PACE UNIVERSITY
Information Technology Services

78 North Broadway
White Plains, NY 10603
Phone No. 914 773-3333

Orientation Instruction Letter

Dear Incoming Student:

On behalf of Pace Information Technology Services (ITS), we would like to welcome you to the Elisabeth Haub School of Law at Pace University. You should be sure to check your e-mail regularly – at least once per day. Students should review this letter, perform the recommended steps, and browse both the Pace Haub Law and Pace University websites in order to become familiar with the many resources available to you as a student. Additional information about Pace specific ITS resources is available on our website. This includes computer hardware and software discounts from select vendors, detailed instructions for common tasks, and contact information for the ITS help desk.

You have already received a username for access to Pace resources such as email, student-use workstations in the library, authentication on the wireless network and the MyPace portal. Your Pace username is your first and last initials followed by randomized numbers, *e.g.* js12345w. If you do not know your Pace username, you can search for it in the Pace University Directory.

Using the Pace University Directory to find contact information:

1. Go to and Pace University Directory, type your name in the field titled **Search by Name**
2. Select **Students** or **All** from the dropdown list under **Person Type** and click **Search**
3. In the **Results** pane, select your name from the list
4. Your contact information will open in a new window

Before using any of the Pace online systems (e-mail, wireless, Mypace portal, etc.), you must first activate your account. Once you have your username, direct your browser to the Pace University IT Resource page, and select account activation. This will involve setting up your new password and then choosing two secret questions and answers. The initial password format for new accounts will be the student's initials from their first and last name (lower-case), followed by a hyphen, and then their date of birth in MM-DD-YYYY format (add hyphens between month, day, and year). For example, if your name is John Smith, and you were born on January 3, 1998, your default password would be js-01-03-1998.

Pace University uses Duo Multifactor Authentication (MFA) for access to designated applications, which helps to strengthen security measures and mitigate potential system access vulnerabilities. MFA, also known as 2-factor authentication, adds a second verification step (or 2nd factor) by utilizing a mobile device possessed by the authorized Pace member seeking access to the application. Students will need to enroll one or more Apple, Android, or Windows mobile devices (smartphones, tablets) for Duo Multifactor Authentication (MFA). The Duo (MFA) First Device Enrollment webpage lists instructions on first-time device enrollment.

All Pace Haub Law School students are provided two email addresses – one is the Pace University username followed by @pace.edu (e.g. js12345w@pace.edu), and the other is their law school specific email address which is generally *first_initial_last_name*@law.pace.edu (e.g. JSmith@law.pace.edu.). All email is delivered to the one mailbox at http://email365.pace.edu and is accessed by logging in with your Pace username and password.

Please activate your Pace Zoom account**.** Instructions on how to activate your account and download your Pace Zoom client can be accessed on the Pace Zoom webpage.

Please look out for a communication about you fall final exams in November.

We are delighted that you will be joining us and look forward to welcoming you to campus. If you have any questions, please do not hesitate to contact the ITS help desk at (914) 773-3333.

Sincerely,
The Pace ITS Team