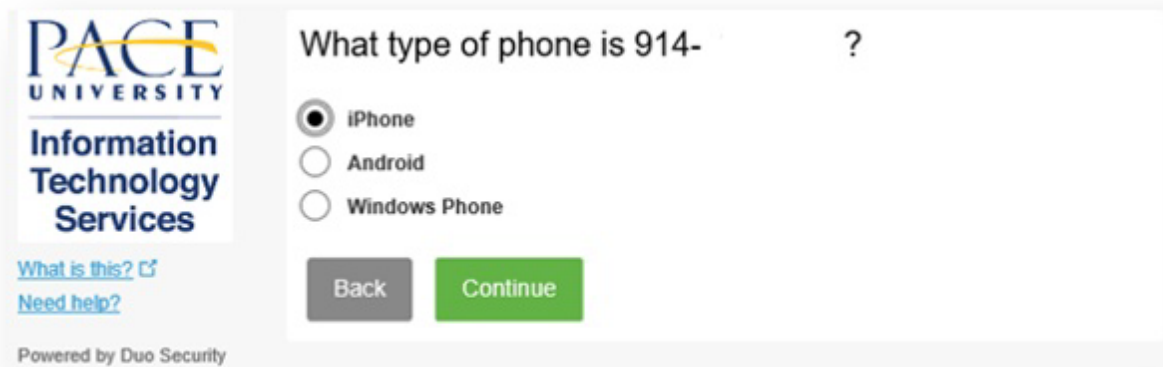
+1 914 ✓

Example: (201) 234-5678

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

Back Continue

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



PACE UNIVERSITY
Information Technology Services

[What is this?](#) [Need help?](#)

Powered by Duo Security

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

PACE UNIVERSITY
Information Technology Services

[What is this?](#) [Need help?](#)

Powered by Duo Security

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

PACE UNIVERSITY
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[What is this?](#) [Need help?](#)

Powered by Duo Security

Activate Duo Mobile for iOS

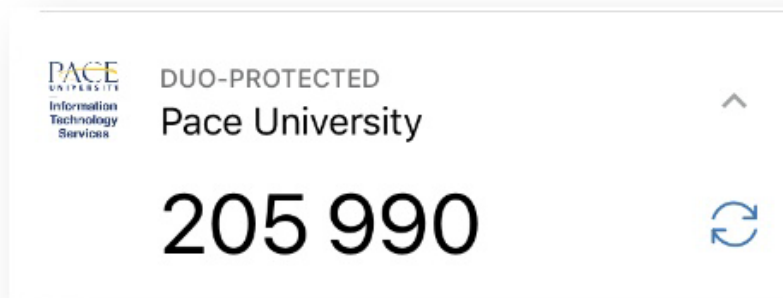
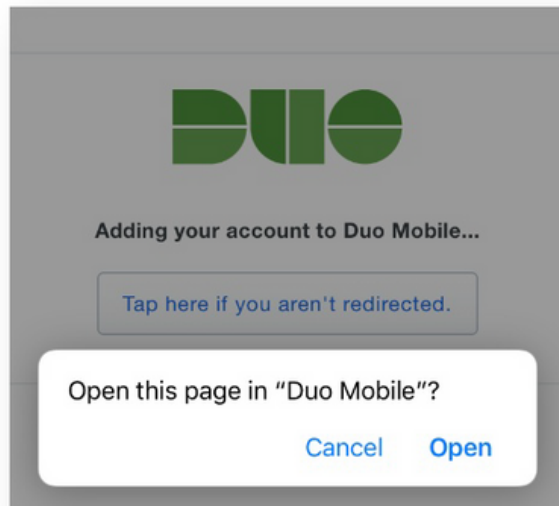


1. Open Duo Mobile.
2. Tap the "+" button.
3. Scan this barcode.

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

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

DUO MULTIFACTOR AUTHENTICATION



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

