NEW!

STUDENT ONLINE REGISTRATION SYSTEM

This semester Pace is pleased to unveil a new online student registration system, made possible through Project SPARTA. One of the many improvements resulting from this implementation is your ability to access information about your courses, your accounts, and your financial aid, 24 hours a day, 7 days a week.

With the introduction of this system, online registration has changed. You must now login to MyPace portal in order to register. As an alternative, you will also be able to register in person. Registration by telephone has been discontinued.

Summer session registration begins on March 14. Undergraduates may register for fall 2005 classes online beginning April 18. Graduate registration begins April 25.

Follow the directions below to use the new online registration system

First, log in to MyPace portal.

1. Using Internet Explorer 5.5 or better, select the MyPace link located on the upper right side of the Pace homepage, www.pace.edu.

2. When you reach the login page, enter your 8-character Network Account UserID and your password.

   Finding your UserID—Current Students (students who have registered for classes at Pace before)
   • Your UserID is your Pace student e-mail address without the @pace.edu.
   • If you need to locate your UserID, visit http://studentit.pace.edu, click on Student Email Account Lookup, and enter your name. Your e-mail address will be displayed.

   Finding your Password—Current Students If you have already logged into MyPace and changed your password from the initial default, use the changed password and continue using the portal normally.
   • First-time portal users who are current students should enter the PIN that you previously used to log into the SARS Online/ISIS on-the-Web/online registration system. This PIN was originally set to be the last four digits of your Social Security number. If you changed your PIN at some time in the past, use your new PIN.
   • 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.

   Finding your Password—Newly Admitted Students (students who have yet to register for classes)
   • Your password is your date of birth, in the format MMDDYY. 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 in, the following steps can be taken:

   • Log in to www.pace.edu/doithelpdesk and enter a job ticket.
   • Visit a Computer Resource Center for assistance.
   • 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, Monday-Friday, 9:00 a.m.–5:00 p.m.
   • The DoIT Help Desk can verify your identity and issue you a temporary password.

Second, select the registration link.

1. Your student portal page is divided into channels and columns. In the Academic Resources channel, which is located in the upper left column, click on the Registration.

   (continued)
2. Now select the Register, Add, or Drop Classes link. Using the dropdown menu, select the appropriate school term (Summer 1, Summer 2, Fall, etc.) and click Submit.

   **If you know your course reference numbers (CRNs),** enter the CRNs in the boxes and click Submit Changes.

   **If you do not know your CRNs,** click the Class Search button to look up classes in the class schedule.
   • In order to search, you must select a Subject from the drop down menu. You can refine your class search by specifying criteria such as the course number, title, schedule type, campus, or time. Once you have selected all of your criteria for a subject, click on Class Search. A list of all classes that meet your criteria will display.
   • Choose your classes by clicking the box to the left of the course title.
     Note: a check mark will appear and you may click on multiple boxes at the same time.
   • Click Add to Worksheet, at the bottom of the page. Your current worksheet will populate with the courses you selected.
   • You may continue to select courses before registering. You will be registered for all courses selected when you click on the Submit Changes button.
   • If a class is not available or you have selected classes with the same dates and times, a warning/error message will appear with that explanation at the bottom of the page.
   • When you have finished searching the course catalog, and adding classes, click on the Back to Home Tab at the top left corner of the Register, Add, or Drop page. It will take you back to the MyPace homepage.

   **If you encounter difficulty using the registration system, the following steps can be taken:**
   • Log in to www.pace.edu/doithelpdesk and enter a job ticket.
   • Visit a Computer Resource Center for assistance.
   • 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, Monday-Friday, 9:00 a.m.–5:00 p.m.

   **Please be sure to log out when exiting the portal.**