Set Up Instructions for Students

**Wireless Instructions**

**Step 1:** Open your device’s wireless setup and connect to PACE-WIFI.

**Step 2:** Type your MyPace Portal Username and Password in the fields provided.

**Step 3:** Depending on the device, click Trust, Accept, or Connect to add the certificate and join the network.

**Important Notes:**
- You are only prompted to accept a certificate the first time you connect.
- Devices connecting to PACE-WIFI must be properly connected in order to access internal Pace systems such as Pharos printing, Kronos, etc.
- Connecting devices must support WPA2 enterprise encryption. (This includes game consoles.)
- For more detailed information, go to [http://www.pace.edu/wireless](http://www.pace.edu/wireless).

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**Using Pharus Student Printing System**

**Step 1:** Go to [http://www.pace.edu/studentprinting](http://www.pace.edu/studentprinting) to learn about all printing options and costs per page.

- a: Download the Pharus Print Client for Windows or Mac to print from your own laptop or Macbook.
- b: Review instructions for using Pharus Mobile Print via your Pace email account, web browser or the Pharus Print App.

**Important Note:** When not on Pace’s network, you can still print via email using Pharus Mobile Print. Please see website for details and FAQs.

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**TV Instructions**

**Step 1:** Connect TV directly to coaxial cable outlet in the room.

**Step 2:** If you do not get any/all the channels, use the menu option on your TV and select auto-program.

**Important Note:** TV channel lineup is available at [http://www.pace.edu/residencehallit](http://www.pace.edu/residencehallit). HD channel availability is noted where applicable.

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**Game Console Instructions**

**Step 1:** Connect your game console to the wired Ethernet jack (in orange) that is available for each student.

**Step 2:** Follow your game console instructions to configure accordingly.

**Important Notes:** Users with Wii consoles will need to purchase a LAN Adapter in order to connect to the wired Ethernet jack. Wireless connection is not recommended for optimal gaming functionality.

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**PaceAlert Emergency Notification System**

Enroll or update your PaceAlert information to make sure you get the latest emergency notifications either through your e-mail or phone!
To sign up, go to: [http://alert.pace.edu](http://alert.pace.edu).

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**Important Departmental Information**

**311 Pace Information Center (PIC)**
Not sure who to call? Contact PIC and they will help you out!
From a Pace phone, dial: 311
From a private phone, dial: (855) PACE-311 or (855) 722-3311

**University Health Care**
Phone: (914) 773-3760
Online: [http://www.pace.edu/uhc](http://www.pace.edu/uhc)

**Security**
Phone: (914) 422-4111

**Information Technology Services (ITS)**
Phone: (914) 773-3333
Online: [http://help.pace.edu](http://help.pace.edu) • E-mail: pacehelpdesk@pace.edu

**Registrar**
Phone: (914) 422-4214

**Counseling Center**
Phone: (914) 773-3710

**Financial Aid**
Phone: (877) 672-1830
Financial Aid E-mail: finaidwp@pace.edu

**Bursar/ID Office/Parking**
Phone: (914) 422-4032

**Room Maintenance Issues**
Log in to [https://facilitiesrequest.pace.edu](https://facilitiesrequest.pace.edu) (MyPace acct. req’d; must be on the Pace network), click on a request and enter details.

**Dannat Hall Office**
Phone: (914) 422-4110

**Office of Student Services & Residential Life**
Phone: (914) 422-4136

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**Transportation**
Phone: (914) 923-2695
For details/shuttle bus schedule visit [http://www.law.pace.edu/shuttle-bus](http://www.law.pace.edu/shuttle-bus)

**The YES Award recognizes Pace Staff & Student Workers for achievements in their everyday roles.**
Visit [http://www.pace.edu/yes](http://www.pace.edu/yes).

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Download MyPace mobile app for faster access to Bus Schedules, Campus Maps, Room Assignments, and much more!
Visit [http://www.pace.edu/mypacemobile](http://www.pace.edu/mypacemobile).