

ADDING & UPDATING HOME ADDRESS IN MYPACE PORTAL

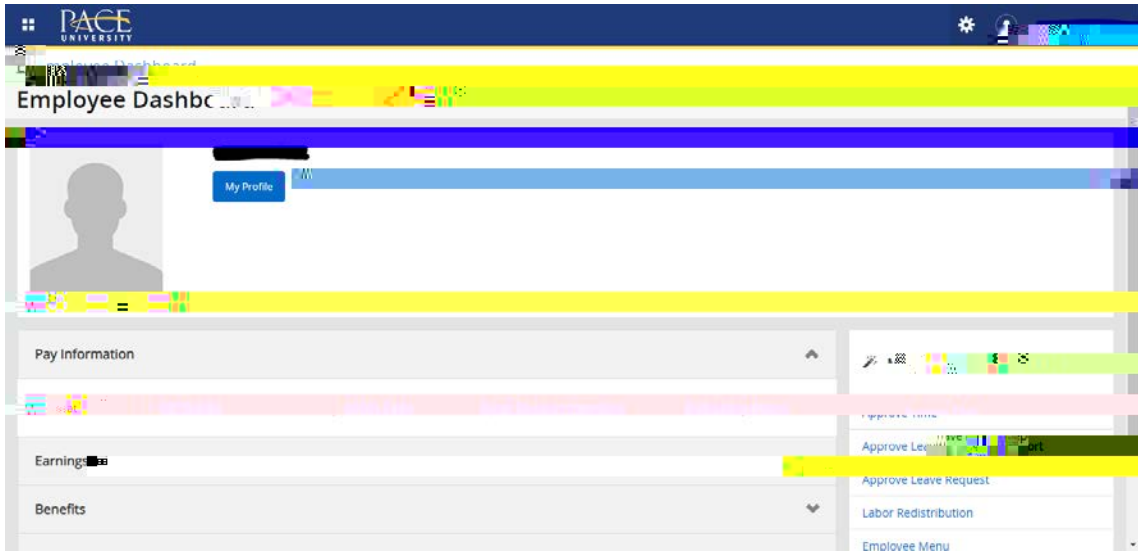
1. /R J L Q W R 0 R3LWF B O

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

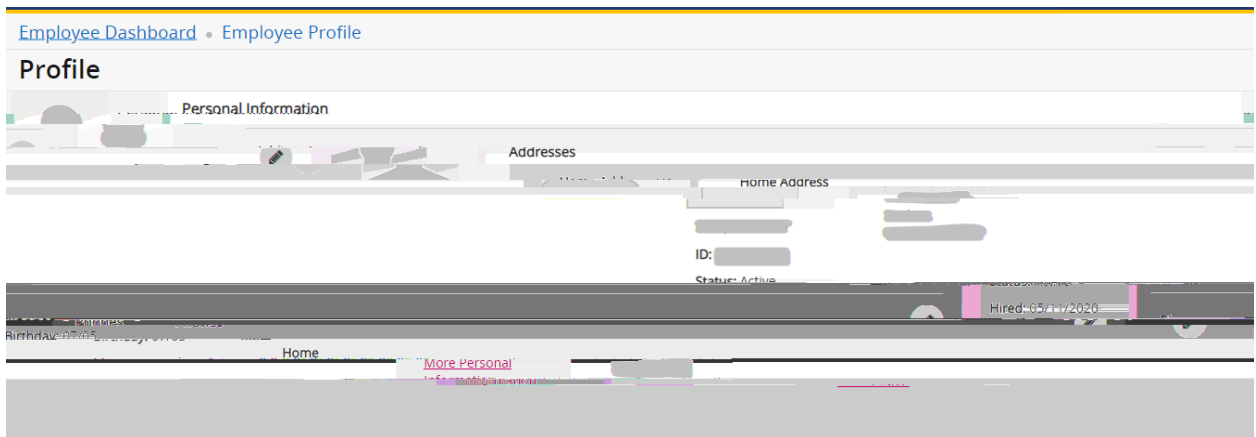
Pace University has implemented multifactor authentication (MFA) for the MyPace Portal to enhance the security of your account and the safety of your personal information. 2 (c)9. (e)8.9 (D()-14(h

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

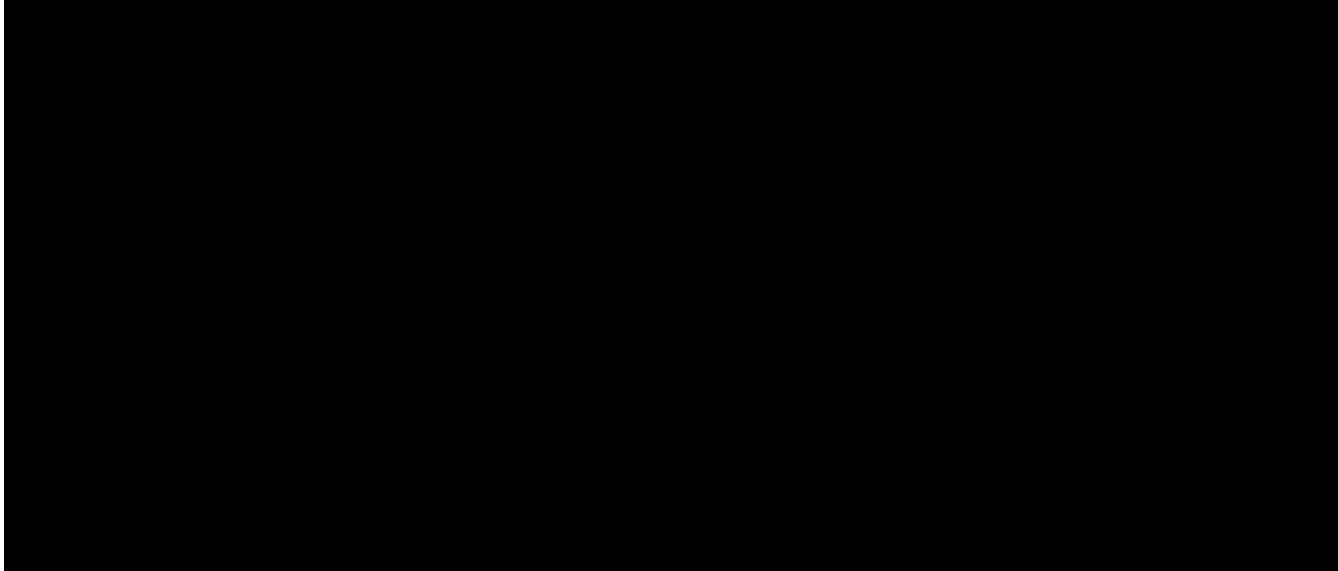
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6. Under the **Addresses** section, select the **pencil icon**  to update your address.

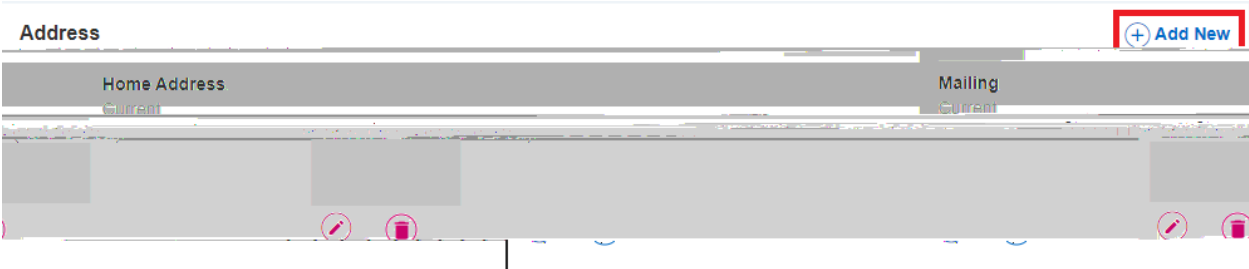


7. Scroll down until the **Addresses** section display. The **Address** section should be in between **Phone Number** and **Emergency Contact**



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 is partially obscured by a grey overlay. Visible fields include "Valid From", "Valid Until", "Type of Address", "Address Line 1", "Address Line 2", "Address Line 3", "Address Line 4", "City", "State/Province", "County", "Zip/Postal Code", and "Country". A green "Add" button is located at the bottom left of the form.

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.