

Change your Password

This user-friendly guide provides step-by-step instructions for resetting your Piedmont University password through Microsoft's platform. Whether you've forgotten your password or simply need to update it, this guide will walk you through the process effortlessly, ensuring seamless access to all University services and resources.

- [Password Reset](#)

Password Reset

Visit <https://myaccount.microsoft.com/>

1. Sign in with your LIONS Piedmont Email Address
2. Select **Update Info**

Security info



Keep your verification methods and security info up to date.

[UPDATE INFO >](#)

3. Select **Change** next to **Password**

Security info

These are the methods you use to sign into your account or reset your password.

You're using the most advisable sign-in method where it applies.

Sign-in method when most advisable is unavailable: Microsoft Authenticator - notification [Change](#)

+ Add sign-in method

...	Password	Last updated: a year ago	Change
	Microsoft Authenticator Passwordless sign-in	iPhone 16 Pro Max	Delete

4. Enter your **Old Password**

5. Enter your **new password**

6. Confirm your **new password**

Change your password



User ID

jeffersondavis@piedmont.edu

Current password

[Forgot your password?](#)

New password

Confirm new password

Cancel

Submit

When creating a password you may receive an error about Password Complexity Requirements. This means your password does not meet one of the below requirements:

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.

7. Select **Submit** to change your password