## 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:

- 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%20S OPHOS-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.

## 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 selfpassword reset option.

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

1. Open browser and go to <u>ww.office.com</u> and click on Sign in



Sign in to use your favorite productivity apps from any device

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

÷	→	С	login.microsoftonline.com/common/oauth2/v2.0/authorize?client_id=4765445b-32c6-49b0-83e6-1d93765276ca&redirect_uri=https%3A%2F%2Fwww.office.com%2Flandingv2&response
			Microsoft
			Sign in
			@nerist.ac.in
			No account? <u>Create onel</u>
			Can't access your account?
			Back Next
			Sign-in options

3. Select "Work or school account"

Microsoft	
It looks like this email is used with more than one account from Microsoft. Which one do you want to use?	
Work or school account           Created by your IT department           netadmin@neristac.in	
R Personal account Created by you netadmin@nerist.ac.in	
Tired of seeing this? Rename your personal Microsoft account.	
Back	

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

C login.microsoftonline.com/common/oauth2/v2.0/authorize?client_id=47	65445b-32c6-49b0-83e6-1d93765276ca&redirect_uri=https%3A%2F%2Fwww.office.cor	m%2Flan
	Microsoft ← netadmin@nerist.ac.in Enter password	
	Forgot my password Sign in Welcome to NERIST	

5. Click on Next

← → C 🖬 login.microsoftonline.com/common/login			☆ (
Contraction of the second	Microsoft dralam@nerist.ac.in <b>More information required</b> Your organization needs more information to keep your account secure Use a different account Learn more	A DECEMBER	
	Welcome to NERIST		
	100 A		

 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"

$\leftrightarrow$ $\rightarrow$ C $($ account.action	wedirectory.windowsazure.com/passwi	vrdreset/register.aspx?x-client-Ver=6.11.0.08x-client-SKU=ID_NETSTANDARD2_0&client-request-id=04f0240a-1e3a-486d-971e-378	ceaf
	Hicrosoft	dralam@neristac.in	?
	don't lose	e access to your account!	
	To make sure you o secure. <mark>You'll need</mark>	an reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more to set up at least 1 of the options below.	
	Authentication	Phone is not configured. Set it up now	
	Authentication	Email is not configured. Set it up now	
	finish		
	10.021	Cancer	
	©2021 Microsoft Le	gal   Privacy Your session will expire in 14:57	7

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

$\epsilon \rightarrow c$ account.activedirectory.wind	owsazure.com/passwordreset/register.aspx?x-client-Ve	r=6.11.0.08x-client-SKU=ID_NETSTANDARD2_08xclient-request-id=04f0240a-1e3a-4	486d-971e-	378cea
	Microsoft Microsoft	dralam@r	erist.ac.in	?
	don't lose access to your a Please verify your authentication phone number below. Authentication phone India (+91) 7085758871 text me call me back	ccount!		

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

← → C 🔒 account.activedirectory.windowsazure.com/passwordreset/register.aspx?x-client-Ver=6.11.0.0&x-client-SKU=ID_NETSTANDARD2_0&client-	request-id=04f0240a-1e3a-486d-971e-378cea
Hicrosoft	dralam@nerist.ac.in   <b>?</b>
don't lose access to your account!	
Please verify your authentication phone number below.	
Authentication phone India (+91)	
text me call me	
We've sent a text message containing a verification code to your phone.	
216075 verify try again	
back	

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.

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	Microsoft	dralam@nerist.ac.in	?
	don't lose access to your account!		
	Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.		
	✓ Authentication Phone is set to +91 7085758871. Change		
	✓ Authentication Email is set to dewan.rashid@gmail.com. Change		
	finish cancel		
	©2021 Microsoft Legal   Privacy	Your session will expire in 14:5	57

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 <u>ww.office.com</u> 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 <u>abc@nerist.ac.in</u>) as shown below and click Next

$\leftrightarrow \ \Rightarrow \ G$	login.microsoftonline.com/common/oauth2/v2.0/authorize?client_id=4	765445b-32c6-49b0-83e6-1d93765276ca&redirect_uri=https%3A%2F%2Fwww.office.com%2Flandingv2&response
		Microsoft
		Sign in
		dealer @nerist.ac.in
		No account? Create one!
		Can't access your account?
		Back Next
		Sign-in options

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



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

A This is your Office 365 home page—where very recently assigned to you. Wait 10 min get up and running.	e you can see and access all of your Office 365 apps. If i utes and refresh this page. If you still don't see any app	t's empty, it could be that your user license v ss, contact your IT department. They can hel	was × Settings
			Third party notice
Good afternoon		Ins	stall Office V
All My recent Shared Favorit	es	Type to filter list	♥     Office
🗋 🗸 Name	Modified $\vee$ Shared	by $\sim$ Activity $\sim$	
	<b>N</b>		View all
	<u> </u>		Language and tim Change your languag
	No content activity		Dark Mode
Share	and collaborate with others. Create a new document o one to get started.	r upload and open	Password
			Change your passwor

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.

$\leftrightarrow$ $\rightarrow$ C $($ account.activedirectory.window	vsazure.com/ChangePassword.aspx?BrandContextID=O365&ruO365=
	Change password
	User ID dralam@nerist.ac.in Old password
	Create new password Confirm new password Confirm new password
	Submit Cancel