

Prepare your Technology!

This guide provides step-by-step instructions for signing in, managing multiple displays, adjusting audio and video controls, and troubleshooting common issues.

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- [Keep your account secured!](#)

Presentation Stations



PIEDMONT UNIVERSITY CLASSROOM TECHNOLOGY

— Be a Lion. Not a Number —

NEED HELP?

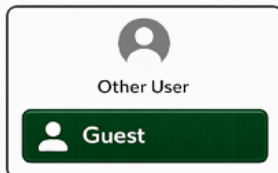
For technology support
call:

762-239-8034

1 SIGN IN / LOG OFF



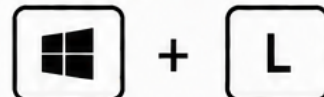
- 1** Select **Guest** below **Other User** and choose **Sign In**
 - Changes are erased at logoff
 - Save files to **OneDrive**



- 2** Allow roughly **60 seconds** for login.



- 3** When finished, Press



to lock the PC.



Locking protects your session and your data.

2 ACCESS YOUR FILES WITH ONEDRIVE

1



Open **OneDrive** from the taskbar

2



Sign in with your full **@piedmont.edu** address

3



Follow the on-screen prompts to finish signing in.

4



Open **File Explorer** → **OneDrive** to manage documents.



CLOUD BACKUP

Your files are safe and secure.



ACCESS FILES ANYWHERE

Work from any device, anywhere.

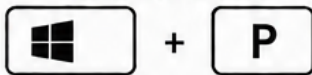


SAVE BEFORE LOGOFF

Files saved to OneDrive stay with you.

3 PROJECTOR NOT CONNECTING?

QUICK DISPLAY FIX



Use the **Windows + P** hotkey to switch display modes.



1 **Duplicate** – Show the same image on all screens.



1 **Extend** – Extend your desktop across screens.



2 **Second screen only** – Show on projector/ second screen only.



DO NOT use **PC Screen Only**. Your projector will not display.



ALTERNATE METHOD

Right-click the desktop and select **Display Settings**

- Arrange external displays
- Duplicate or Extend using this menu



4 AUDIO SETTINGS



Press **Windows + Ctrl + V** to open the **Volume Mixer**.



Change the computer's audio output device (e.g., Classroom Speakers, HDMI, etc.).



Adjust the volume for the room audio destination.



Adjust volume for individual applications.



STAY CONNECTED. STAY INFORMED.

Bookmark these resources and check back often! We're here to support your success!

IT HELP DESK

✉ ITSupport@piedmont.edu

☎ 706-894-4205

🌐 ITSupport.piedmont.edu



Faculty/Staff Checklist



PIEDMONT UNIVERSITY TECHNOLOGY CHECKLIST

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Use this checklist to ensure your technology is ready for a successful semester.

Let's make sure you're ready for day one!



1 DEVICE READINESS

LAPTOP/DESKTOP

- Restart your computer
- Connect to campus Wi-Fi or VPN
- Install all available Windows updates
- Confirm battery charger/dock is working
- Verify external monitors are detected correctly
- Confirm webcam and microphone function properly



STORAGE & FILES

- Open OneDrive and confirm files are syncing
- Verify important course files are accessible
- Remove unnecessary desktop clutter
- Empty Downloads folder if needed



2 ESSENTIAL APPLICATION CHECKS



MICROSOFT 365

- Open Outlook and confirm email is loading properly
- Send a test email to yourself or a colleague
- Open Microsoft Teams
- Open Word, Excel, and PowerPoint successfully
- Verify you are signed into your Piedmont account



ADOBE & PDFS

- Open Adobe Acrobat
- Open a PDF successfully
- Test printing a PDF document



ZOOM / HYBRID CLASSROOM READINESS

- Open Zoom Workplace
- Verify you can sign in using SSO
- Test microphone and camera in Zoom
- Start a test meeting
- Verify presentation sharing works correctly



3 CLASSROOM TECHNOLOGY CHECK

VISIT YOUR CLASSROOM



- Log into the classroom computer
- Verify projector/display powers on
- Test audio playback
- Open a PowerPoint presentation
- Open a video with sound
- Test HDMI/adapters if using personal devices
- Confirm wireless presentation tools/remotes function



4 ACCOUNT & SECURITY

- Confirm your password works across all systems
- Verify Multi-Factor Authentication (MFA) prompts correctly
- Update recovery phone number if needed
- Lock and unlock your computer successfully



5 PRINTING & SCANNING

- Confirm required printers are installed
- Print a one-page test document
- Verify scan-to-email functionality if applicable



6 CANVAS CHECK

- Confirm you can log in to Canvas
- Verify your courses are published and visible
- Check that announcements are visible
- Verify assignments and due dates are correct
- Test links, pages, and embedded content



FINAL READINESS CHECK



Restart computer one final time



Confirm no pending updates remain



Charge laptop fully before first class



Arrive early for your first classroom session

You've got this!

CONTACT IT SUPPORT

- ITSupport@piedmont.edu
- 706-894-4205
- ITSupport.piedmont.edu



STRONGLY RECOMMENDED

- Practice joining a Zoom meeting from your classroom
- Test your presentation from the exact room you'll teach in
- Bring your laptop charger on the first week
- Keep important files in OneDrive instead of local storage

Keep your account secured!



PIEDMONT UNIVERSITY SECURITY AWARENESS GUIDE

— Be a Lion. Not a Number —

WELCOME!

STOP. THINK. VERIFY.
Don't act on urgent or unexpected messages without confirmation!

1 PASSWORD SAFETY

One password can open many doors.



- Do not write passwords on sticky notes.
- Never share passwords with others.
- Use strong, unique passwords.
- Enable MFA when available.
- Lock your computer when away.



A STICKY NOTE IS NOT A PASSWORD MANAGER.

2 EMAIL & PHISHING

Think before you click.



- Be cautious with unexpected links.
- Verify unusual requests.
- Do not open suspicious attachments.
- Watch for fake login pages.
- Report suspicious emails to IT.



URGENCY IS A COMMON TACTIC.

3 PHYSICAL SECURITY

Security exists in physical spaces too.



- Do not hold secure doors open.
- Wear your university ID visibly.
- Report broken badge readers.
- Secure offices and classrooms.
- Do not leave devices unattended.



FAMILIAR FACES ARE NOT VERIFICATION.

4 SHARED DEVICE & DESK SAFETY

Protect student and university information.



- Log out of shared computers.
- Remove printed documents promptly.
- Keep sensitive paperwork secure.
- Avoid leaving devices unlocked.
- Keep student information private.



LOCK BEFORE YOU WALK.

5 AI & DEEPFAKES

AI can imitate someone you trust.
Independent verification is the lock it cannot pick.



- Trust the request only after you verify it another way.
- AI can fake a voice, face, email, or video.
- Before sending money, sharing information, or taking urgent action, contact the person or organization through a trusted channel you already know.



VERIFY ANOTHER WAY. PROTECT YOURSELF.

IF SOMETHING FEELS OFF:



STOP

Pause and look for signs of suspicious activity or requests.



VERIFY

Verify the request using a trusted contact or source.



REPORT

Report it to IT right away. You may prevent harm to others.



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