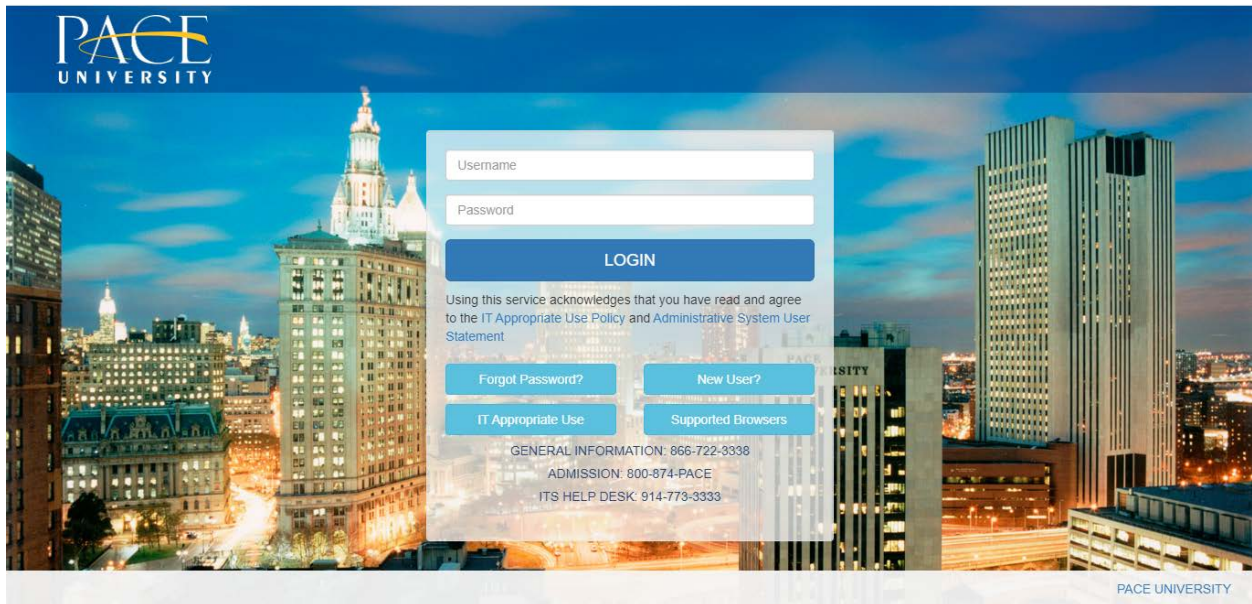
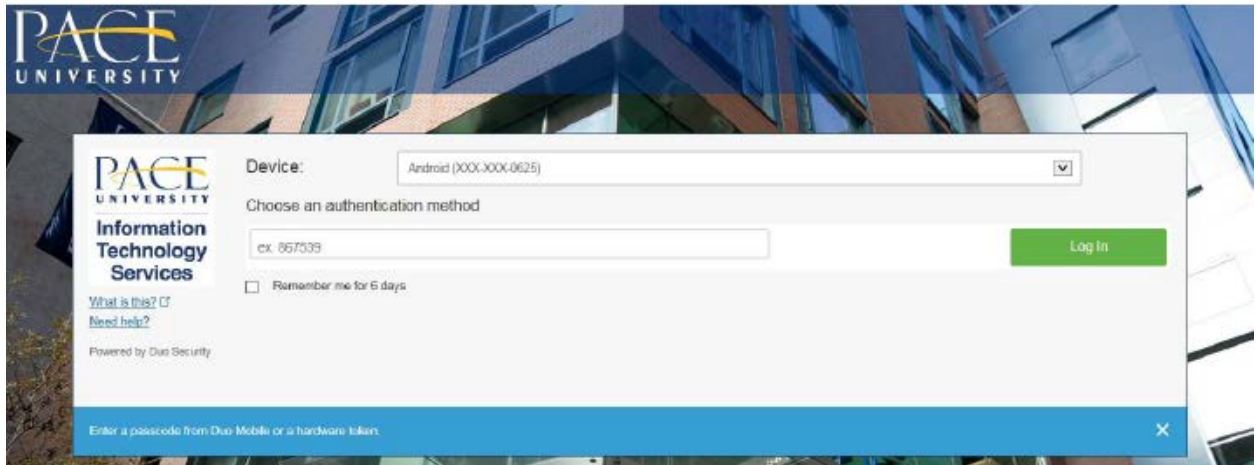


## ADDING & UPDATING HOME ADDRESS IN MYPACE PORTAL

1. Log into MyPace Portal at [portal.pace.edu](http://portal.pace.edu)



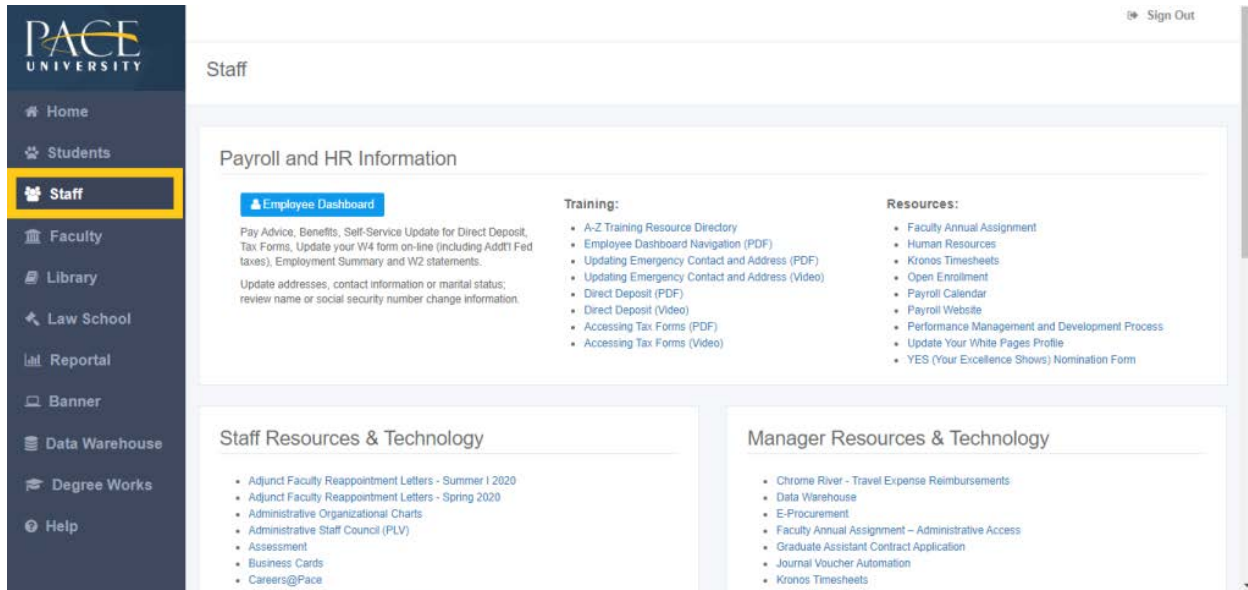
2. Select the appropriate device for Duo Multifactor Authentication (MFA), enter the 6-digit passcode from the Duo Mobile app, and click Log in



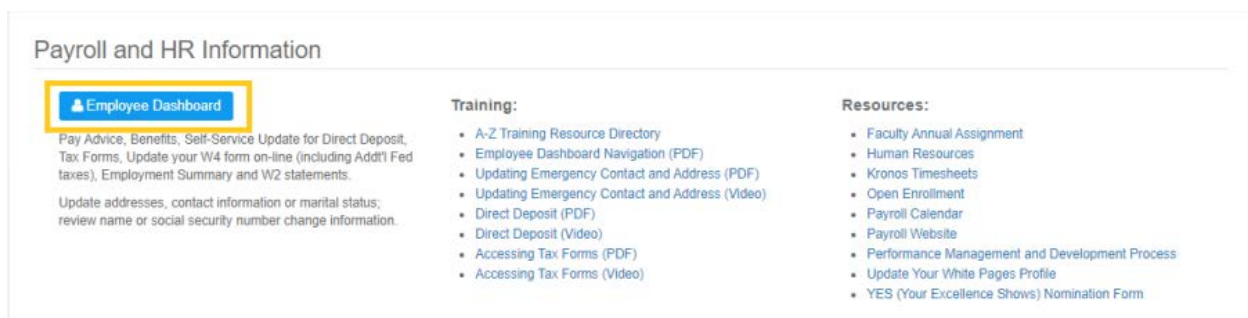
Pace University has implemented multifactor authentication (MFA) for the MyPace Portal to enhance the security of your account and the safety of your personal information. The new login procedure requires you to enter a 6-digit passcode which you retrieve from the Duo Mobile app installed on a secondary device (e.g. smartphone or tablet) in your possession. This will prevent anyone, but you, from accessing your account even if they know your password. Any Apple, Android, or Windows mobile device will work with the Duo Mobile app, which you need to download from your device's app store during the setup process.

For an overview of the setup process, please read our [Duo MFA: Initial Setup for Protected Pace System](#) article. If you do not own a smartphone or tablet, or if you have any questions, please contact the ITS Help Desk at (914) 773-3333 or [pacehelpdesk@pace.edu](mailto:pacehelpdesk@pace.edu) for further assistance. If you're not enrolled in Duo MFA, when you try to log in to the MyPace Portal to retrieve your tax information, you'll be directed to start the Duo enrollment process by clicking the setup button below the login box. This will set up your account with this added layer of security.

3. Click on the **Staff** tab on the left – this should be done for all employees including Faculty, Staff and Students.



4. Select the blue button **Employee Dashboard**.



5. Select **My Profile**.

PACE UNIVERSITY

Employee Dashboard

Employee Dashboard

My Profile

Pay Information


Latest Pay Stub: 06/15/2020 All Pay Stubs Direct Deposit Information Deductions History

Earnings

Benefits

My Activities


- Approve Time
- Approve Leave Report
- Approve Leave Request
- Labor Redistribution
- Employee Menu

6. Under the **Addresses** section, select the **pencil icon**  to update your address.


Employee Dashboard • Employee Profile

Profile

Personal Information

Addresses 

Home Address

Phones 

Home

ID: [REDACTED]

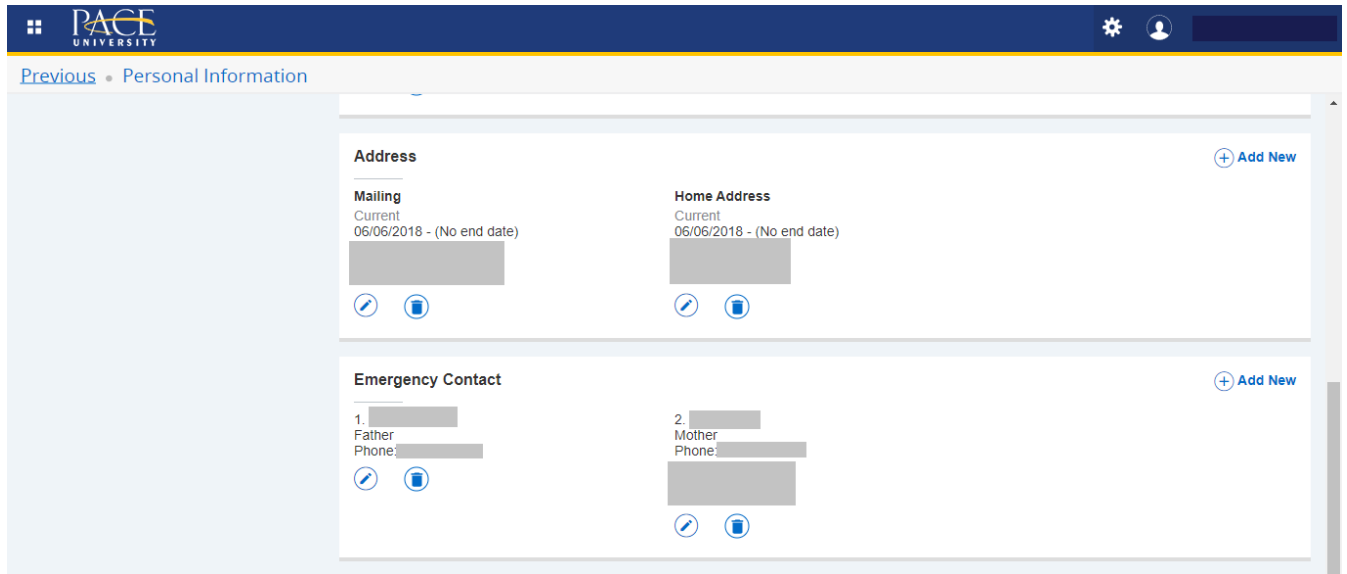
Status: Active


Hired: 05/11/2020

Birthday: 07/05

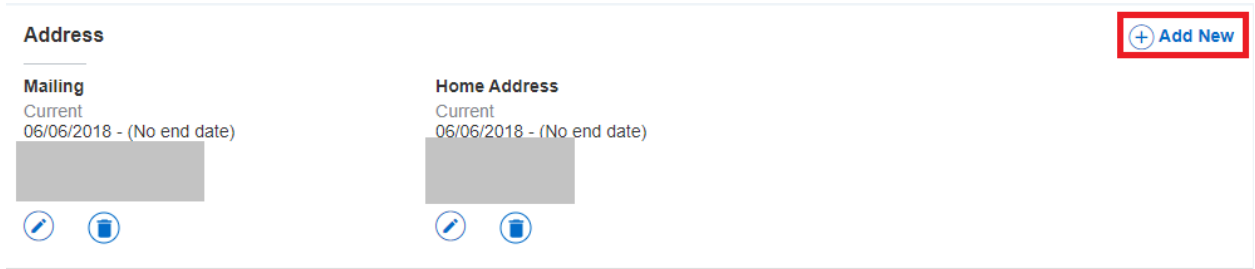
[More Personal Information](#)

7. Scroll down until the **Addresses** section display. The **Address** section should be in between **Phone Number** and **Emergency Contact**.



8. Under the **Home Address**, please select the blue trash can icon  to delete the current home address.

9. Then select  **Add New** icon to add the new address.



10. A pop-up box will display, from the **Address Type** please select the **Home Address**

The image shows a web form titled "Add Address" with a close button (X) in the top right corner. The form is organized into several sections:

- Type of Address:** A dropdown menu with the text "Select Address Type".
- Valid From:** A date input field with the placeholder "MM/dd/yyyy" and a calendar icon.
- Valid Until:** A date input field with the placeholder "MM/dd/yyyy" and a calendar icon.
- Address Line 1:** A text input field with the placeholder "Enter Address Line 1".
- Address Line 2:** A text input field with the placeholder "Enter Address Line 2".
- Address Line 3:** A text input field with the placeholder "Enter Address Line 3".
- Address Line 4:** A text input field with the placeholder "Enter Address Line 4".
- City:** A text input field with the placeholder "Enter City".
- State/Province:** A dropdown menu with the text "Select State".
- County:** A dropdown menu with the text "Select County".
- Zip/Postal Code:** A text input field with the placeholder "Enter Zip Code".
- Country:** A dropdown menu with the text "Select Country".

At the bottom of the form is a prominent blue button labeled "Add".

11. Please fill out all the required fields to add your new address to the system such as the *Address Line 1, City, State/Province, County, Zip/Postal Code and Country*.
12. Once completed, please select the **Add** button at the bottom.
13. The system will automatically add the new address to your profile.