

Student Account Activation

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](#)
- [Important Websites](#)

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.

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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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/>