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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