

ADDING & UPDATING HOME ADDRESS IN MYPACE PORTAL

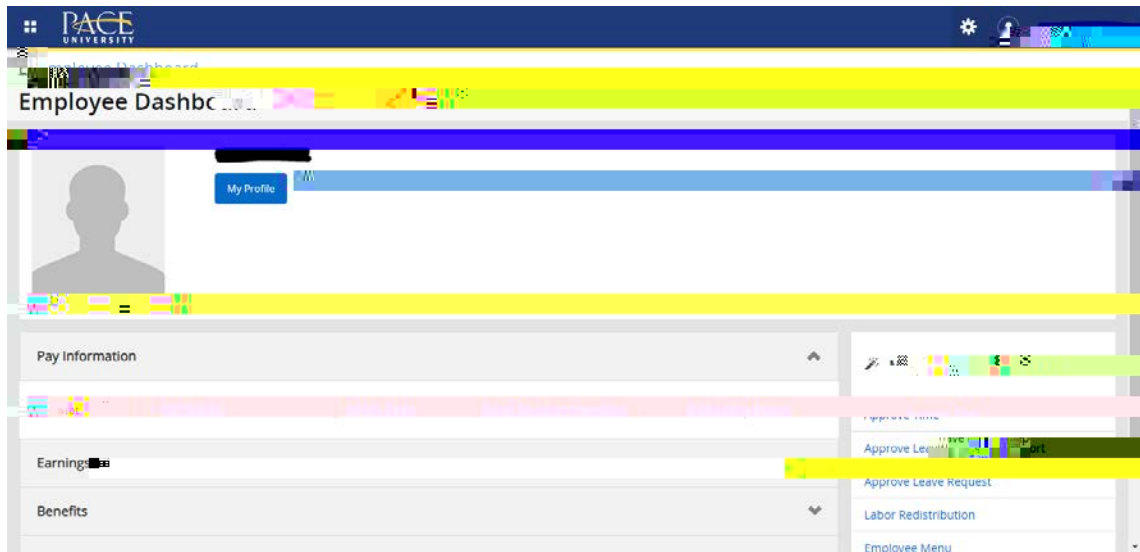
1. /R J L Q W R 0 R3LWF B O

2. Select the appropriate device for Duo Multifactor Authentication (MFA), enter the passcode from the Duo Mobile app, and click Log in

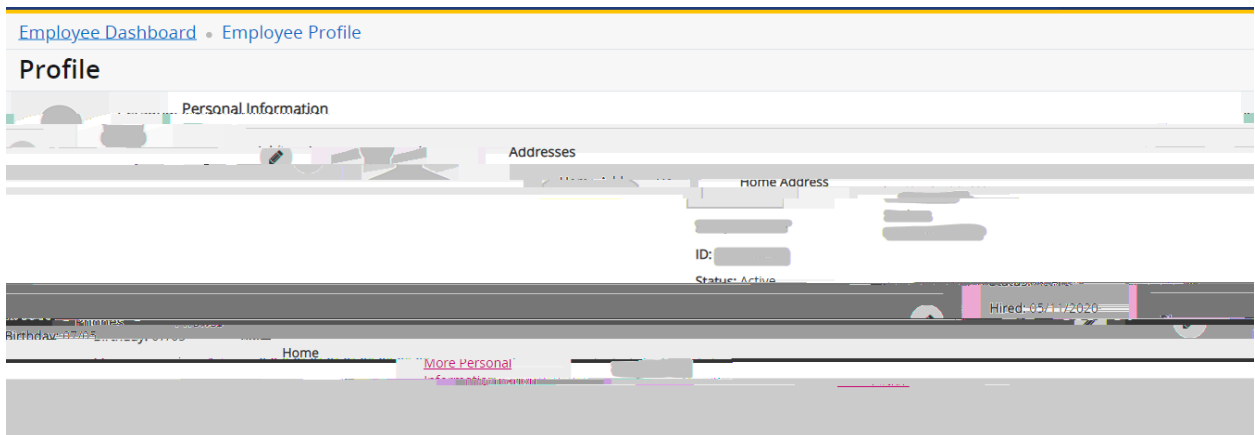
Pace University has implemented multifactor authentication (MFA) for the MyPace Portal to enhance the security of your account and the safety of your personal information. 2 (c)9. (e)8.9 (D()-14(h

For an overview of the setup process, please read our [Duo MFA: Initial Setup for Protected Pace System](#) article. If you do not own a smartphone or tablet, or if you have any questions, please contact the ITS Help Desk at (914) 733-3333 or pacehelpdesk@pace.edu for further assistance. If you're not enrolled in Duo MFA, when you try to log in to the MyPace Portal to retrieve your tax

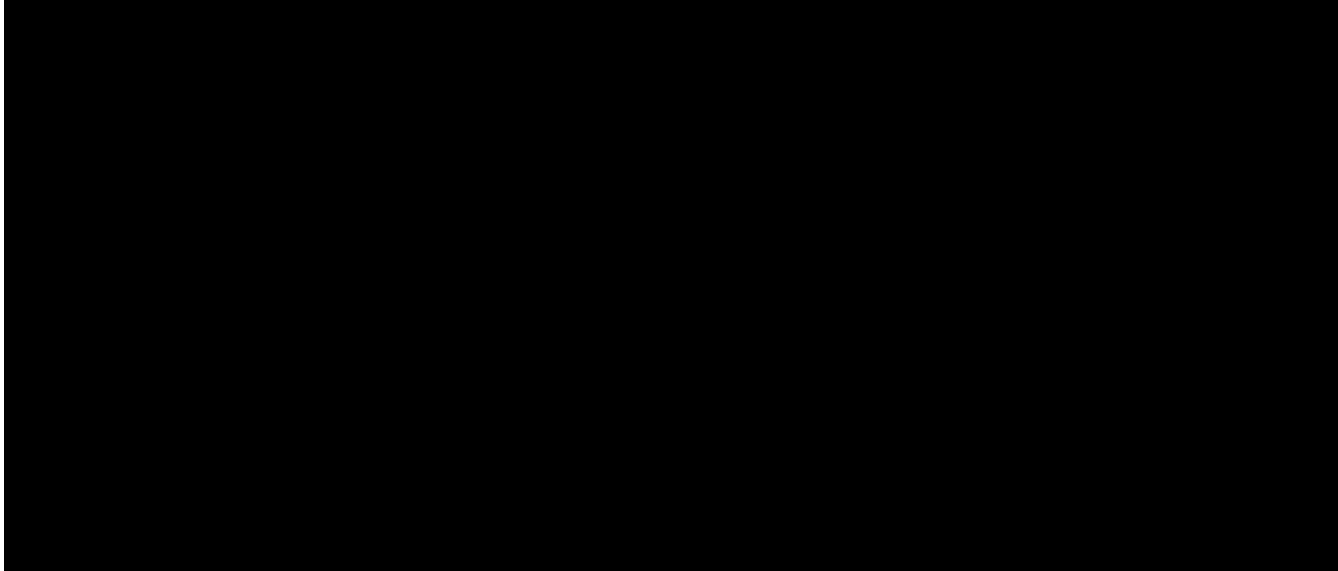
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6. Under the **Addresses** section, select the **pencil icon**  to update your address.

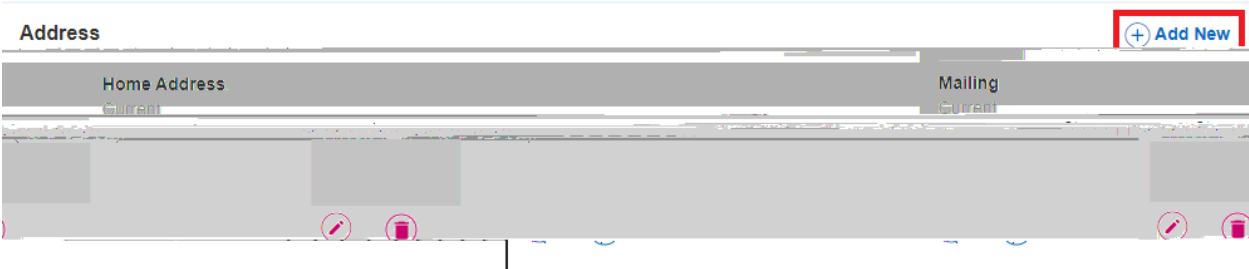


7. Scroll down until the **Addresses** section display. The **Address** section should be in between **Phone Number** and **Emergency Contact**



8. Under the **Home Address**, please select the blue trash can icon  to delete the current home address.

9. Then select  **Add New** icon to add the new address.



10. A pop-up box will display, from the **Address Type** please select the **Home Address**

The image shows a screenshot of a web form titled "Add Address". The form has a dark grey header with a close button (X) on the right. Below the header, there are several input fields: "Valid From", "Valid Until", and "Type of Address". The main body of the form contains four "Address Line" fields (Address Line 1, 2, 3, and 4). Below these are fields for "City", "State/Province", "County", "Zip/Postal Code", and "Country". Each of these fields has a placeholder text "Enter [field name]". At the bottom of the form, there is a prominent green button labeled "Add".

11. Please fill out all the required fields to add your new address to the system such as the *Address Line 1, City, State/Province, County, Zip/Postal Code and Country*.
12. Once completed, please select the **Add** button at the bottom.
13. The system will automatically add the new address to your profile.