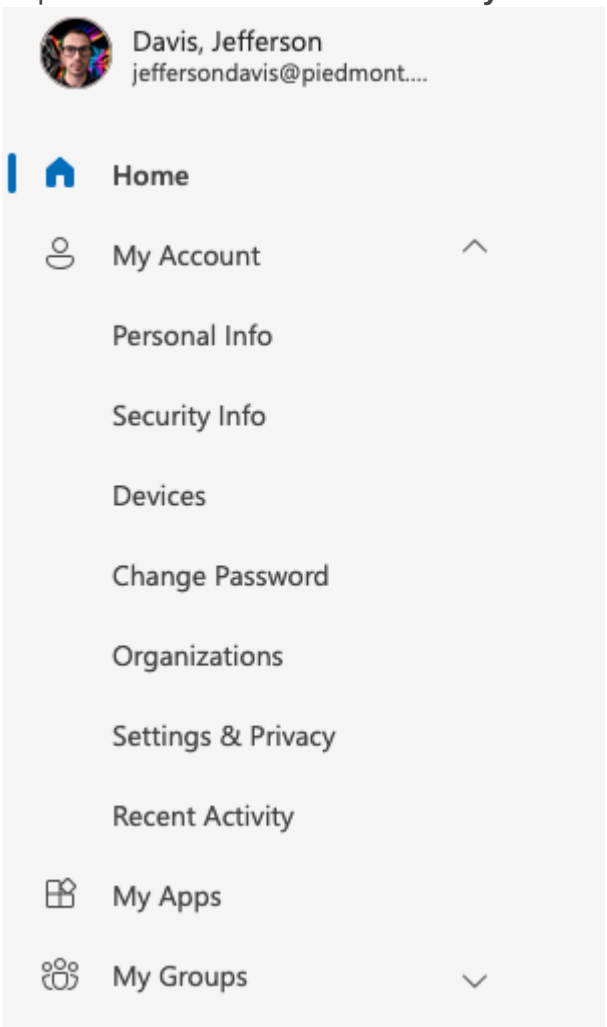
Password Reset

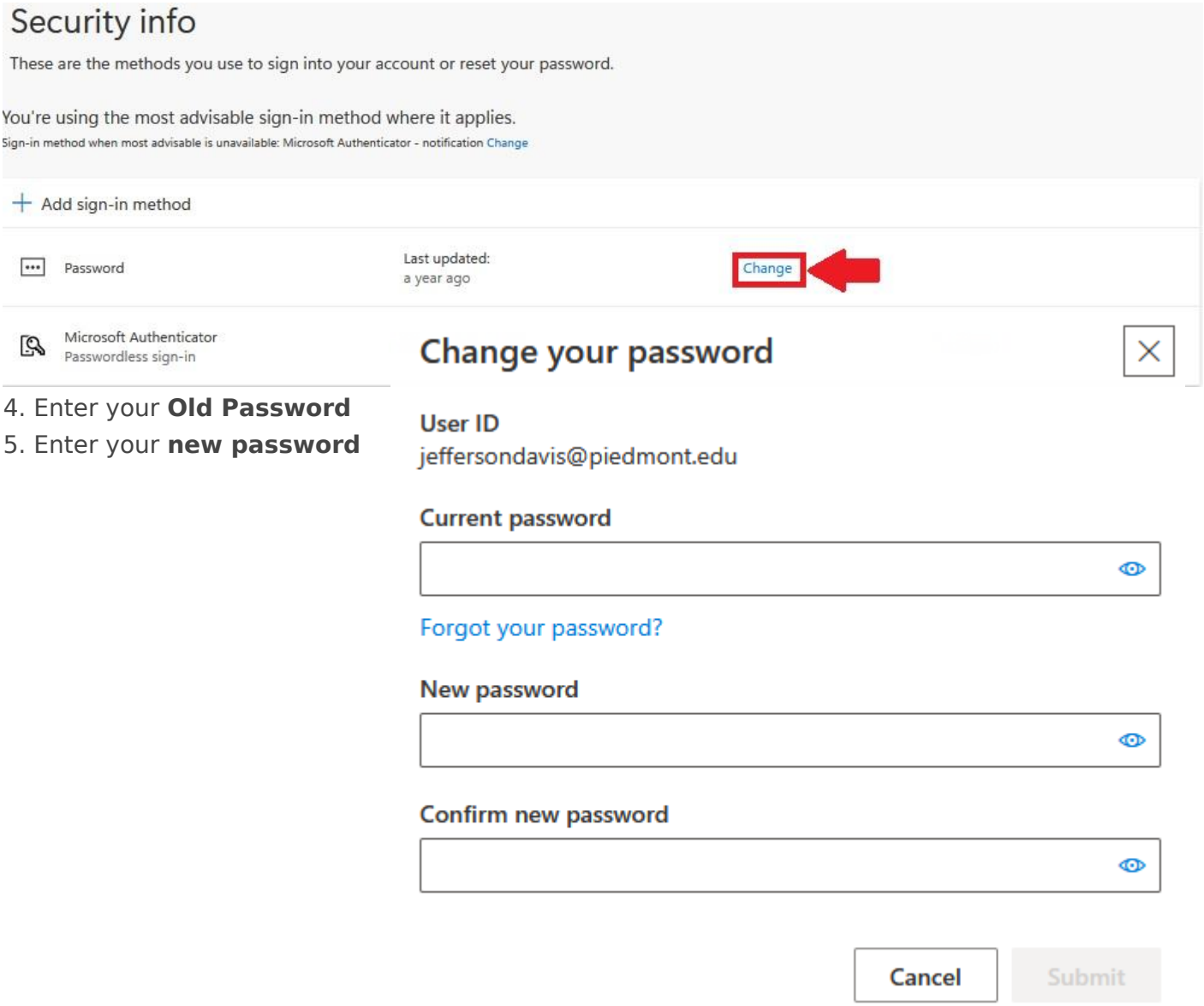
1. Change your Password

> Manage your Piedmont email by visiting https://myaccount.microsoft.com

1. Sign in with your LIONS Piedmont Email Address
2. Expand the arrow next to **Security Info**



3. You will be prompted to complete MFA on your account
4. Select **Change** next to **Password**



4. Enter your **Old Password**
5. Enter your **new password**
6. Confirm your **new password**

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

> When creating a password you may receive an error about Password Complexity Requirements. This means your password does not meat 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.

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