

# Manage your Lions Email

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

- [Activating your LIONS Account](#)

# Activating your LIONS Account

## Your Email and User name

All current students 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, the month and day of your birth, and `@lions.piedmont.edu` at the end.

The birthdate will always be 4 digits — whether it's `0106` (January 6th) or `1217` (December 17th).

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

### Example:

The user `jsmith0106@lions.piedmont.edu` has the username `jsmith0106`.

## Your Password

Initial passwords have been set to the **last four digits** of the student's **SSN** with `'Piedmont'` at the end.

The `'P'` in `'Piedmont'` is capitalized.

If you do not have an SSN, your password will include the **last four digits of your Student ID**.

### 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.

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# Logging In

1. On a **laptop, PC, or tablet**, visit: <https://www.office.com>
  2. Select **Sign in**
  3. Enter your **full Piedmont Email address**
  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. After you change your password you will be prompted that **More information is Required**
  9. Select **Next** and follow through the on-screen prompts to set up **Microsoft Authenticator**
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