

Computer Lab Instructions

1. Logging in - Guest Account

Any files or changes made to this computer will be deleted at logoff. Please make sure you are logged in and saving your files to OneDrive.

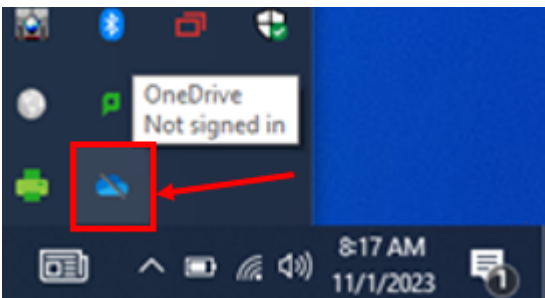
- When using the Lab computers at Piedmont University, you will need to login using the **Guest** account.

2. Accessing your Files - OneDrive

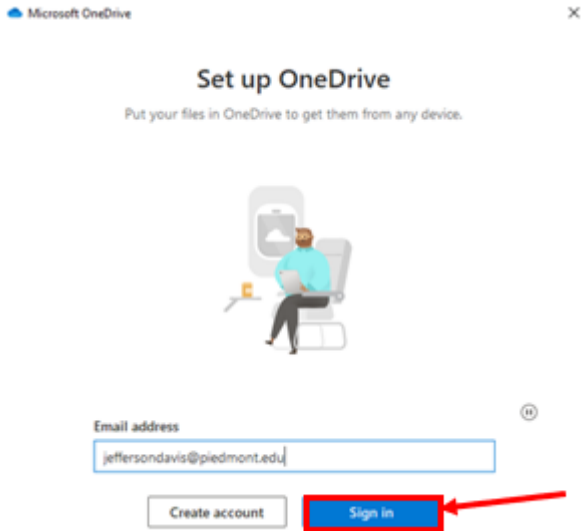
You must login to OneDrive to save your files!

Windows Instructions

1. Open OneDrive from the Shortcuts toolbar, located in the bottom right corner, next to the date & time.



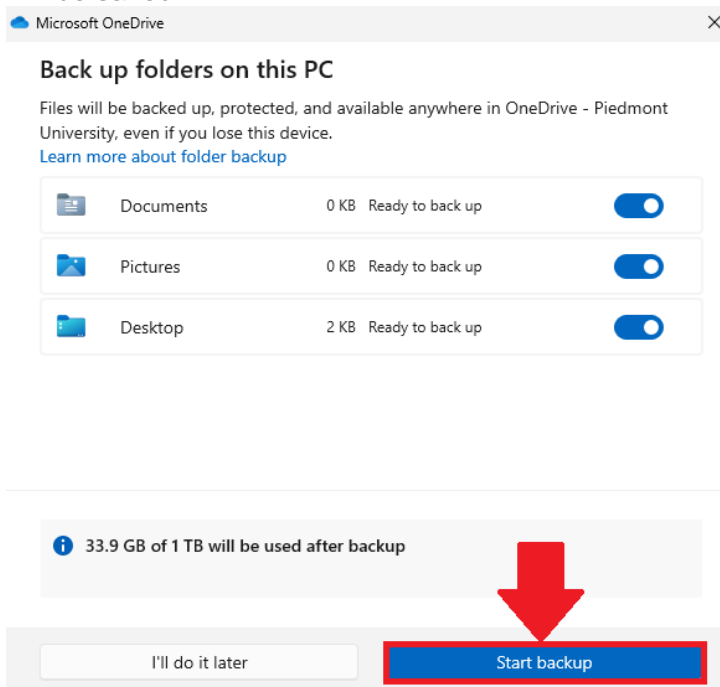
2. Select **Sign in**



3. Enter your full Lions email address and select **Sign in**

4. Follow through the on-screen prompts to finish signing in , Select **Start Backup** to complete the process

- This ensures that you can access your files and that any files created on the lab computer will be saved.

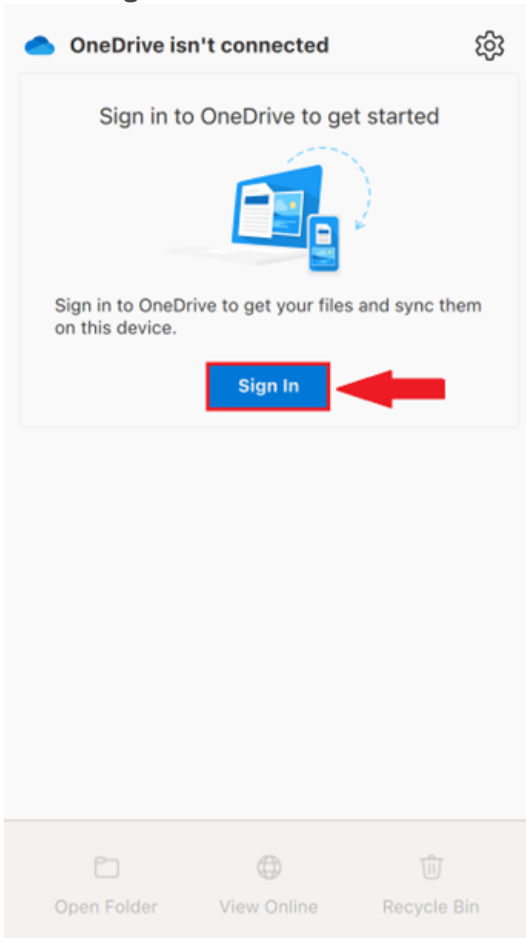


MacOS Instructions

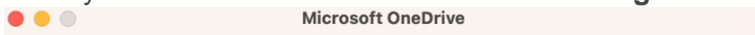
1. Open OneDrive from the menu bar, located at the top of the screen



2. Select **Sign in**



3. Enter your full Lions email address and select **Sign in**

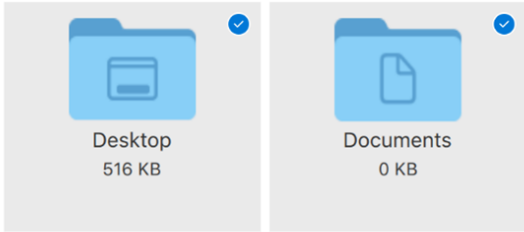


4. Follow through the on-screen prompts to finish signing in , Select **Start Backup** to complete the process

- This ensures that you can access your files and that any files created on the lab computer will be saved.

Your IT Department Wants You to Back Up Your Important Folders

Selected folders will sync in OneDrive — Piedmont College. New and existing files will be added to OneDrive, backed up, and available on your other devices even if you lose this Mac. [Learn more.](#)



Space remaining after selection: 1021.3 GB



3. Adobe Applications

Login using your personal email address so that you can access your portfolio after you graduate!

Installing Applications (Photoshop/Lightroom/Etc.)

1.  **Creative Cloud** Desktop Application



2. Launching Adobe Creative Cloud for the first time will open a web browser page asking you to sign in to Adobe.
3. Please sign in with your personal email address and select **Continue**

You will need to create an Adobe account using a personal email if it is your first time using Adobe Creative Cloud

4. Return to Adobe Creative Cloud, Select **Apps** and scroll down to the section **Available in your plan.**

5. Select the **Install** button to begin downloading the application.

Accessing your Portfolio

1. On a tablet, smartphone, or PC, visit: <https://assets.adobe.com/cloud-documents>
 2. Sign in with the same email address you used to sign in to Adobe Creative Cloud.
 3. In the left column, select **Files**
 - Here you can view and manage the items in your portfolio.
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4. Logging Off

- When you are done using the PC, don't forget to sign out of the guest account to remove your files from the lab computer. This prepares the lab computer for the next student and frees up some system resources!
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Revision #8

Created 2025-08-14 13:26:33 UTC by Jefferson Davis

Updated 2026-04-28 18:59:46 UTC by Jefferson Davis