Dear Incoming Student:

Congratulations and welcome to the Pace Law School Community on behalf of Pace Information Technology Services (ITS). 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 the www.law.pace.edu and www.pace.edu websites in order to become familiar with locating the intranet resources of Pace Law School. Additional information about the Pace ITS resources is available on our website at http://law.pace.edu/ITS. 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 all resources on the intranet and network including email, student-use workstations in the library, authentication on the wireless network and the MyPace portal, and additional resources. 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 https://directory.pace.edu and 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 the **View Details** link for 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 http://adam.pace.edu 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 his/her 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, and Windows mobile devices (smartphones, tablets) for Duo Multifactor Authentication (MFA). Click on the link below for instructions on first-time device enrollment. https://helpdesk.pace.edu/TDClient/213/Portal/KB/ArticleDet?ID=3693

All Pace 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 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. For information on how to activate your account and download your Pace Zoom client, please go to: https://www.pace.edu/its/teaching-and-learning/zoom.

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, or e-mail lawits@law.pace.edu.

Sincerely,
The Pace ITS Team