

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

Guidelines for Accessing Institute Internet, Email, and Microsoft Applications

Newly appointed employees must follow the instructions below to access Institute-provided services such as Internet Access, Email, Microsoft Office, Microsoft Operating System, Microsoft Teams, OneDrive, and other applications. Two separate user accounts will be created: one for **Internet Access** and the other for **Email and Microsoft Applications**.

1. Internet Access

To access the Institute's Internet service, please follow the steps provided in **Annexure-I**.

2. Email and Microsoft Services

To access your email and other Microsoft services (e.g., MS Teams, OneDrive, MS-Office), follow the steps mentioned in **Annexure-II** and **Annexure-III**.

Your **User ID** for the email account will be:

- <Employee short name>@nerist.ac.in

Example:

- abc@nerist.ac.in

Your **Default Password** will be:

- Welcome@123

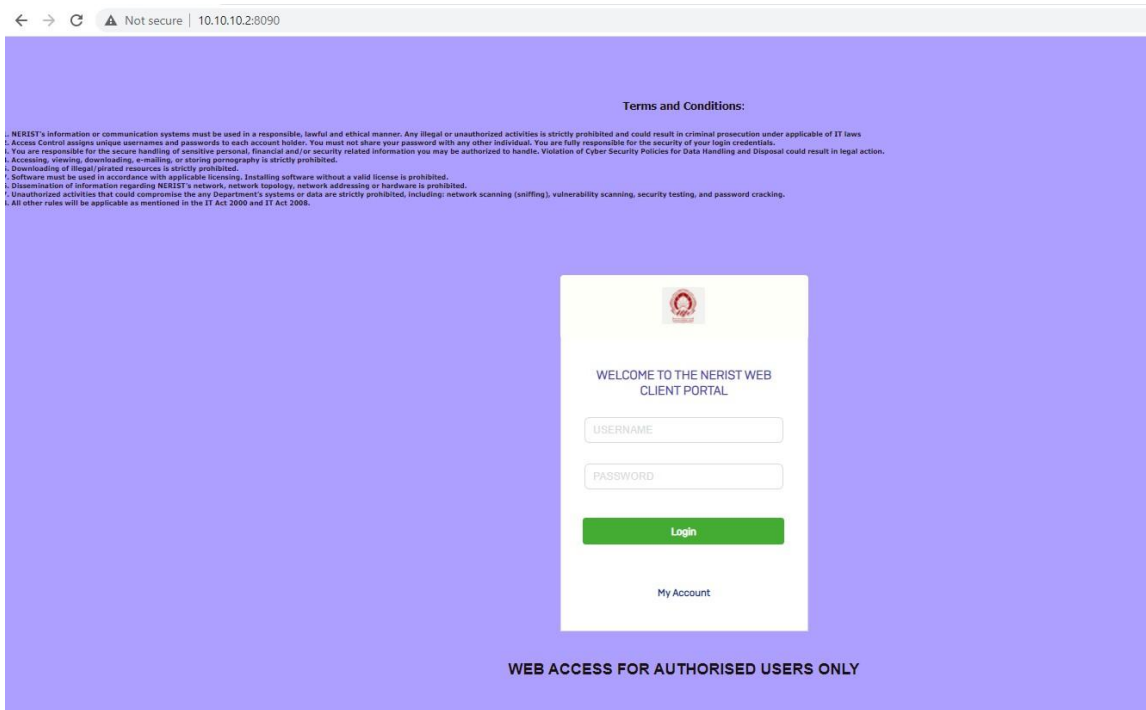
3. Change Your Default Password

Please ensure that you change your default password to a secure one by following the instructions in **Annexure-III**.

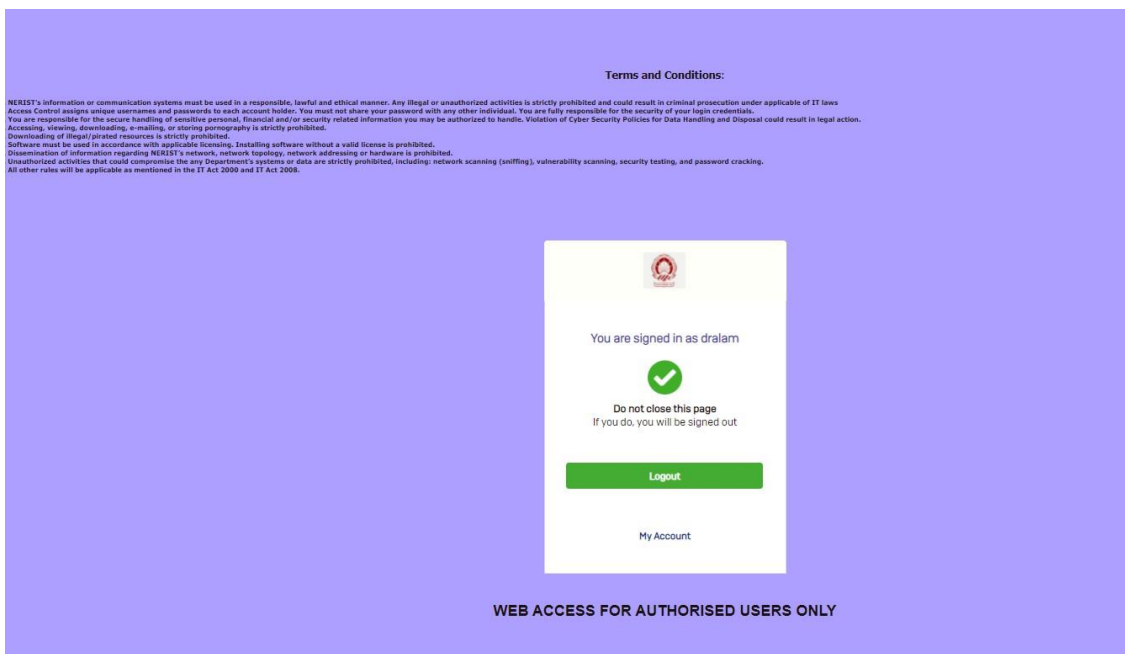
STEPS TO AUTHENTICATE FOR INTERNET ACCESS

Users can authenticate for Internet Access using below to process:

1. Open Browser and Go to <http://10.10.10.2:8090> , provide Username, Password, click on Login



2. After Login Do Not Close the Login page during your Internet surfing. After finishing your surfing please Logout the session. If you directly close the page, your login session will be active and you will not be able to login from another system.

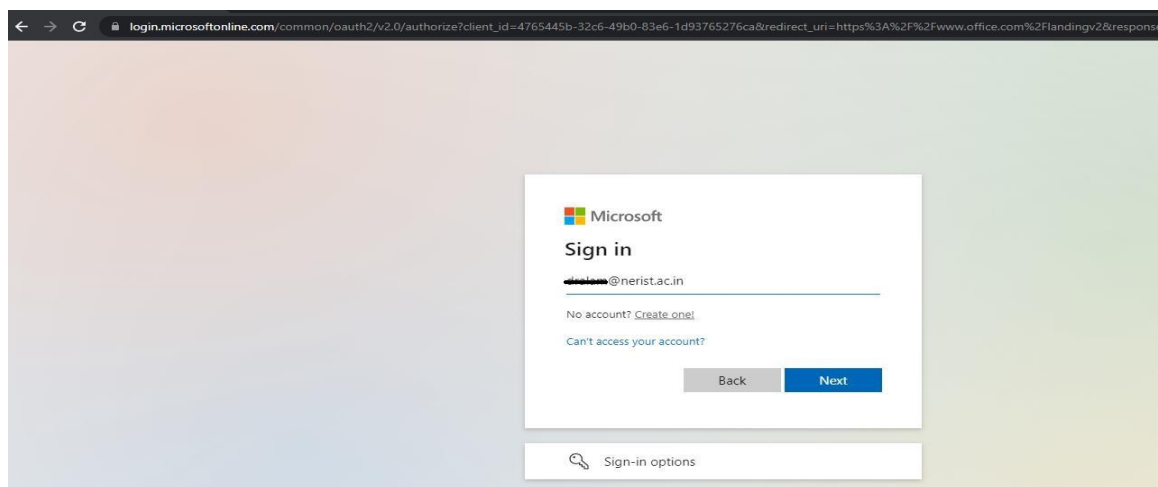


Setting Up Recovery Mobile Phone/Email for Self-Password Reset

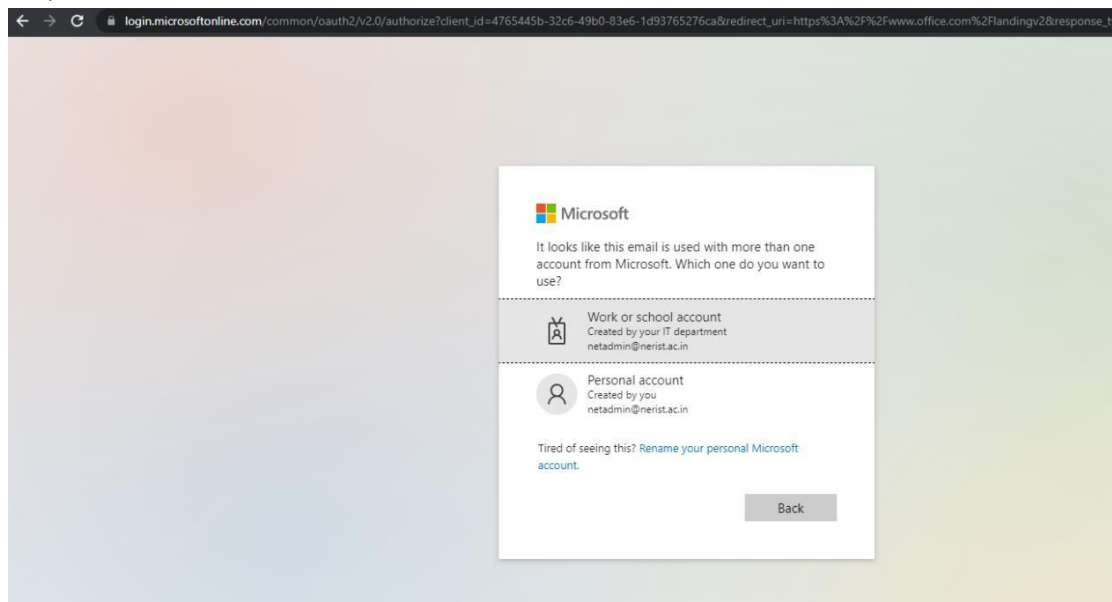
Important: During your first login, you are required to set up a **Recovery Mobile Phone Number** and/or **Email ID**. This is essential for enabling the **Self-Password Reset** feature for both Internet and Email accounts.

Steps to Set and Verify Recovery Phone Number and Email ID:

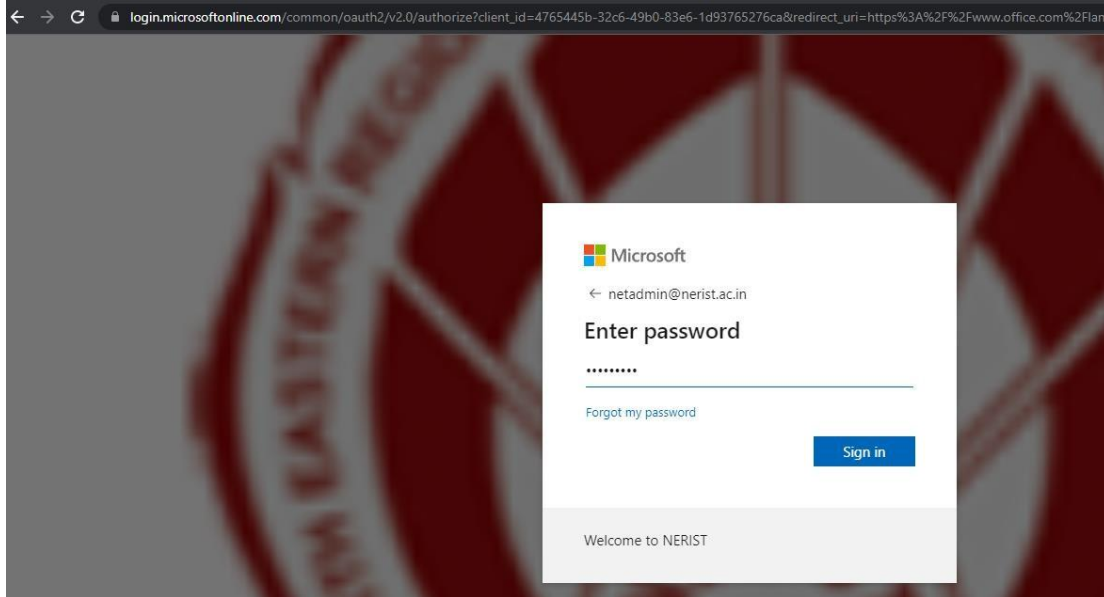
1. **Open your browser** and go to www.office.com.
2. **Click on “Sign in.”**
3. **Enter your User ID**, which will be in the following format:
<Employee short name>@nerist.ac.in
Example: **abc@nerist.ac.in**
4. **Click “Next.”**



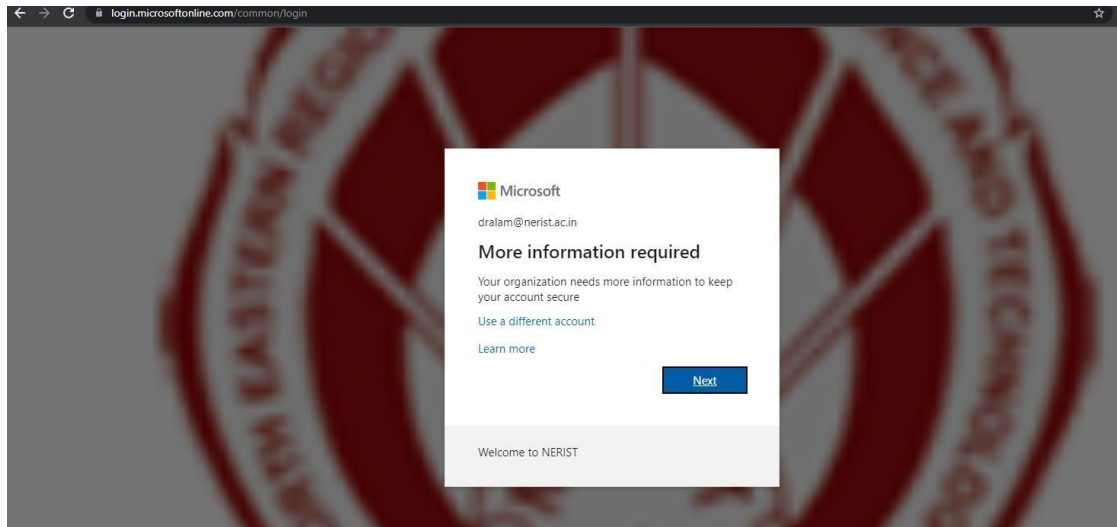
5. Follow the prompts to set up your recovery mobile phone number and/or email for future self-password reset. Select “Work or school account”



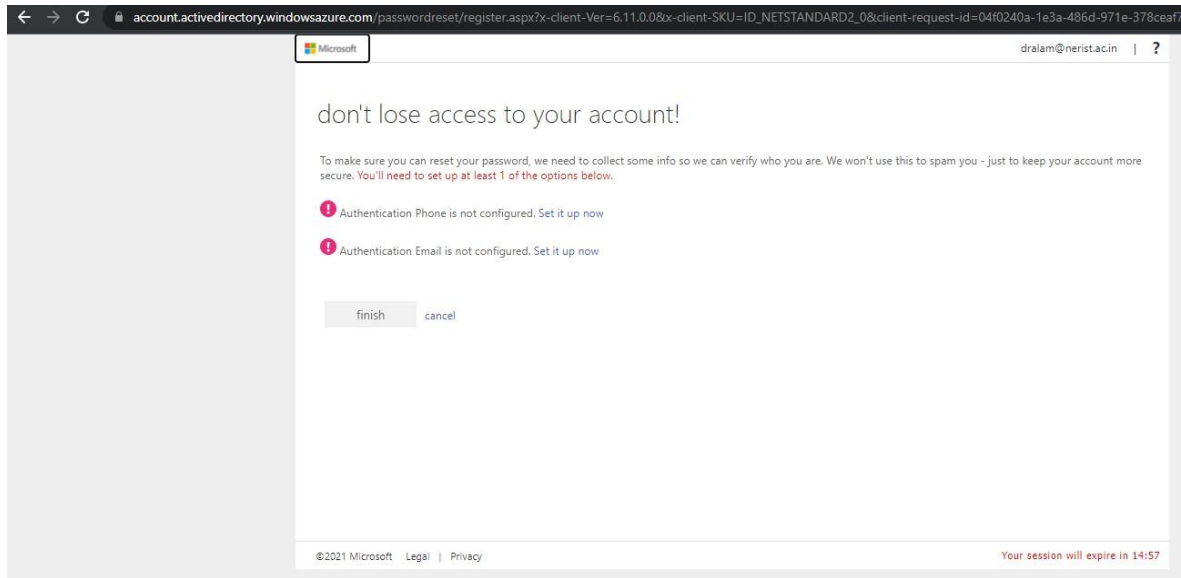
1. Provide default password as “Welcome@123” and click on Sign in.



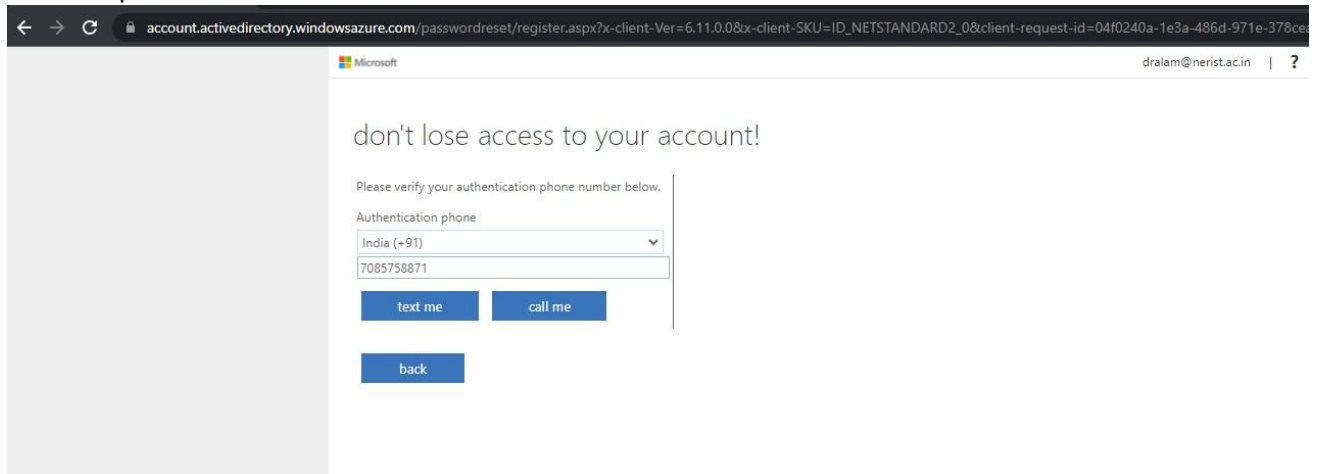
2. Click on Next



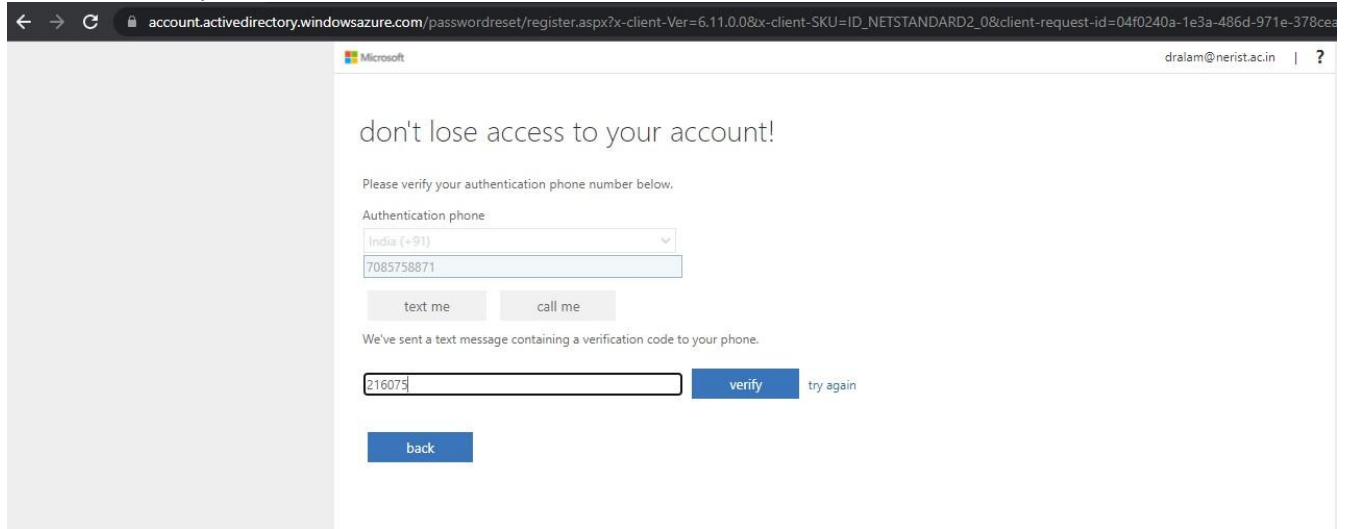
3. Now, for enabling self-password reset you need to set phone number and additional email ID (the email ID should be other than Institute provided). For Authentication Phone Configuration Click on "Set it up now".



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

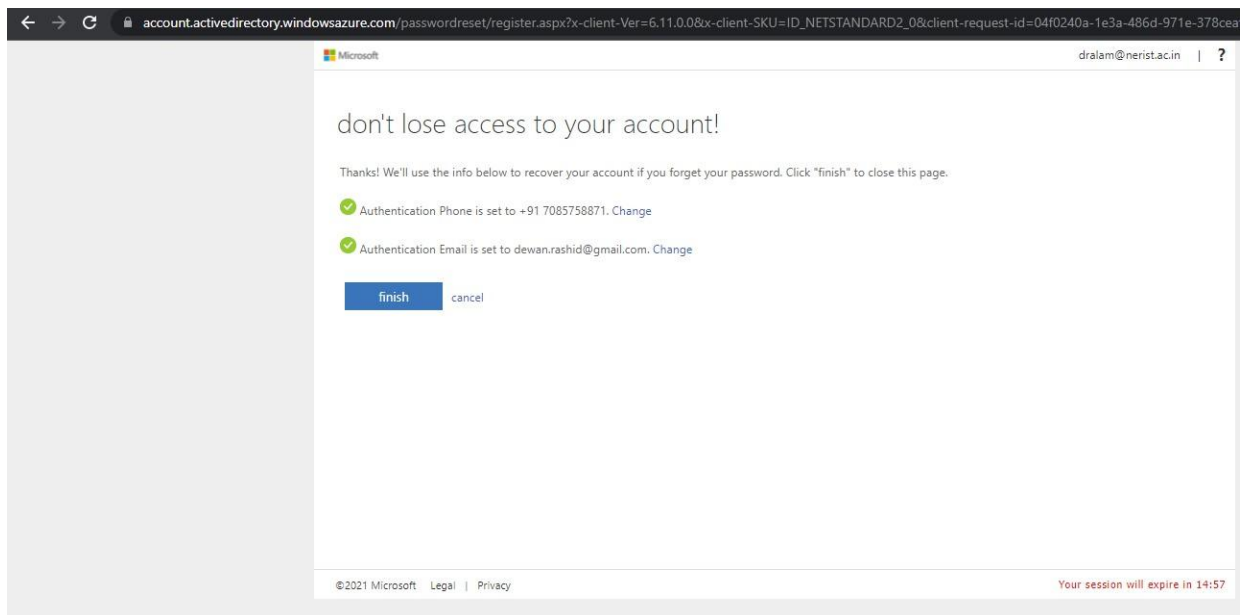


5. A verification Code will be sent your provided mobile number. Put the Verification Code and click on Verify.



The screenshot shows a Microsoft account verification page. The browser address bar displays the URL: `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`. The page header includes the Microsoft logo and the user email `dralam@nerist.ac.in`. The main heading is "don't lose access to your account!". Below this, it says "Please verify your authentication phone number below." The "Authentication phone" section includes a dropdown menu set to "India (+91)" and a text input field containing "7085758871". There are "text me" and "call me" buttons. A message states "We've sent a text message containing a verification code to your phone." Below this is a text input field with "216073" and a "verify" button, with a "try again" link. A "back" button is at the bottom.

6. 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.

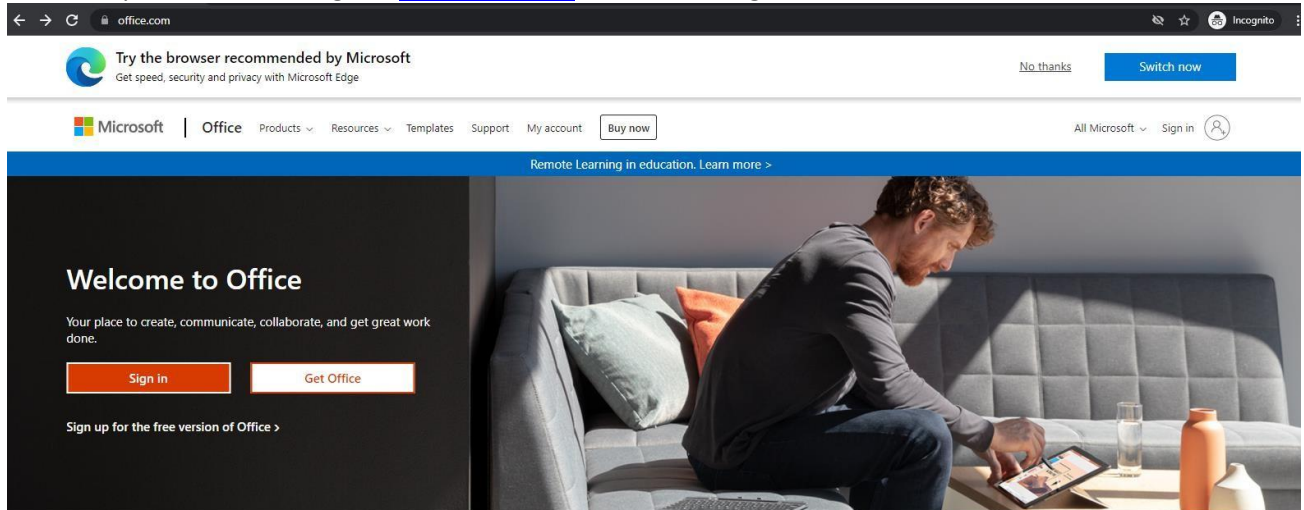


The screenshot shows the completion of account configuration. The browser address bar is the same as in the previous screenshot. The page header includes the Microsoft logo and the user email `dralam@nerist.ac.in`. The main heading is "don't lose access to your account!". Below this, it says "Thanks! We'll use the info below to recover your account if you forget your password. Click 'finish' to close this page." There are two green checkmarks: "Authentication Phone is set to +91 7085758871. Change" and "Authentication Email is set to dewan.rashid@gmail.com. Change". At the bottom, there are "finish" and "cancel" buttons. The footer includes "©2021 Microsoft Legal | Privacy" and "Your session will expire in 14:57".

After verifying Phone and Email ID Click on Finish.

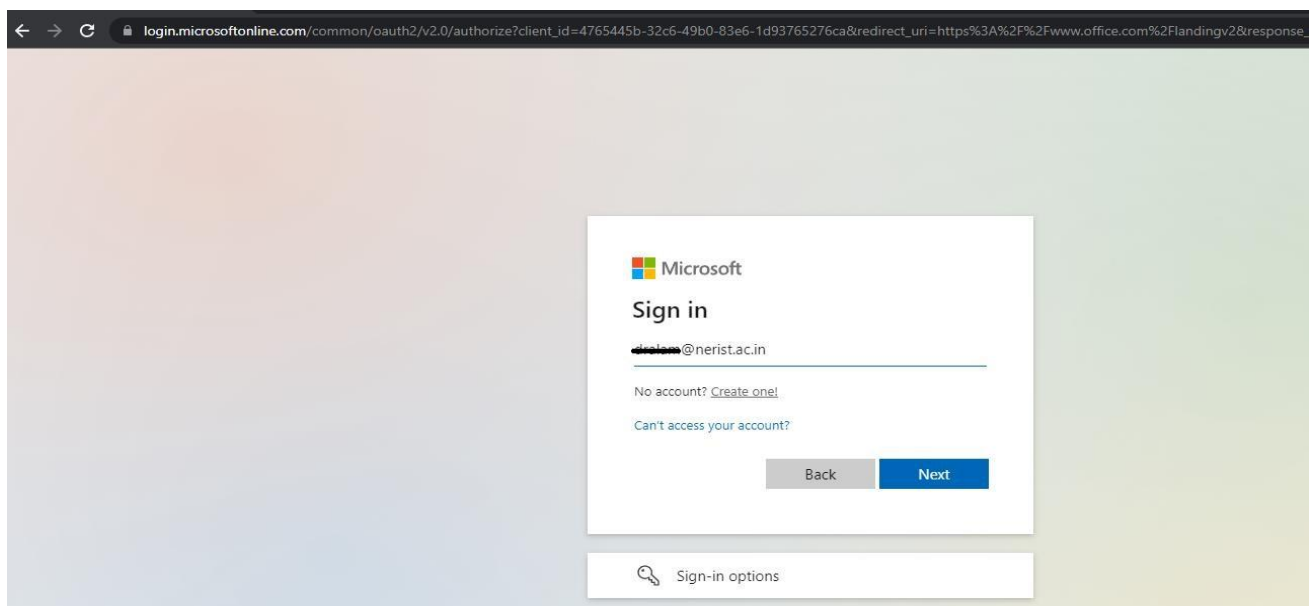
Step to reset default password after Login:

1. Open browser and go to www.office.com and click on Sign in

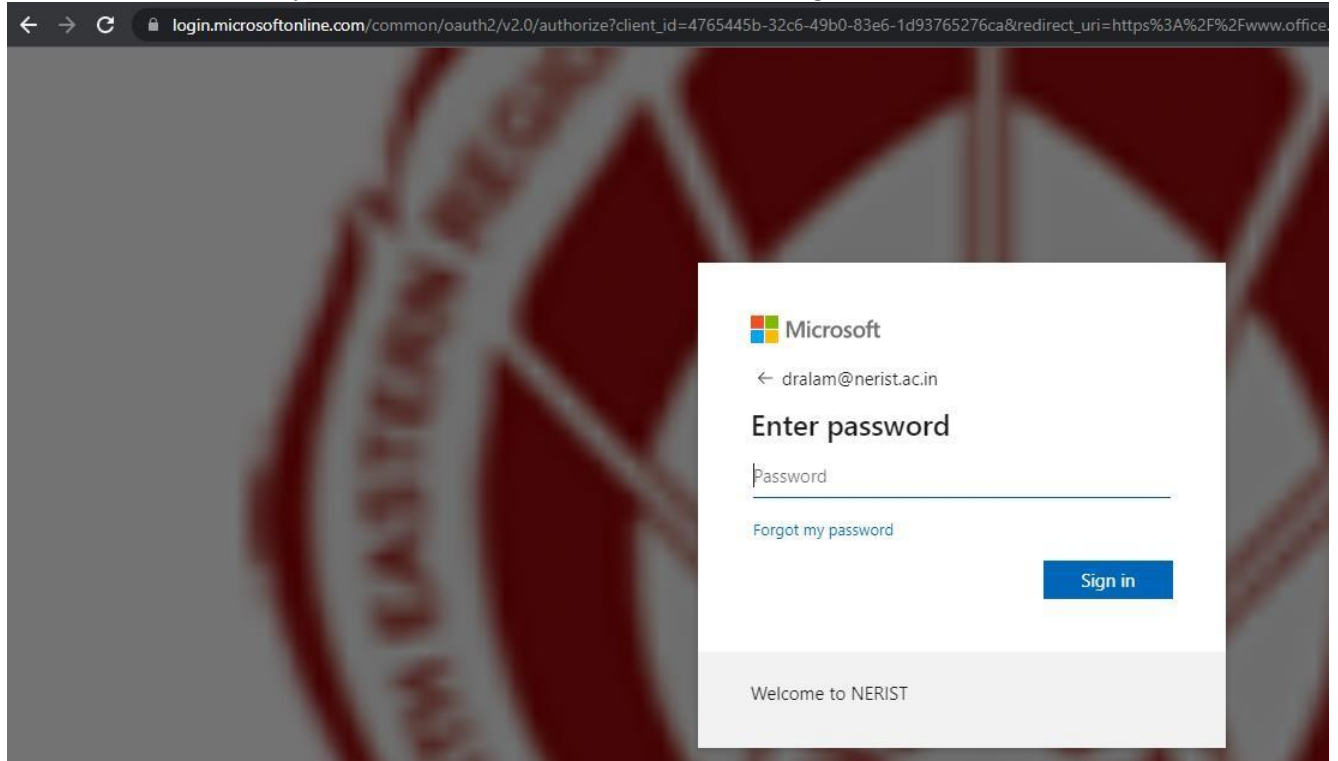


Sign in to use your favorite productivity apps from any device

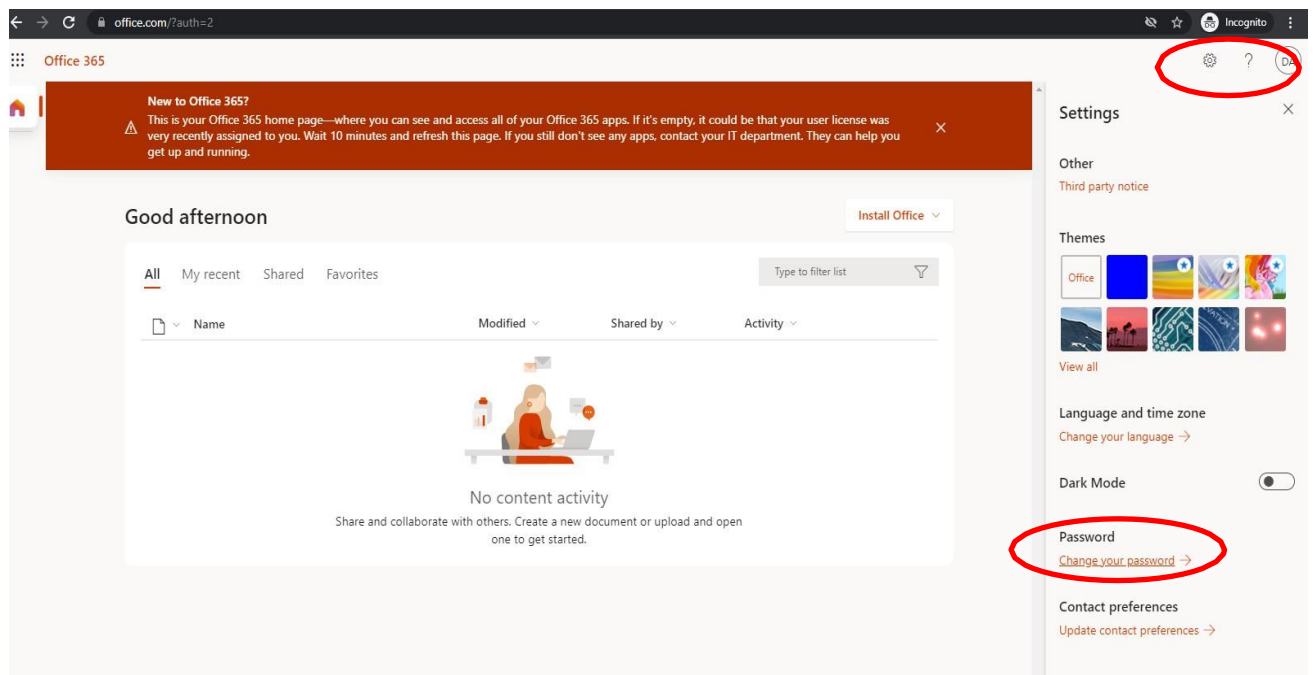
2. Provide your username (if your user id is abc then you should be Sin in with abc@nerist.ac.in) as shown below and click Next



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



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

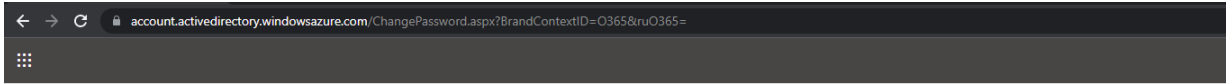


5. Provide below details:

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
