



# Introduction to MyPace Portal



# How to Access Your MyPace Portal Account

**Step 1 - Locate your user name and activate your account (If you already know your username and have activated your account, go directly to Step 2.)**

- ***Find your MyPace Portal Username***
  - Go to <http://whitepages.pace.edu> to access the Pace University White Pages
  - Type your First and Last name in the ***Name*** textbox
  - Select “Only Students” in the ***Person Type*** textbox
  - Click ***Search***
  - After receiving results, click ***View Details*** next to your name
  - Write down your username. It will begin with your initials, followed by a sequence of numbers and a letter.

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## Step 1 continued...

- **Activate your account**
  - Go to <http://adam.pace.edu> to get to the Apps/Downloads/Account Management site
  - Click **Account Activation**, then **Begin Activation**
  - Type your MyPace Portal Username in the Username textbox
  - Type your Default MyPace Portal Password in the Password textbox
    - *Your default 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.*
  - Follow the instructions to set security questions and a new password

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## Step 2 - Go to MyPace Portal

- Visit <http://portal.pace.edu> and login using the Secure Access Login. You can also access the portal by visiting the home page at [www.pace.edu](http://www.pace.edu), selecting **Current Students** at the top and clicking on **MyPace Portal** at the right.

**Step 3** - Once you've entered the portal, click on the **Students** Tab.

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**Step 4** - Click on the **Registration, Grades and Tuition Schedule** link.

From this page you can access several things:

- **Personal Information** – go to the **Personal Info** tab and update your personal and emergency contact information. **It is very important that you always provide us with your most recent U.S. mailing address and your most recent U.S. phone number.** The address that you enter into the system is where your mail from the school will be sent.
- **Online Class Schedule** – once you are registered for your courses, you will be able to view your schedule by clicking **Student Schedule**, then selecting the current semester.
- **Holds** – holds prevent you from continuing in your classes. To view your holds, click the **Student Records** tab and then **View Holds**. **All Global Pathways students should have a “Pathways” hold, but any other holds must be resolved by you as soon as possible.** Common holds are listed on the next page.

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Common holds include:

- **Immunization hold** ... you must submit your completed immunization form to the Office of Student Assistance (**please resolve this hold immediately, or you will be dropped from classes after several weeks** )
- (for undergraduate students) **FHST hold** (or similar letters such as TFHS, HSFT) ... you must give the undergraduate admissions office your Final High School Transcripts in a sealed envelope from your high school
- (for graduate students) **UGT hold** ... you must give the graduate admissions office your final Undergraduate Transcripts in a sealed envelope from your college
- **Transcript hold** ... just another way to say that you must give your final transcripts from your previous school to either undergraduate or graduate admissions office
- **Proof of graduation / diploma / graduation certificate hold** ... you must give your proof of graduation from your previous school to either the undergraduate or graduate admissions office
- **TOEFL hold** or **IELTS hold** ... you must order your official TOEFL or IELTS result to be sent to either the undergraduate or graduate admissions office
- **Current balance due** ... you must pay your Pace bill fully to OSA
- **Update address hold** ... you must set an American address in Pace Portal

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- **Billing and payment** – to view your total charges and payments for the term, click **Account Summary by Term**. The number under “Amount Due” is what needs to be paid. To pay your bill online, scroll on the page and select **Pay Your Tuition and Fees Online**.
- **Dawg Dollars** – When you receive your student ID which also functions as a debit card, you can add money to your account by clicking **Dawg Dollars**.



# Checking Your Email



- As a Pace student, you are expected to check your Pace email address daily. Once you enroll at Pace, all important communication will be sent to your *Pace* email address, and no longer to your personal email address.
- You can log in to check your email at [email.pace.edu](mailto:email.pace.edu)