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-III** 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 <u>http://10.10.10.2:8090</u>, provide Username, Password, click on Login

← → C ▲ Not secure 10.10.10.2:8090	
INERST's information or communication systems must be used in a responsible, lawful and ethical manner. Any Blegal or unsubforced activities is stit Access Cartol assigns unique unsersame and passwords to sach acceant holder. You must not alway our password with any other individual. You must Access Cartol assigns unique unsersame and passwords to sach acceant holder. You must not alway our password with any other individual. You must Access Cartol assigns when the same of the same access and the s	Terms and Conditions: city grabibility and could result in criminal prosecution under applicable of IT laws in of cyber Security Paticies for Data Itanaling and Disposal could result in legal action. anerability scanning, security testing, and password cracking.
	0
	WELCOME TO THE NERIST WEB CLIENT PORTAL
	USERNAME
	PASSWORD
	Login
	My Account
WEB A	CCESS FOR AUTHORISED USERS ONLY

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.

NEREST, information or communication systems must be used in a responsible, lawful and ethical menner. Any Regil or anoutburized activities is strictly prohi Access Control autges adject another and passampt for each access balance. You must net always you password with any other individual. You are fully net concessing strengts, which is a strictly prohibited. Downloading of Brogal / Darket Francesson and the strength accessing is strength and the strength strength accessing strengts Downloading of Brogal / Darket Francesson and the strength accessing is strength accessing in strength accessing it intifully prohibited. Downloading of Brogal / Darket Francesson and the strength accessing is strength accessing it intifully prohibited. Downloading of Brogal / Darket Francesson accessing in the strength accessing in strength accessing it intifully prohibited. Downloading of Brogal / Darket Francesson accessing in the strength accessing in the	Terms and Conditions: hibited and could result in oriental prosecution can be used by the security Particles for Data Heading and Disposel could Hy scanning, security testing, and password cascking.	able of IT laws result in fegal action.
	bbb You are signed in as dralam bbb Correct close this page If you do, you will be signed out Logout My Account	

Annexure-II

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 <u>www.office.com</u>.
- 2. Click on "Sign in."
- 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."

← → C login.microsoftonline.com/common/oauth2/v2.0/authorize?clien	ال_id=4765445b-32c6-49b0-83e6-1d93765276ca&redirect_uri=https%3A%2F%2Fwvw.office.com%2Flandingv2&respons
	Hicrosoft
	Sign in
	dialam@nerist.ac.in
	No account? <u>Create one</u>
	Can't access your account?
	Back Next
	🔍 Sign-in options

5. Follow the prompts to set up your recovery mobile phone number and/or email for future selfpassword reset. 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@nerist.ac.in	
Personal account Created by you netadmin@nerist.ac.in	
Tired of seeing this? Rename your personal Microsoft account.	
Back	



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".

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			Microsoft		dralam@nerist.ac.in	?
			don't lose	access to your account!		
			To make sure you can secure. You'll need to	n 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 set up at least 1 of the options below.	o keep your account me	ore
			Authentication P	hone is not configured. Set it up now		
			Authentication E	mail is not configured. Set it up now		
			finish	ranel		
			in the second se	san (nasi		
			©2021 Microsoft Leg	al Privacy Yo	ur session will expire in	14:57

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

don't lose access to your account! Please verify your authentication phone number below. Authentication phone India (+91) T085758871 Totes Text me call me	2 Microsoft	dralam@nerist.ac.in
Authentication phone India (+91) 7085758871 text. me call me	don't lose access to your account! Please verify your authentication phone number below.	
7085758871 text me call me	Authentication phone India (+91)	
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5. A verification Code will be sent your provided mobile number. Put the Verification Code and click on Verify.

$\leftrightarrow \rightarrow$	С	account.activedirectory.wind	lowsazure.com/passwordreset/register.aspx?x-client-Ver=6.11.0.08x-client-SKU=ID_NETSTANDARD2_08cclient-request-id=04f0)240a-1e3a-486d-971e		cea
			Microsoft	dralam@nerist.ac.in	Į į	?
			don't lose access to your account!			
			Please verify your authentication phone number below. Authentication phone			
			India (+91) V			
			text me call me			
			We've sent a text message containing a verification code to your phone. 216075 verify try again			
			back			

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.

← → C 🔒 account.activedirectory.windowsazure.com/passwordreset/register.aspx?x-client-Ver=6.11.0.0&x-client-SKU=ID_NETSTANDARD2_0&client-request-id=0	04f0240a-1e3a-486d-971e	-378c	ea
E Microsoft	dralam@nerist.ac.in	?	ę.
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	14:57	

After verifying Phone and Email ID Click on Finish.

Annexure-III

Step to reset default password after Login:



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



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

131		
	 Microsoft dralam@nerist.ac.in Enter password password Forgot my password Sign in 	
	Welcome to NERIST	

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

~	> C (office.com/?auth=2				🕸 🕁 👼 Incognito 🚦
	Office 36	3				@ ? O
•		New to Office 365? This is your Office 365 home page—w very recently assigned to you. Wait 10 off up and upping	where you can see and access all of your Office 365 apps. If minutes and refresh this page. If you still don't see any ap	it's empty, it could be that your user licer ps, contact your IT department. They can	ise was X help you	Settings ×
		get up und tanning				Other
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		All My recent Shared Fav	vorites	Type to filter list	Y	Office
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		3	one to get started.	or upload and open		Password
						<u>Change your password</u> \rightarrow
						Contact preferences
						Update contact preferences \rightarrow

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.

\leftrightarrow \Rightarrow C \blacksquare account.activedirectory.window	wsazure.com/ChangePassword.aspx?BrandContextID=0365&ru0365=
	Change password
	User ID dralam@nerist.ac.in Old password Create new password
	Confirm new password
	Submit Cancel