Welcome to Pace Law School! In this letter you will find an overview of some of the technology resources provided by the Pace Law School Information Technology Services (Law ITS) to students both on and off campus.

Students of Pace Law School have a significant resource available to them in the Law ITS Help Desk. Law ITS is responsible for providing technical assistance and essential information to all students, student journals and organizations, faculty, and staff.

The Law ITS mission is to:

- Provide friendly and efficient support to the students, staff, and faculty of the Pace Law School, and create opportunities for professional development through the availability and application of innovative technologies for students, staff, and faculty.
- Execute continuous self assessment and employ diversity of opinions and cultures to inform excellent results.
- Maintain the highest ethical standards when managing data and upholding privacy standards and advocate commitment to environmental and fiscal sustainability.

Always feel free to contact Law ITS with technical issues – we are here to help. Our preferred method of contact is by email. If you send an email from your Pace Law School email account to lawits@law.pace.edu, a work order is automatically created in our system and queued to be attended to as soon as possible (within 1-2 business days). If we are unable to assist with a particular issue, we will be able to point you in the right direction to get you the help you need.

Some of the things Law ITS can do for you are as follows:

- Diagnose and/or troubleshoot laptop configurations and/or security issues.
- Assist with Pace licensed software installations (e.g. Antivirus, Lync).
- Recommend hardware/software purchases.
- Assist with network resource access.
- Provide information on configuring email settings.
- Provide technical support for Pace-owned technology resources (printers, library computers).
- Provide technical support on final exam software.

The Pace Law IT website is available by navigating from http://law.pace.edu, to People, Current Students, then to the Information Technology Services link. To go directly to the site, direct your browser to http://law.pace.edu/ITS. Links to various technology resources are available here as well as the ability to enter a work order from a simple online form. Suggestions or comments are also welcome.

**Law IT Help Desk Location:**

Aloysia Hall 302, 78 North Broadway
White Plains, New York 10603
Ph: (914) 422-4290
F: (914) 422-4402

Email: lawits@law.pace.edu
Web: http://law.pace.edu/ITS

**Hours of Operation:**

Monday-Thursday, 9:00am–6:00pm,
Friday, 9:00am-5:00pm

**Law ITS Staff:**

Jacqueline Benaroch – Acting Co-Director Law ITS/IT Specialist
Jimmy Leon - Acting Co-Director Law ITS/Server Administrator
Mathew Thomas – Assistant Systems Administrator
TBA – Help Desk Technician
New Pace Law School Student Technology Checklist:

- **Activate Your Pace Account:** [http://adam.pace.edu](http://adam.pace.edu)
  Select the “Account Activation” link

- **Access Your Pace Law School E-mail Account:** [https://email.pace.edu](https://email.pace.edu)
  Log in using your Pace username and your newly created password

- **Download Pace Software:** [http://adam.pace.edu](http://adam.pace.edu)
  Download Microsoft Antivirus and MS Lync software

- **Activate Your Pace OneCard:** [http://paceuone.com](http://paceuone.com)
  Photo ID, as well as access to a whole new world of services and features, including wireless printing

- **Explore Pace Discounts:** [http://law.pace.edu/ITS](http://law.pace.edu/ITS)
  Discounts on computer hardware and software

- **View Grades, Class Schedule, Registration and Personal Data via the MyPace Portal:** [http://portal.pace.edu](http://portal.pace.edu)
  Log in using your Pace username and password

- **Access the Pace Law ITS website for more information, or to enter a help desk ticket:** [http://law.pace.edu/ITS](http://law.pace.edu/ITS)
NETWORK ACCOUNT

Students are assigned network accounts at the beginning of their first semester at Pace Law School for use through their entire law school tenure. There is a single login required for all Pace University resources in the pace.edu domain. Your username or account login will be required to identify yourself when accessing all resources on the intranet and network, including email, student-use workstations in the library, authentication on the wireless network, the MyPace portal, and additional resources. Your Pace username will be your initials followed by randomized numbers and a character (example: js12345w). If you do not know your Pace username, you can search for it in the Pace University White Pages.

Using the Pace University White Pages to find contact information:
- Direct your internet browser to [http://whitepages.pace.edu](http://whitepages.pace.edu)
- To find your Pace username, type your name in the field titled Search by Name
- Select Students or All from the dropdown list in the field for Search Scope
- Click the button to Search when ready.
- In the Results pane, select the View Details link for your name from the list
- Your contact information will open in a new window

Your Pace username or user ID will be the Pace email address provided without the @pace.edu.

COMPUTER LAB

The Computer Lab, located on the first floor of the Pace Law Library (Gerber Glass Building), allows students access to 16 Windows 7 computers with Office 2010 and additional software. There are also six computers with the same configuration located in the Preston Student Lounge. Students will be able to access the internet, software applications, and [http://wfs.pace.edu](http://wfs.pace.edu) (network file storage). There is also a digital scanner available in the lab, as well as printers where students can pick up their work.

Wireless Printing:

Students receive a $30.00 credit for printing at the start of the Fall, Spring, and Summer semesters. Once you have installed the Pharos printer software on your laptop, you can easily release a print job by swiping your Pace OneCard at the printer. If your OneCard is not available, you can release a print job by entering your username and password. The prices for printing services are 6¢ per page printed or copied (double sided by default, 6¢ per side) and 2¢ per scan of an image, picture, or document to e-mail. There is no charge for Lexis printing if search results are sent to these dedicated printers. There is also a high powered scanner in the computer lab for student use. Scanned documents may be sent to an email address or to your networked home directory.
E-MAIL ACCOUNTS

All Pace Law School students are provided two email addresses – one is the Pace University student ID followed by @pace.edu (e.g. jsmith12345w@pace.edu), and a law school specific email address which is generally first_initial_last_name@law.pace.edu (e.g. jsmith@law.pace.edu). Email sent to either of these addresses will arrive in your law school Exchange Server mailbox. Your email may be accessed at https://email.law.pace.edu. There is a 2 GB storage limit. Please see the Law IT website for additional instructions on forwarding email and configuring email client software.

Personal Technology

The Law ITS Help Desk, located in Aloysia 302, is available to provide students with general technical support which includes:

- Hardware & software diagnostics
- Wireless network access
- Account issues
- Email configuration
- Spyware/virus cleanup assistance
- Laptop purchase advice
- Pace software installation
- Exam software support

If a laptop needs repairs that go beyond the scope of what Law IT offers and is no longer under warranty from the manufacturer, we can assist with finding a local consultant to help.
**MYPACE PORTAL**

MyPace portal provides access to student records, including grades and financial statements. This is also where students can go to learn their “U” number – a numerical identifier that is used in place of Social Security numbers at Pace University.

*To access MyPace:*

- Direct Internet Explorer to [http://portal.pace.edu](http://portal.pace.edu)
- Log in using your user ID and password
- Click on the **Students** tab and explore to become familiar with the portal
- To locate your U-number click **Check your registration status** (for example), and you will see your U-number in the top-right corner of the page, to the left of your name.

**NETWORK & WIRELESS ACCESS**

The Law School’s wireless network spans the majority of the campus, and is constantly being expanded. Personal notebook computers with a wireless card that is WiFi certified and meets the 802.11 g wireless standard can be used to access the network. Both Windows and Mac computers are able to connect to the Pace wireless network.

Pace University user IDs are required to access computers and related software in the Pace Law Library, network printers, server storage and other network resources. This account is also required to connect to the wireless network on campus, as well as to activate the jack in your dorm room if applicable.

**WFS.PACE.EDU**

Web File System (WFS) is a secured, online storage area for your files. Please direct your browser to [https://wfs.pace.edu](https://wfs.pace.edu) to access instructions. You will be prompted to login using your Pace Username and password before you can upload files. There is a 100 Mb storage limit.
**Apps, Downloads, & Account Management (ADAM)**

Through ADAM, you can activate your MyPace Portal Account, Change, Unlock, or Reset your Password, and set e-mail Forwarding. Free copies of software such as MS Security Essentials and MS Lync are also available for download. Visit [adam.pace.edu](http://adam.pace.edu) to access ADAM.

Software and hardware discounts are available from Apple, Journey Ed, CDW-G, Dell, and Lenovo. Links to these discounts can be found on the [http://law.pace.edu/ITS](http://law.pace.edu/ITS) website.

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**Exam4**

Exam4 is a web-based word processing program that allows students to take final exams on personal laptops while locking down access to other applications on the computer. As the examinations approach, further instructions on how to obtain the latest version of the Pace University Law School student software and download licenses will become available.

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**WEB SPACE**

Pace University provides web space free of charge to all students, faculty and staff. Go to [http://webpage.pace.edu](http://webpage.pace.edu) for instructions. You will be required to activate your account using your Pace User ID and password.