



Online Registration System Instructions for New Students

This system allows you to access information about your courses, your accounts, and your financial aid, 24 hours a day, 7 days a week.

First you must login to MyPace Portal:

- 1) Using Internet Explorer 8.0+ or Mozilla (Firefox) 4.0+, go to the Law School's website www.law.pace.edu, click on Current Students, then click Registrar, and finally select the MyPace portal link or go directly to the MyPace portal login page <http://portal.pace.edu>.
- 2) When you reach the MyPace portal login page, enter your Network Account UserID and your password.

Finding your UserID –New Students:

- To locate your UserID, visit <http://whitepages.pace.edu/default.aspx?type=all> and enter your name. Your UserID will be displayed (this UserID is the same as your wireless network ID).

Finding your Password–New Students:

- Your password is your initials, a hyphen, and then your date of birth, in the format MMDDYY. (e.g. jd-123156). After successfully logging in for the first time, you will be prompted to reset your password. You will also be prompted to set up two security questions and answers to aid in retrieving your password should you forget it.

If you encounter difficulty logging into MyPace, the following steps can be taken:

- Scroll down the MyPace Portal page to the section labeled [First time logging into your Pace Account?](#)
- Login to www.pace.edu/doithelpdesk and enter a job ticket to reset your password.
- Call the DoIT Help Desk at extension 33648 (on campus) or (914) 773-3648 from any residence hall or off-campus phone. Live help is available from the DoIT Help Desk from 9:00 a.m.-5:00 p.m., Monday-Friday.
- Call the Law School's Registrar Office at (914) 422-4214 or visit the Registrar's Office.

Next, you must select the Registration Link from the Students Tab of MyPace Portal:

- 1) Your student portal page is divided into channels and columns. In the **Office of Student Assistance (OSA)** channel, which is located in the upper left column, click on **Registration, Grades, and Tuition Schedule**.
- 2) Now select the **Register, Add or Drop Classes** link. Using the drop-down menu, select the appropriate term (**Fall**) and **Click Submit**.
- 3) **Enter the Course Reference Numbers (CRN's)** from the printed schedule provided in your packet into the boxes under Add Classes Worksheet and **click Submit Changes**. **Note that 1st year law students do not have a choice in course selection. You must only enter the courses sent to you by the Office of Admission in your personalized class schedule.**
- 4) When you have finished, **click on the Back button and then the Back to Home Tab** at the top left corner of the Student Schedule page. It will take you back to the MyPace homepage.
- 5) Please be sure to logout when exiting the portal.