

Employee Account Activation

A quick-start guide for new faculty/staff at Piedmont University, covering email setup, login instructions, password information, and essential campus resources.

- [Activating your Piedmont Account](#)
- [Important Websites](#)

Activating your Piedmont Account

Your Email and Username

All current employees must log in to their SSO before using other Piedmont sites and services.

Your **email address** is made up of the first initial of your first name followed by your complete last name and `@piedmont.edu` at the end.

Your Piedmont **username** is the local part of your email address. That is the part that precedes the `@piedmont.edu`.

Example:

The user `jdoe@piedmont.edu` has the username `jdoe`.

Your Password

Passwords are now **synced** with Faculty and Staff **domain user account passwords** — that is, the password used to log in to your office computer.

If you are a **new user**, your initial password has been set to the **last four digits** of your SSN, with `'Piedmont'` at the end. The `'P'` in `'Piedmont'` is capitalized.

Example:

If the last four digits of your SSN are `1234`, your password is `1234Piedmont`

You will be required to **change your password upon logging in for the first time**.

Password Requirements

Must be at least 12 characters long.

Must have at least one capital letter.

Must have at least one lower case letter.

Must have at least one number.

Special characters are optional. (Example - `!`, `@`, `#`, `$`, `%`, `^`)

Must have a minimum age of 1 day before it can be changed.

Users cannot use the last 24 passwords they have used.
Passwords are non-expiring.

Logging Into Your Piedmont Device For the First Time (Faculty/Staff)

1. Open your Laptop and Select **Other User**
2. If you are a **Student Worker** or **Adjunct Professor**, and did not receive a Piedmont-issued laptop, please visit office.com to log in
3. Enter your **Piedmont Username** into the username field
4. Enter your **Initial Password** and select **Login**
5. If you don't have an SSN or your password isn't working, please **contact the IT Helpdesk**
6. You will be prompted to **Update your Password**
7. Follow through the on-screen prompts to create your own password
8. Once signed in, visit: <https://myaccount.microsoft.com/> in a web browser
9. Enter your **full Piedmont email address** and sign in with your new password
10. You will be prompted that **More information is required**
11. Select **Next** and follow through the on-screen prompts to set up **Microsoft Authenticator**

Support Contact Info

For any issues or questions regarding account activation, please contact IT support by submitting a ticket through our helpdesk system.

? (706) 894-4205

?? ITSupport@piedmont.edu

? <https://itsupport.piedmont.edu/>

Important Websites

Quick Links - <https://www.piedmont.edu/quick-links/>

Includes links to:

- Parking Permit
- Rez Life
- Starfish
- Financial Aid
- Clubs and Orgs

Student Printing - <https://webprint.piedmont.edu>

Canvas - <https://piedmont.instructure.com>

Self Service - <https://selfservice.piedmont.edu>

Campus Alerts - <https://piedmont.omnilert.net/>