

NORTH EASTERN REGIONAL INSTITUT OF SCIENCE AND TECHNOLOGY  
NIRJULI: ARUNACHAL PRADESH

Dated 14.08.2024

CIRCULAR

This is to inform that, the user credentials for newly admitted students created to access Institute provided Internet service, e-Mail, MS-Office, MS-Teams, OneDrive, etc. These services will be accessible using same user credentials with details as:

1. User ID/Account will be: <registration number without />@nerist.ac.in  
(example ID: **444444@neris.ac.in**)
2. Default Password: **Welcome@123**

Users are required to verify recovery mobile number and email id with their account using steps mentioned in Annexure-I. After registration and login user **must change the default password** using steps mentioned in Annexure-II.

For Internet Access users are required to authenticate Sophos Webportal/client using process mentioned in the available manual link:

<https://www.nerist.ac.in/sites/default/files/pdf/ETCell/Manuals/STEPS%20TO%20INSTALL%20OPHOS-CLIENT%20ON%20WINDOWS.pdf>

**\*\*\* All above mentioned services will be accessible using the same user credentials**

Network Administrator

Copy to:

1. Director's Cell for Information please
2. Registrar's Cell for Information please
3. HMC Chairman for Information please.
4. All HoD's/HoC's for Information please.
5. Head E.T. Cell for Information please.
6. All hostel Warden for wide circulation please.
7. All Hostel Notice Board.

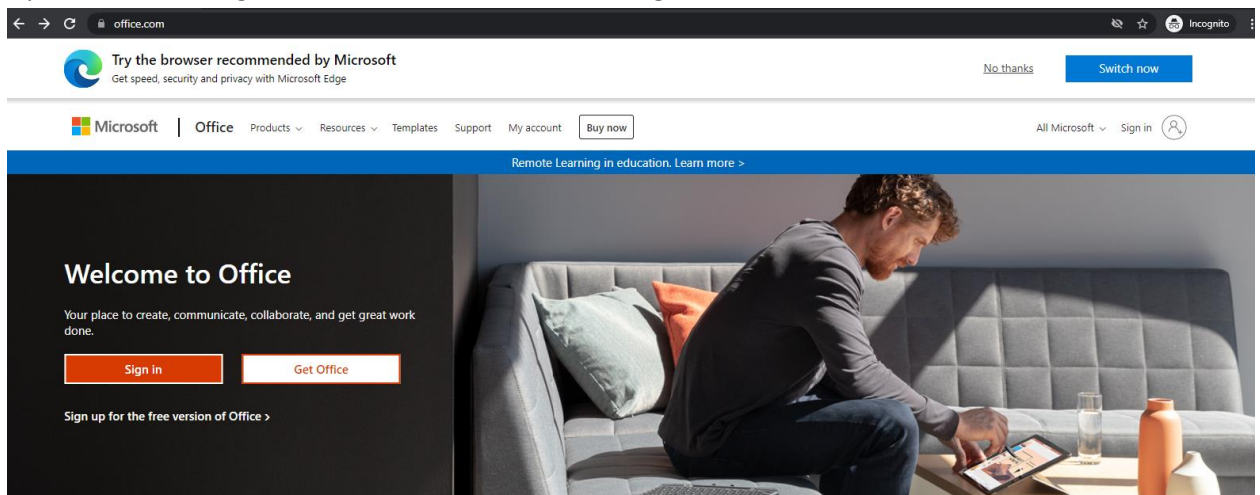
## Annexure-I

### **Verify Phone/Email ID for enabling Self-Password Reset option for Internet Access Users and all O365 applications User during first-time login:**

For enabling self-password reset option, users are required to set and verify the recovery Phone number and email ID during first time login. Mobile Phone number verification is must for enabling self-password reset option.

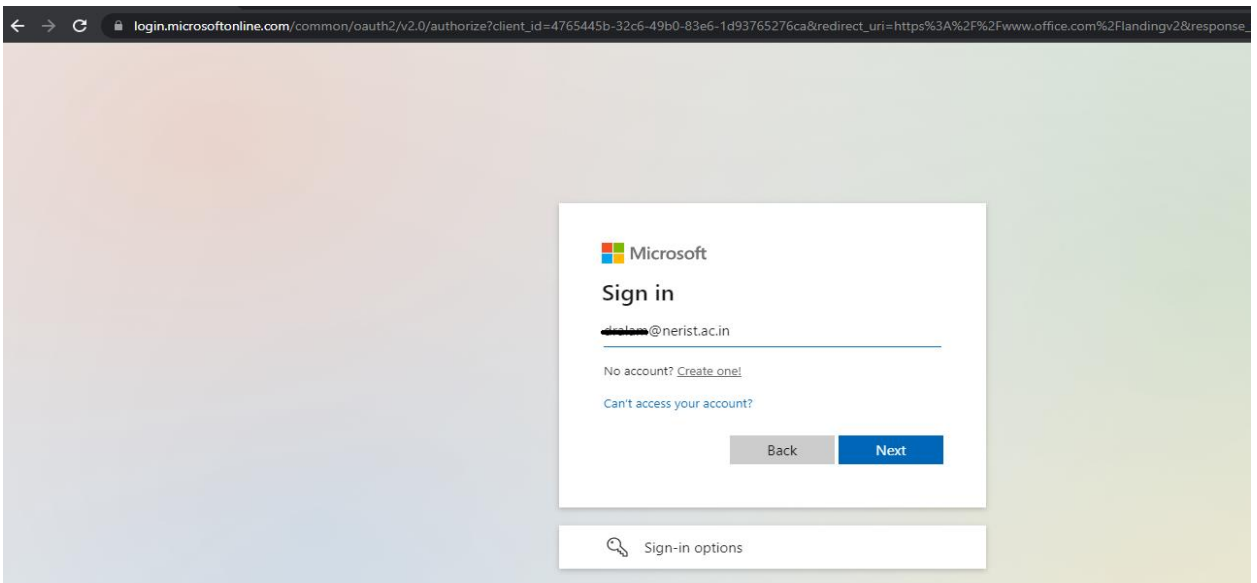
Steps to set and verify the recovery Phone number and email ID during first time login:

1. Open browser and go to [www.office.com](http://www.office.com) and click on Sign in

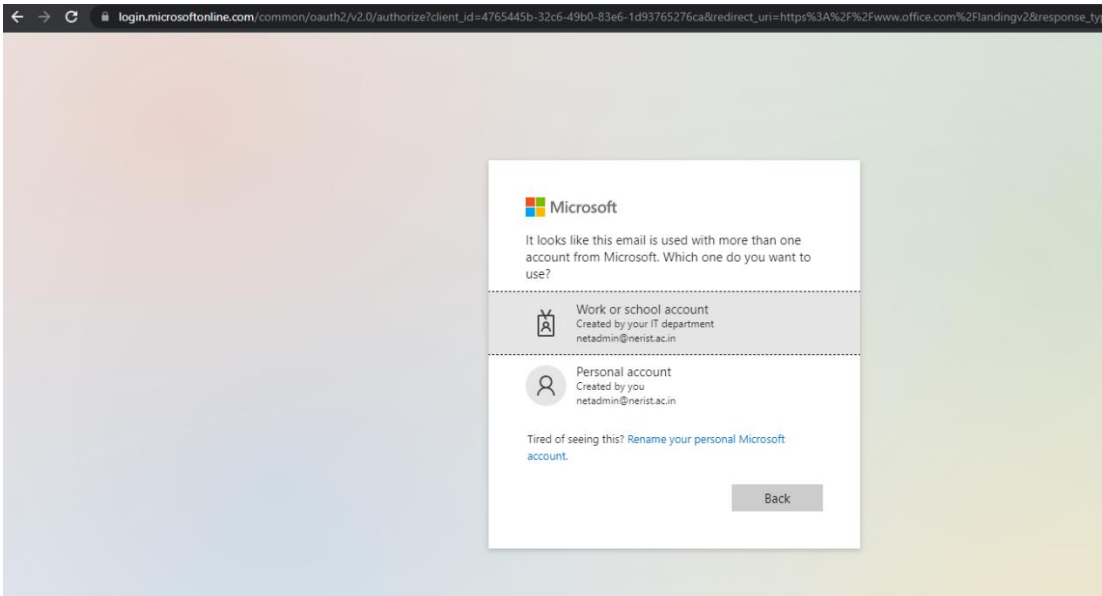


**Sign in to use your favorite productivity apps from any device**

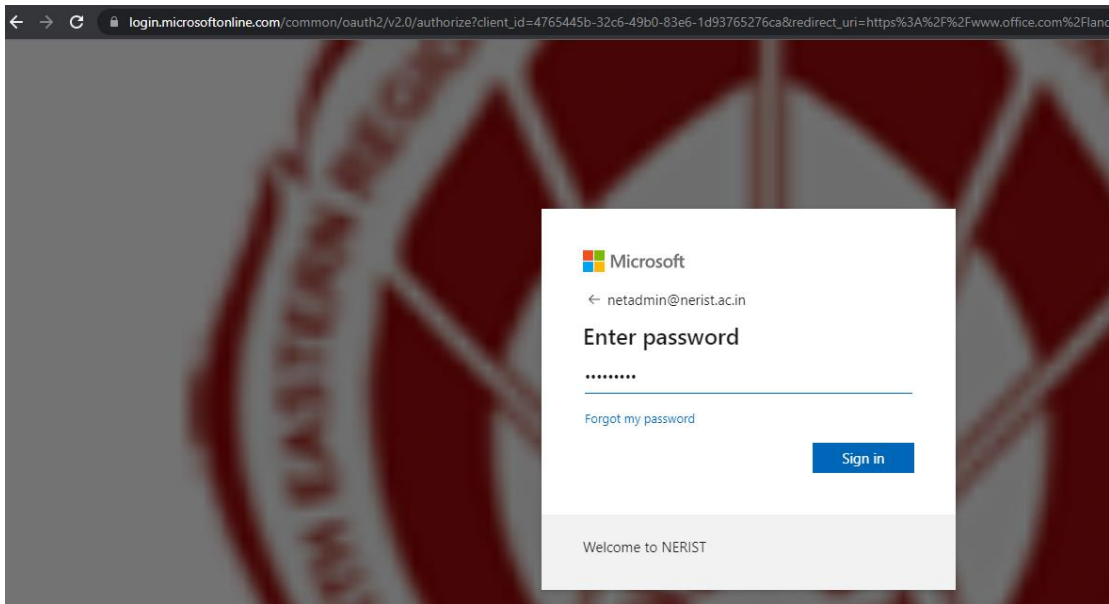
2. Provide user ID , which will be <registration number without />@nerist.ac.in (example: 444444@nerist.ac.in) as shown below and click Next



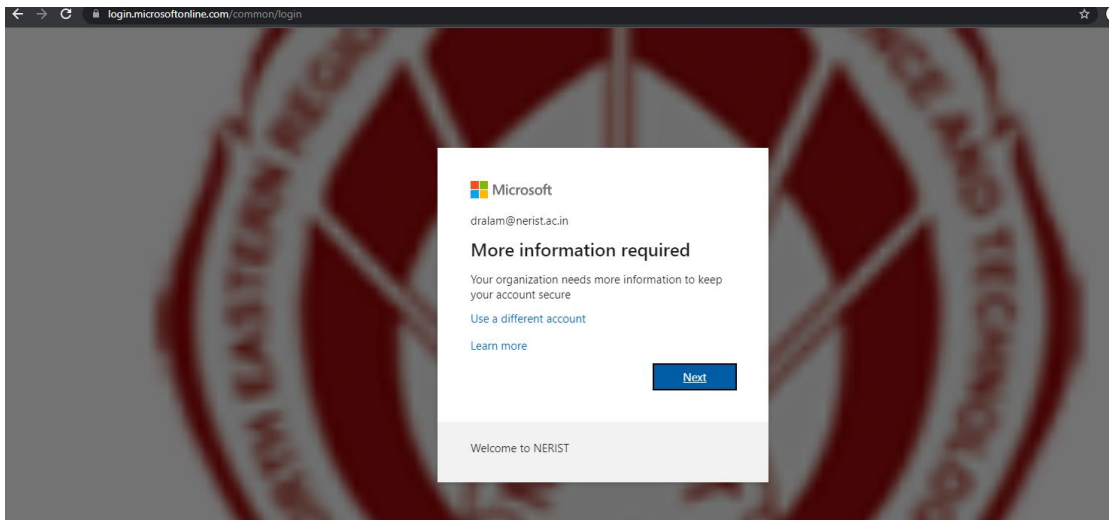
3. Select **“Work or school account”**



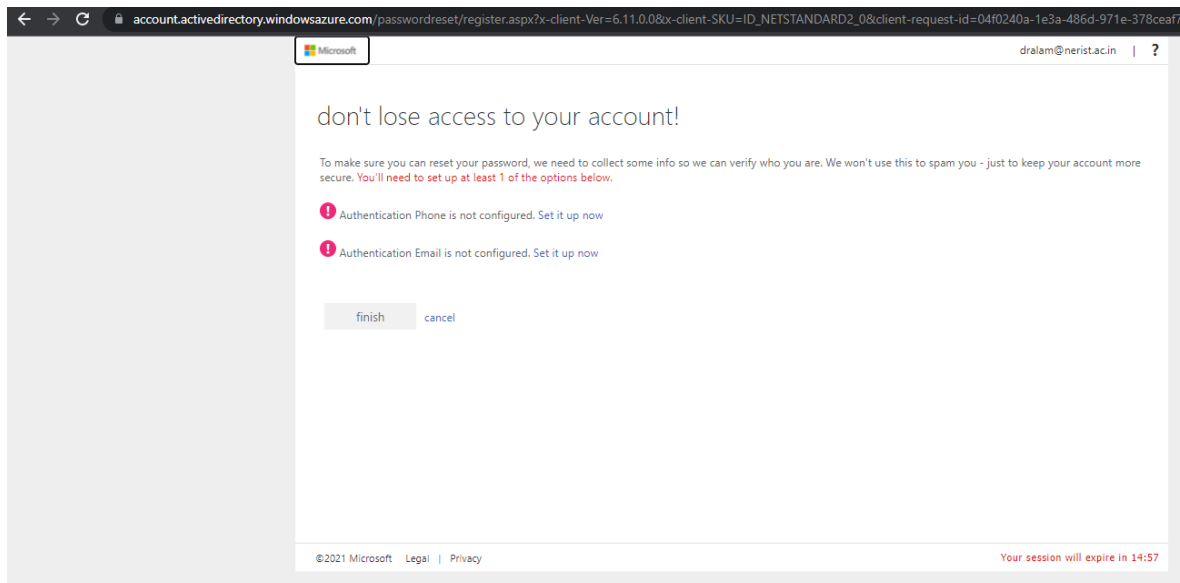
4. Provide default password as **“Welcome@123”** and click on Sign in.



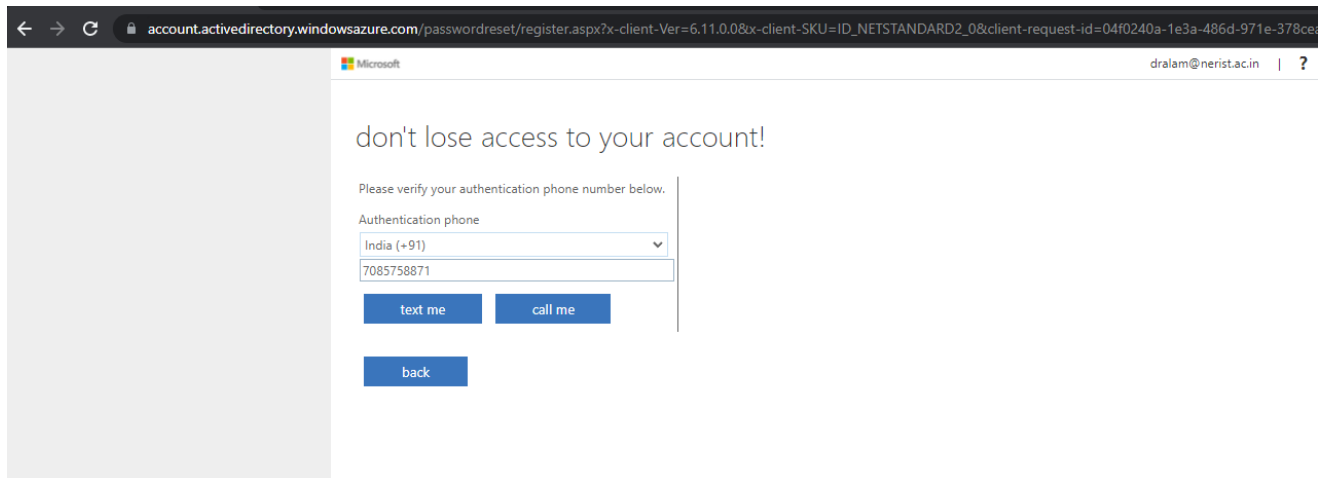
5. Click on Next



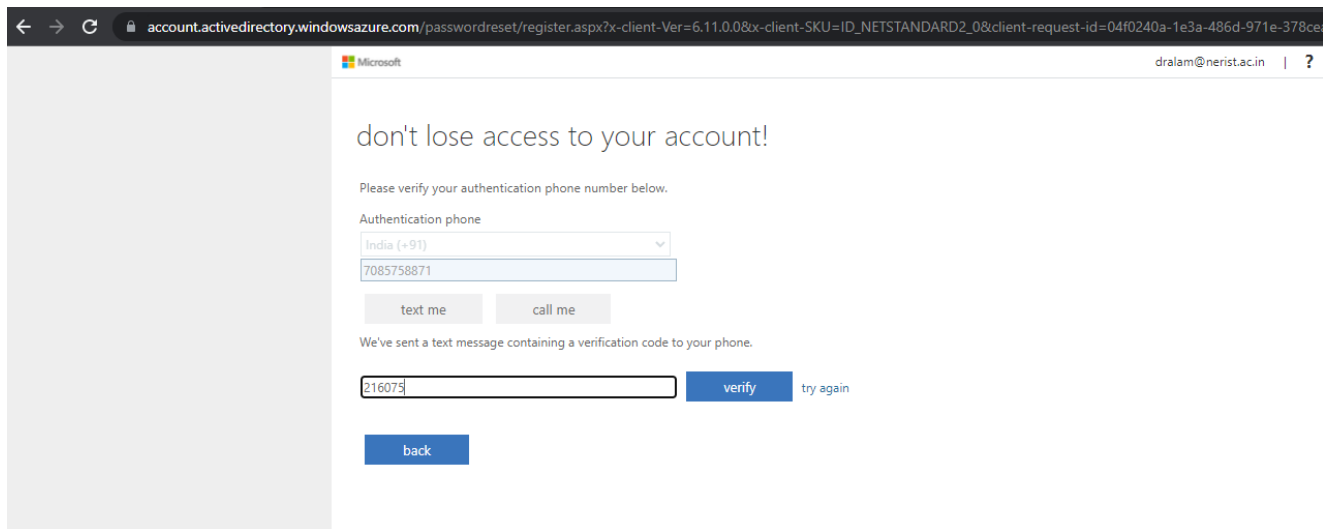
6. Now, for enabling self-password reset you need to set phone number and additional email ID (the email ID should be other than Institute provided). For Authentication Phone Configuration Click on **“Set it up now”**



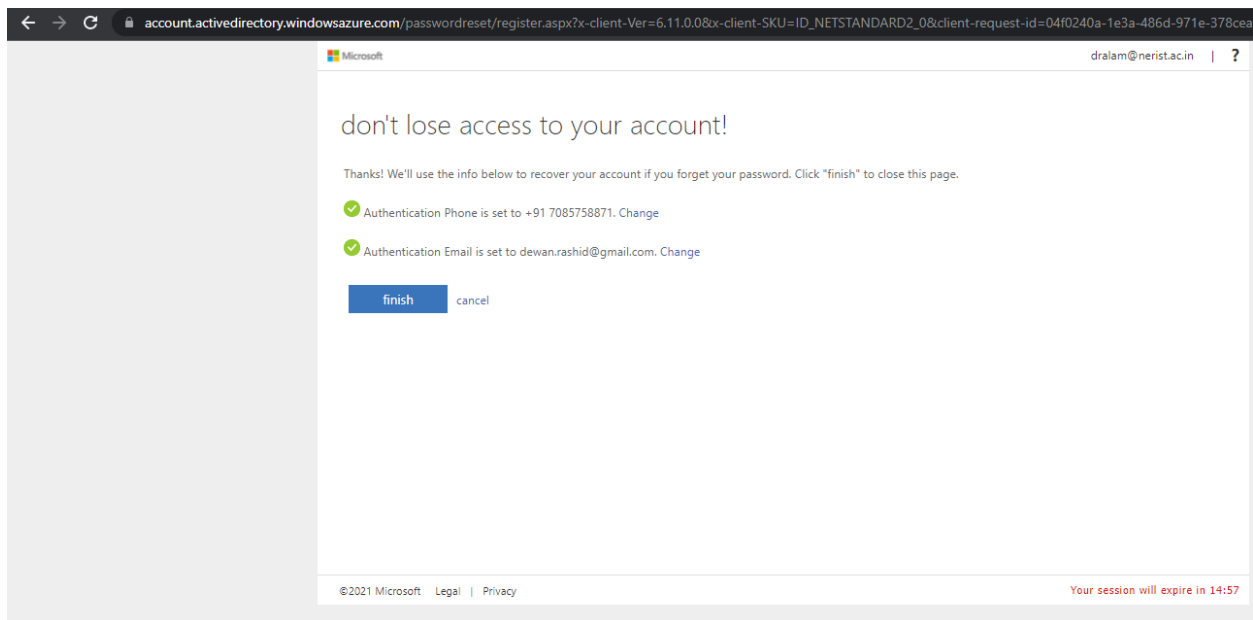
7. Select the country code for India, provide Authentication Phone number and Click on Text me option.



8. A verification Code will be sent your provided mobile number. Put the Verification Code and click on Verify.



9. The Authentication Email Configuration is Optional, and you can configure it by clicking “Set it up now” and verify the code which will be sent to your provided email ID.

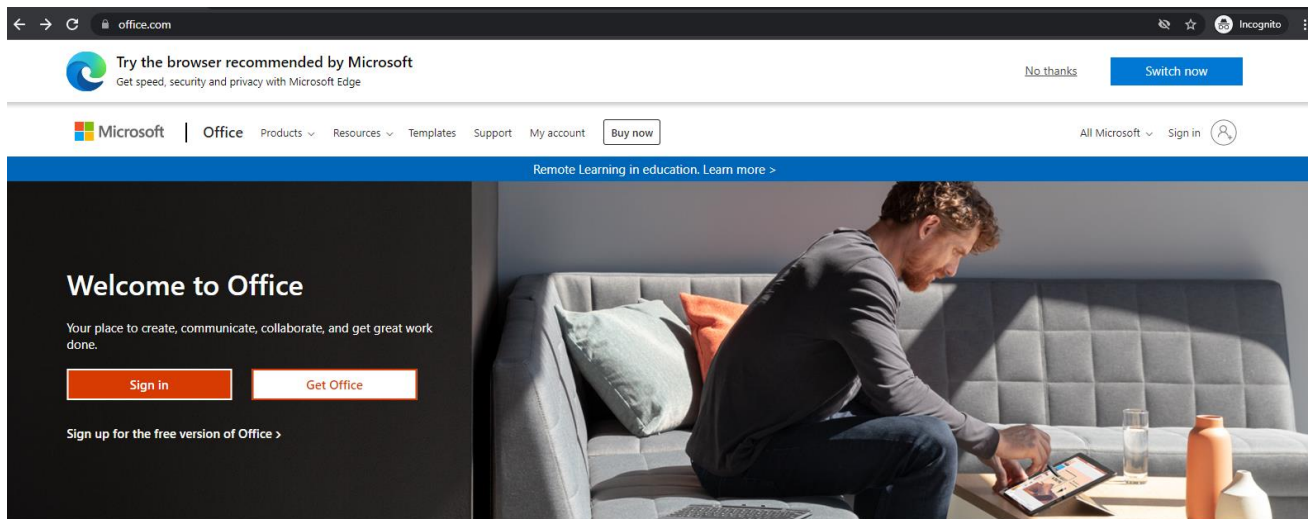


10. After verifying Phone and Email ID Click on Finish.

### **Annexure-III**

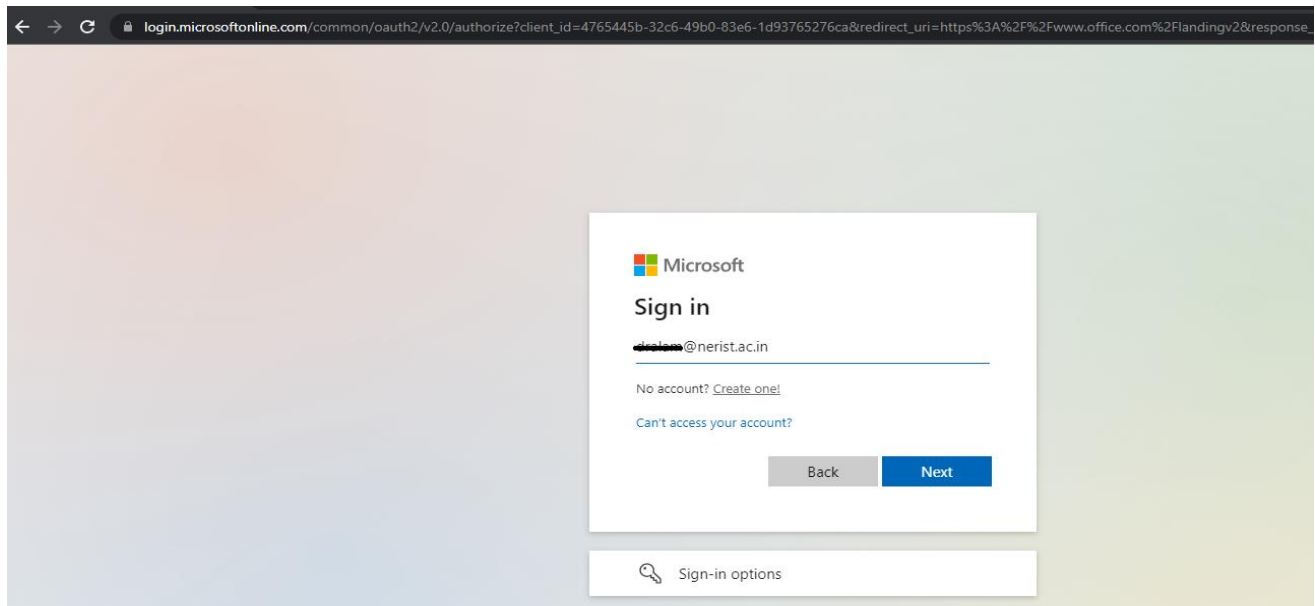
Step to reset default password after Login:

1. Open browser and go to [ww.office.com](http://ww.office.com) and click on Sign in



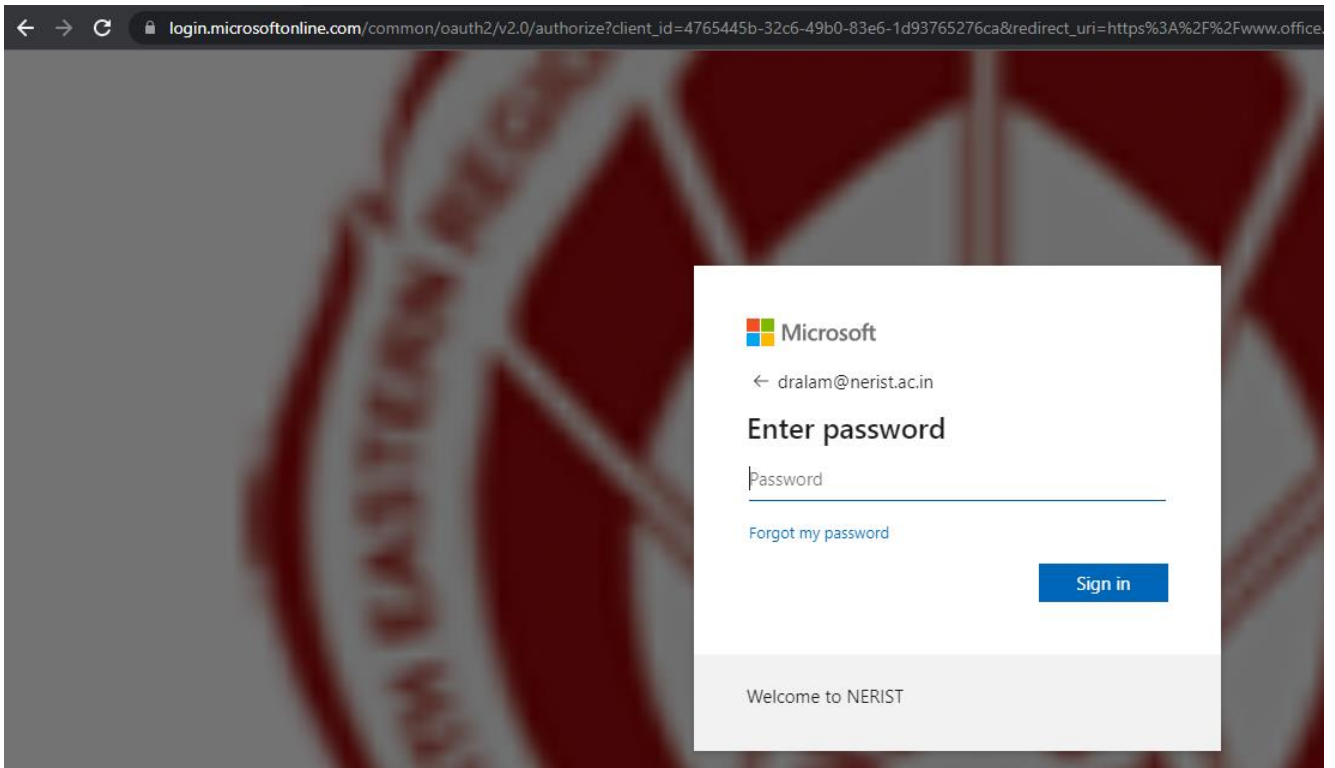
Sign in to use your favorite productivity apps from any device

2. Provide your username (if your user id is abc then you should be Sin in with [abc@nerist.ac.in](mailto:abc@nerist.ac.in)) as shown below and click Next

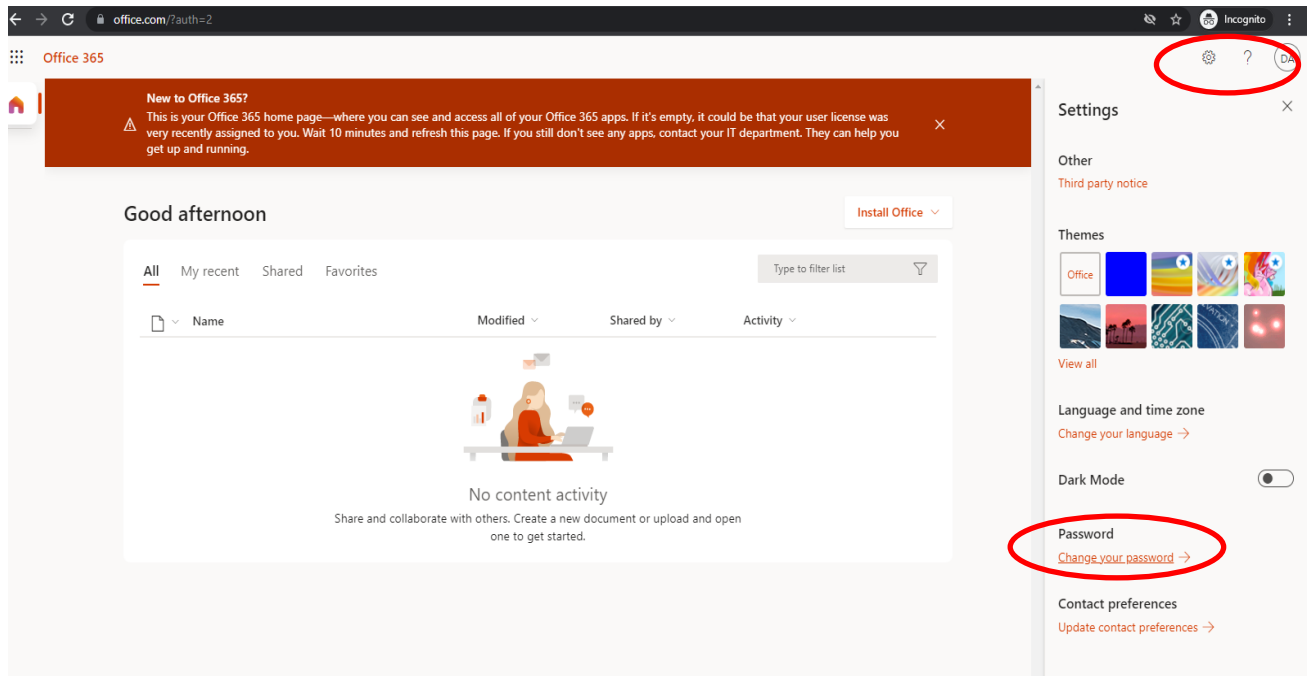


3. Provide default password as: **Welcome@123** and click on Sign in.



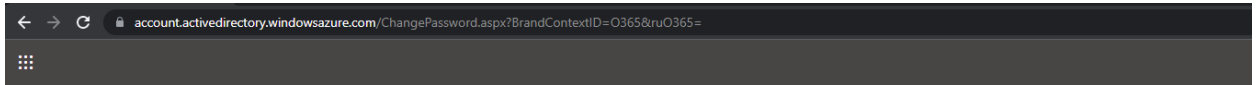


4. Click on Settings then Click on Change password option.



3. Provide below details:

- Old Password: Welcome@123
- Create new password: (New Password should be minimum 8 characters length, should not be any abbreviation or any dictionary word, password should include at least a special character and a number)
- Confirm new password and Click on submit.



## Change password

User ID  
dralam@nerist.ac.in

Old password

Create new password

Confirm new password