



Elisabeth Haub School of Law

PACE UNIVERSITY

78 NORTH BROADWAY
WHITE PLAINS, NY 10603
PHONE NO. 914 773-3333

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 White Pages.

Using the Pace University White Pages to find contact information:

- Direct your internet browser to <http://whitepages.pace.edu>
- 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 will be listed.

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 for all students is your first and last name initials followed by a hyphen and then your birth date, e.g., js-120386 (the birth date is in MMDDYY format). The changed password must meet security requirements; it may not include part of your name or Social Security number, and must include a combination of lower case and upper case letters as well as a number.

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://email.pace.edu> and is accessed by logging in with your Pace username and password.

The Law School allows students to take final exams on their personal laptops. The Law School provides the necessary software, Exam4, which requires one of the following operating systems: Windows 10, Windows 8.1, Windows 8, Windows 7, Mac El Capitan (OSX 10.11), Mac Yosemite (OSX 10.10) and Mac Mavericks (OSX 10.9). It is not compatible with older operating systems, such as Windows XP, Windows Vista or Mac Mountain Lion (OSX 10.8) and earlier.

We are delighted that you will be joining us and look forward to welcoming you to campus in August. 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