

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

Dated 31.07.2026

CIRCULAR

This is to inform you that user credentials have been created for **newly admitted students** to access the Institute-provided Internet service, e-Mail, Microsoft Office, Microsoft Teams, OneDrive, and other Microsoft 365 applications.

These services can be accessed using the same user credentials. The account details are as follows:

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

Users are required to set up MFA (Multi Factor Authentication)) using steps mentioned in **Annexure-I**. After login user **must change the default password** using steps mentioned in **Annexure-II**.

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

<https://nerist.ac.in/wp-content/uploads/2025/08/STEPS-WiFi-INTERNET-ACCESS-STUDENT.pdf>

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



Network Administrator

Copy to:

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

Steps for Sign-in with Multi-Factor Authentication (MFA) to Access Institute-Provided Microsoft Cloud Services Using the Microsoft Authenticator Application

Step 1: First, download and install the Microsoft Authenticator app on your smartphone.

For Android users:

1. Open the Google Play Store on your Android device
2. Search for “Microsoft Authenticator”
3. Tap the “Install” button
4. Wait for the installation to be completed

For iPhone users:

1. Open the App Store on your iPhone
2. Search for “Microsoft Authenticator”
3. Tap the “Get” or “Download” button
4. Wait for the installation to be completed

Step 2: Setting Up Microsoft Authenticator

Once you have the app installed on your device, you’ll need to connect it to your Microsoft account:

- Go to <https://office.com> and sign in with your Microsoft account credentials. Shown in Image:1

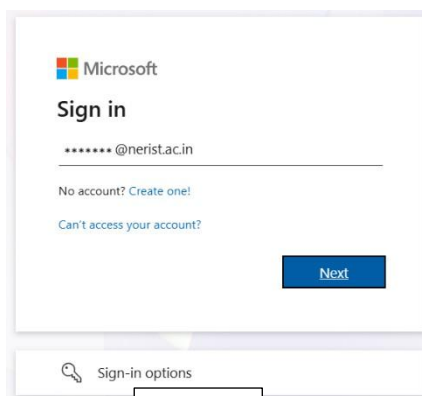


Image: 1

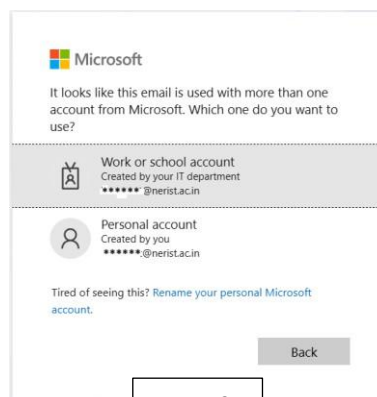


Image: 2

- Choose “Work or School account”. Shown in Image:2
- Choose “Next”. Shown in Image:3

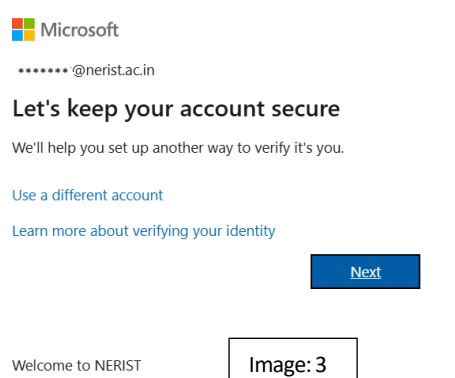


Image: 3



Image: 4

- Choose “**Next**”. Shown in Image:4.

← *****@nerist.ac.in
Set up your account in app



If prompted, allow notifications. Then add an account, and select **Work or school**.

[Set up a different way to sign in](#)

Next

Image: 5

← *****@nerist.ac.in
Scan the QR code



Use the Microsoft Authenticator app to scan the QR code. This connects the app to your account.

Then come back and select **Next**.

[Can't scan the QR code?](#)

[Set up a different way to sign in](#)

Next

Image: 6

- Choose “**Next**”. Shown in Image:5.
- A QR Code will generate. Shown in Image: 6.

Step 3: Adding account with Authenticator App.

- Open Authenticator App.
- Tap on “**Add account** or tap **+** on top of the app”.
- Tap on “**Work or School account**”.
- A Pop up will appear, tap on “**Scan a QR code**”. Email

ID will be added to Authenticator App.

Step 4: Login using Authenticator App.

- Go to <https://outlook.office.com> and sign in with your Microsoft account credentials. Shown in Image:7a and 7b.

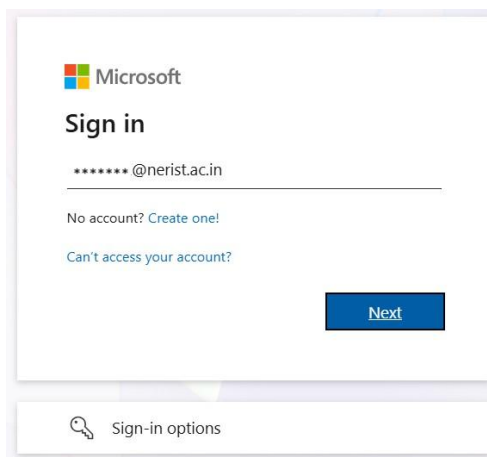


Image: 7a

Microsoft

← *****@nerist.ac.in

Enter password

Password

[Forgot my password](#)

Use your face, fingerprint, PIN, or security key instead

Sign in

Welcome to NERIST

Image: 7b

- A popup will appear with a Number. Shown in Image:8



itsupport@nerist.ac.in

Approve sign in request

- Open your Authenticator app and approve the request.
Enter the number if prompted.

44

Didn't receive a sign-in request? **Swipe down to refresh** the content in your app.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

Welcome to NERIST

Image: 8

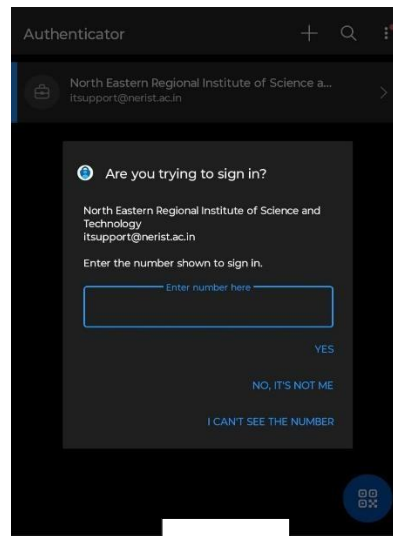


Image: 9

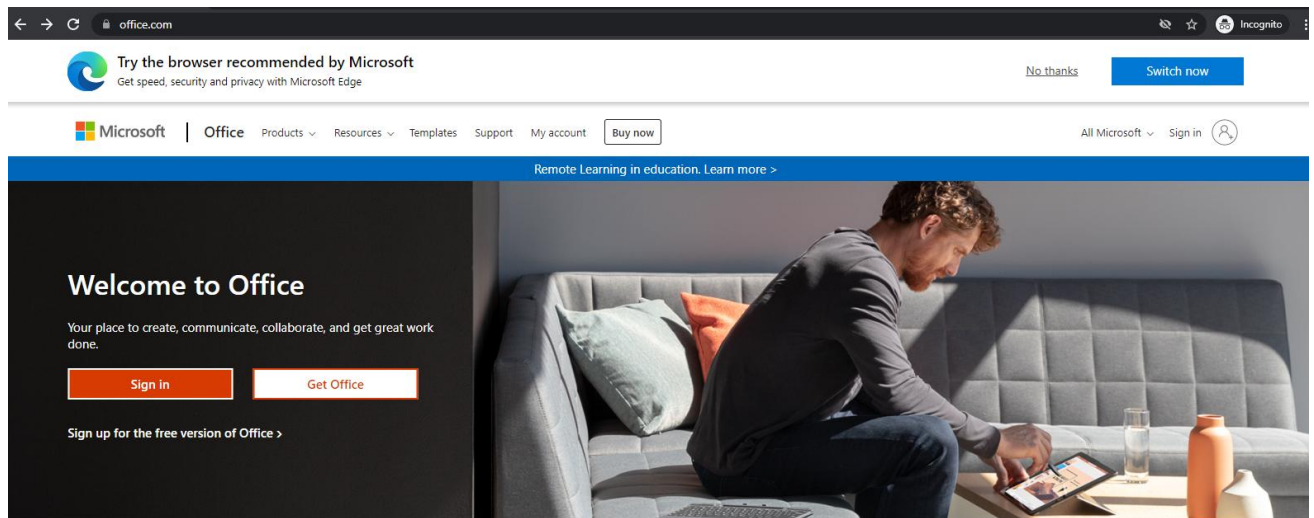
- A notification will send on your mobile (Mobile should be connected to Internet). Tap on that notification and enter same number that is displayed in your laptop/desktop. Shown in image:9.

***** The above procedure requires you to perform every time when you will access Microsoft M365 Cloud Service from a new device.**

Annexure-II

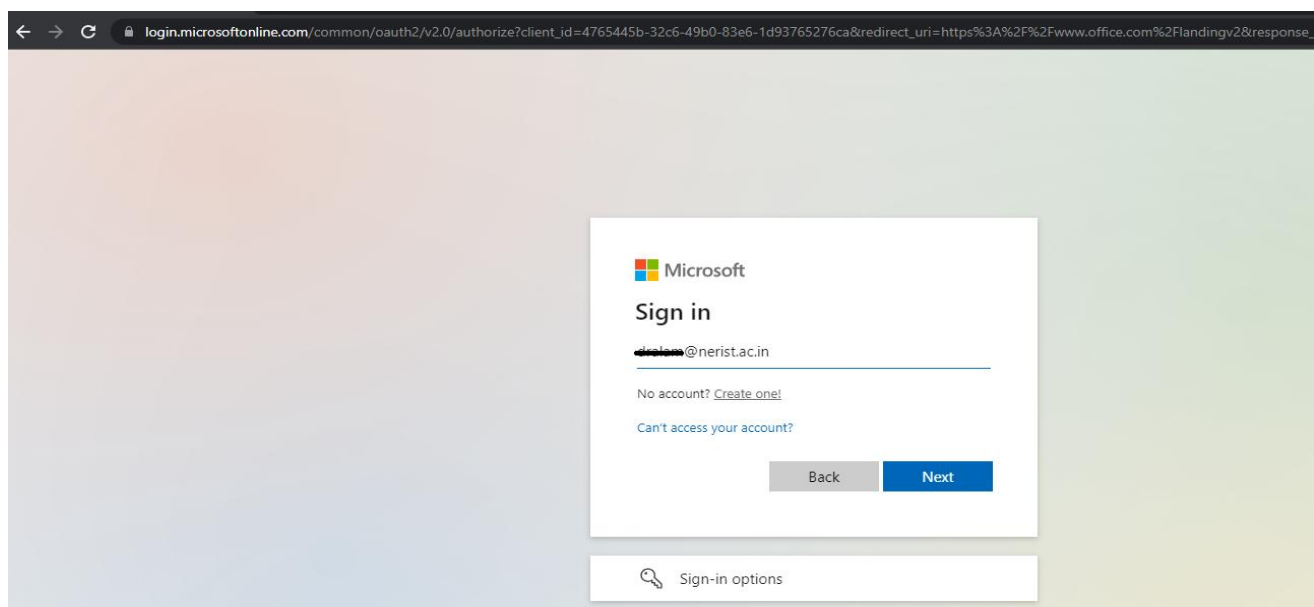
Steps to change default password after Login:

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

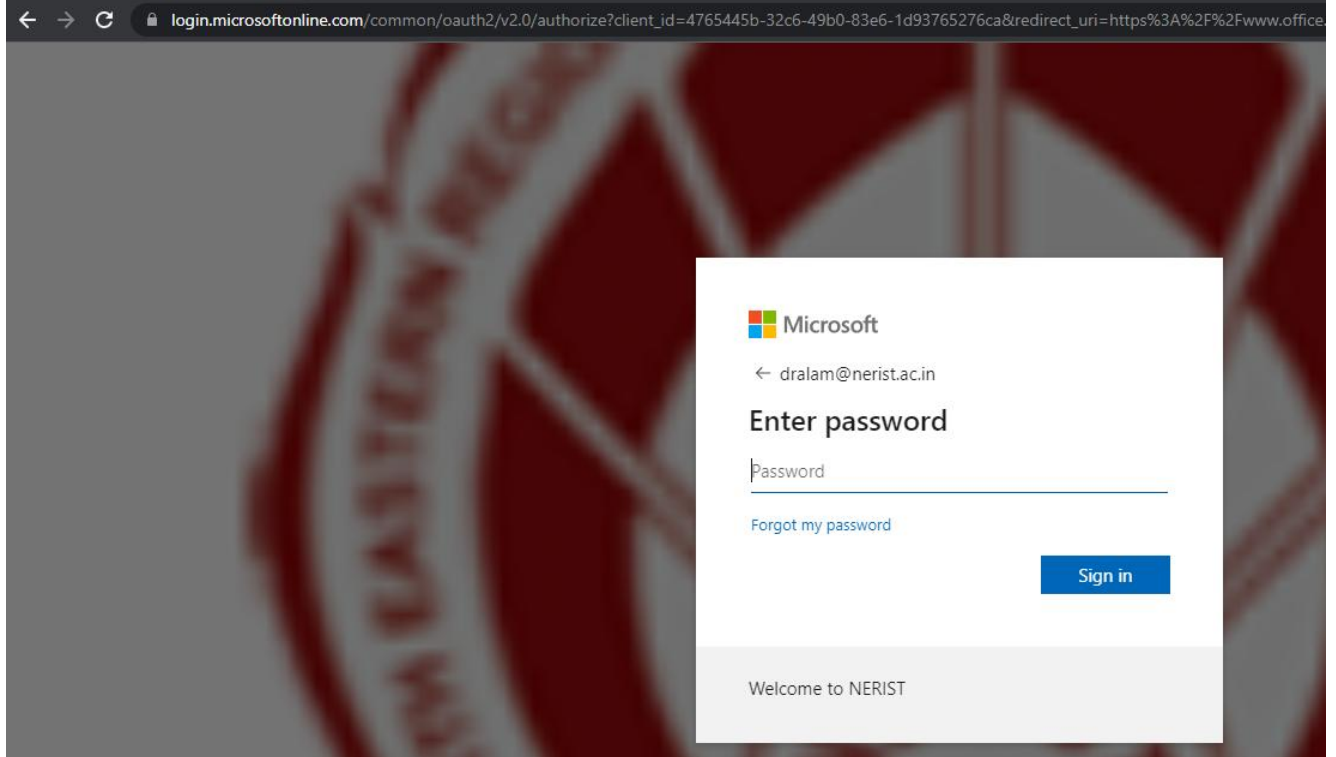


Sign in to use your favorite productivity apps from any device

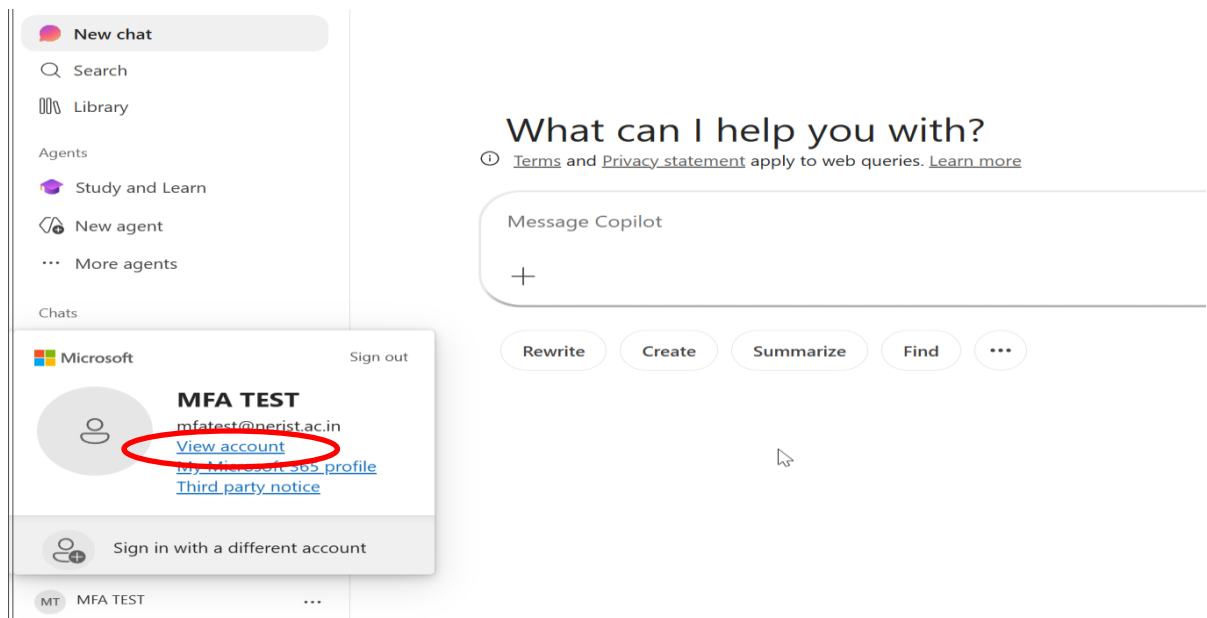
2. Provide your username (if your user id is abc then you should be Sin in with abc@nerist.ac.in) as shown below and click Next



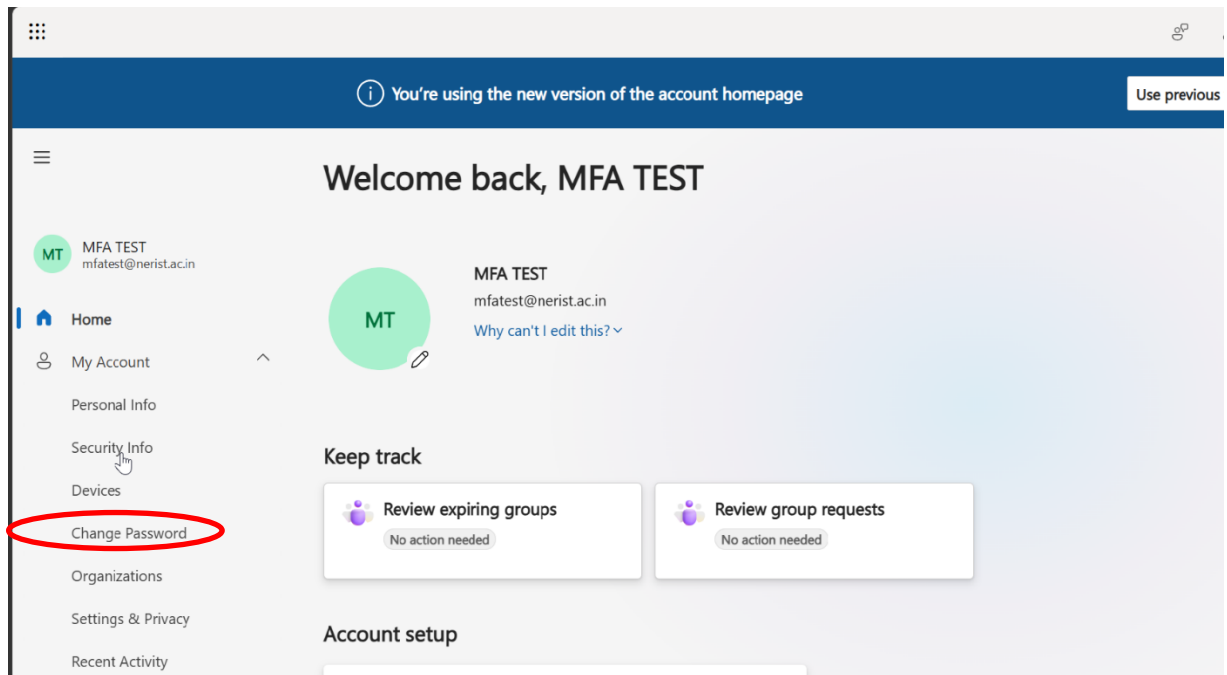
3. Provide default password as: **Welcome@123** and click on Sign in.



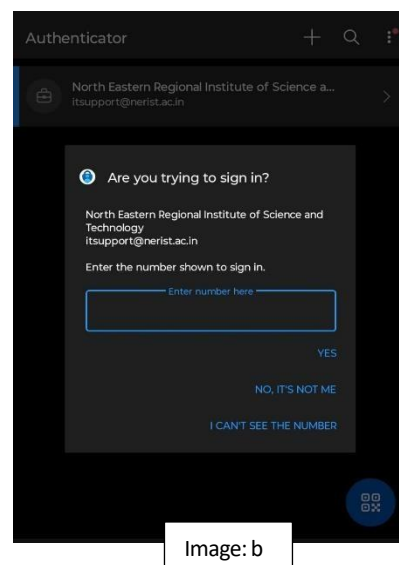
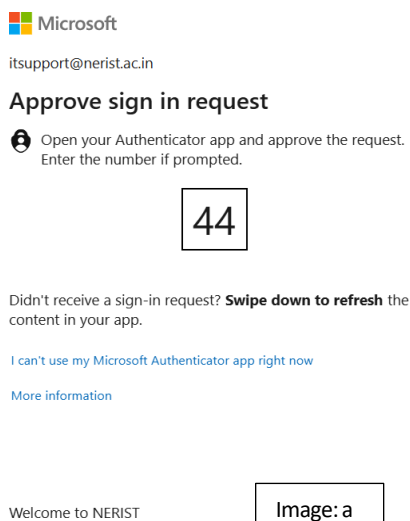
4. Go to your Account and Click on View Account.



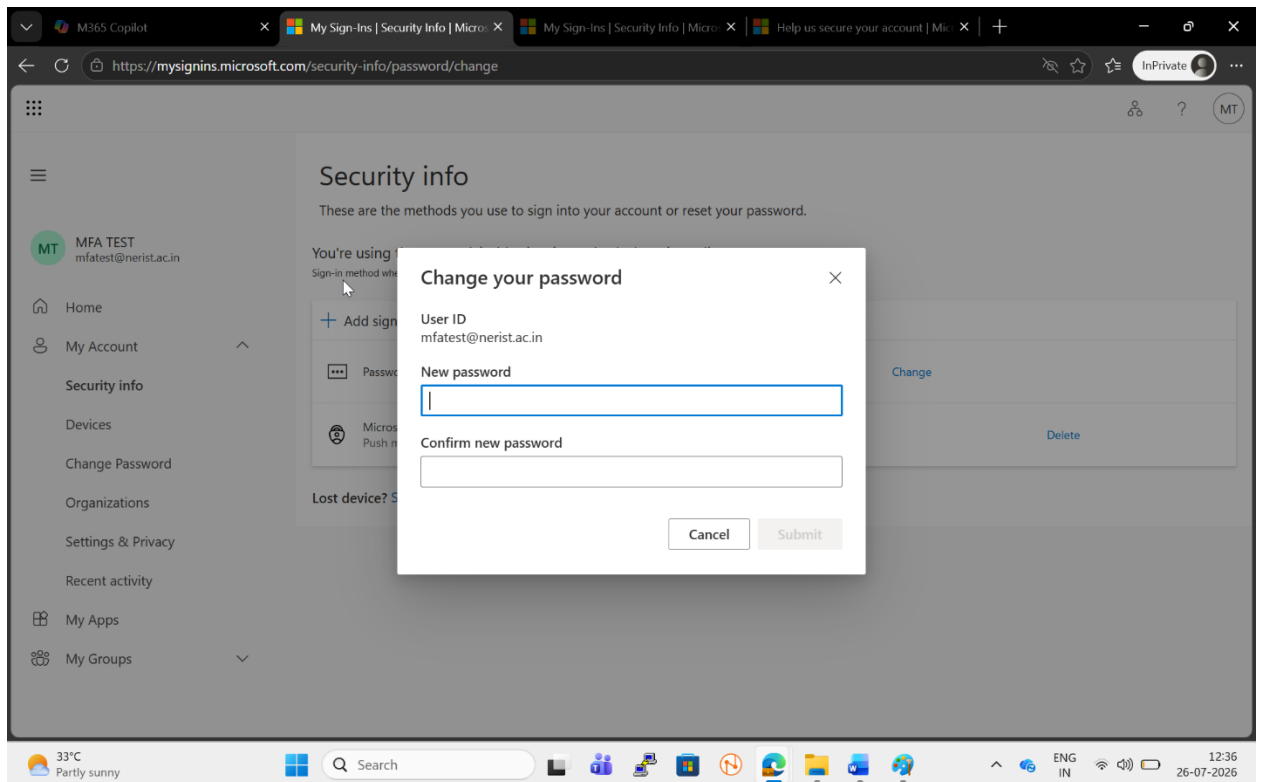
5. Go to My Account and Click on **Change Password**



6. A popup will appear with a Number. Shown in Image:a



7. Notifications will be sent on your mobile (Mobile should be connected to Internet). Tap on that notification and enter same number that is displayed in your laptop/desktop. Shown in Image:b.
8. Provide the details below:
 - 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.



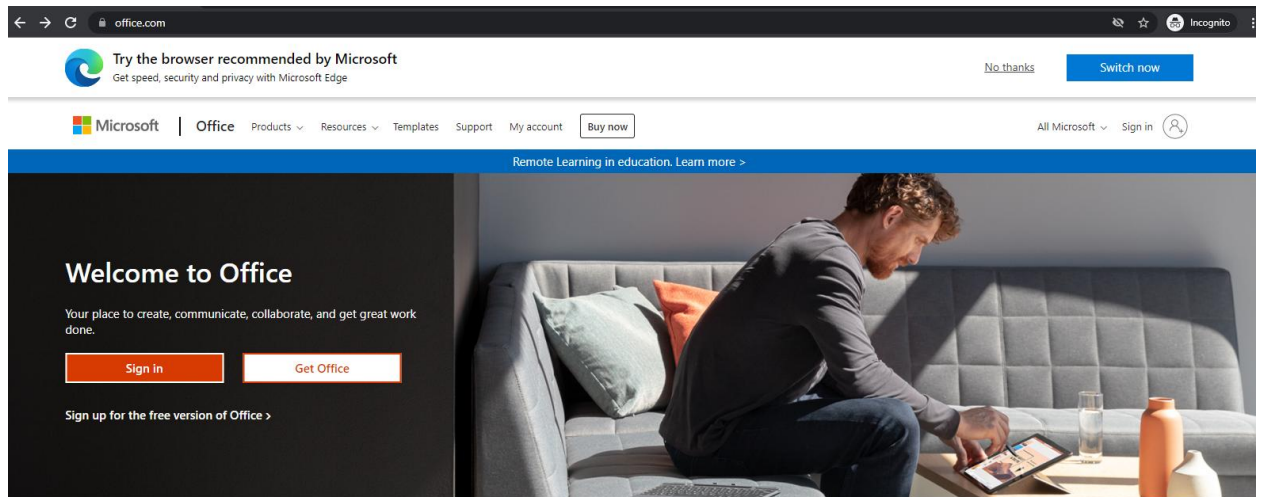
Annexure-III

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.

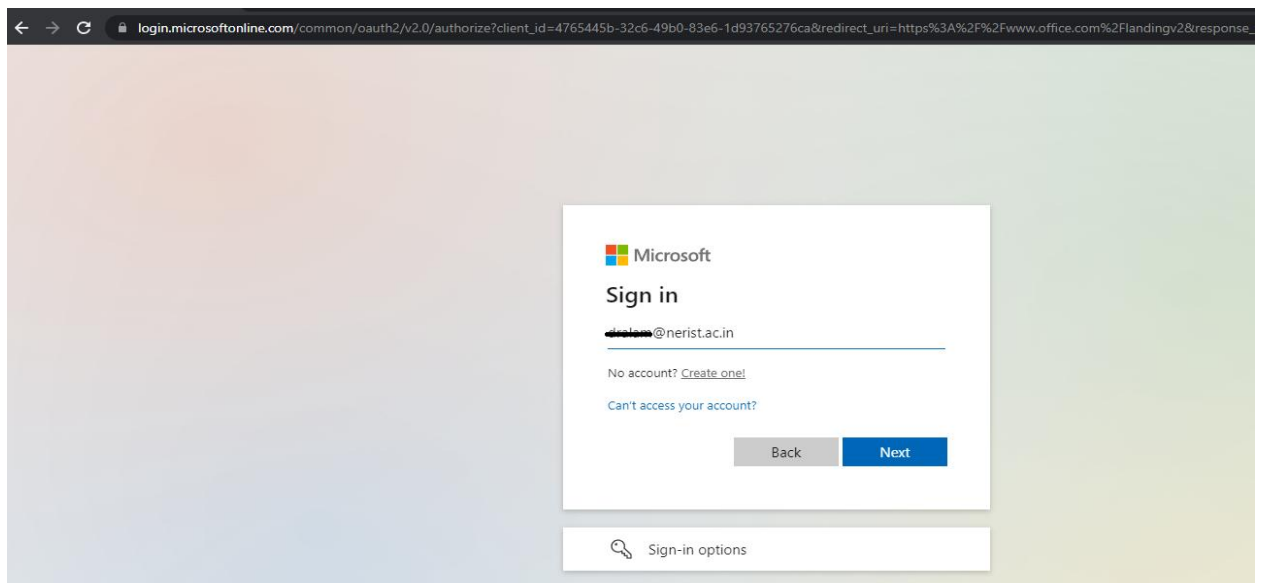
Steps to set and verify the recovery Phone number and email ID during first time login:

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

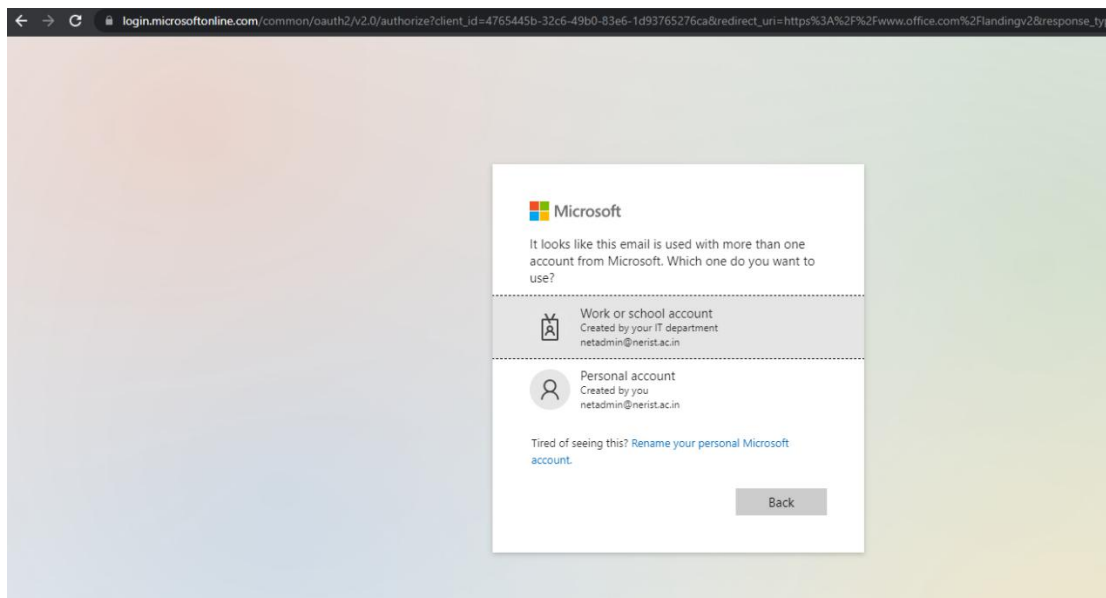


Sign in to use your favorite productivity apps from any device

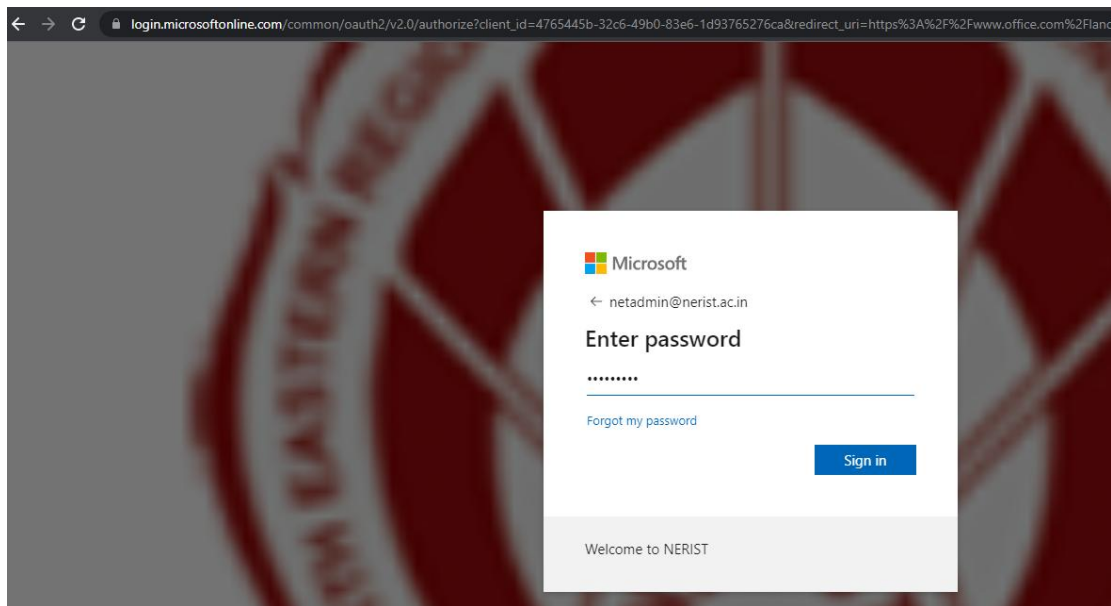
2. Provide user ID , which will be <registration number without />@nerist.ac.in (example: 444444@nerist.ac.in) as shown below and click Next



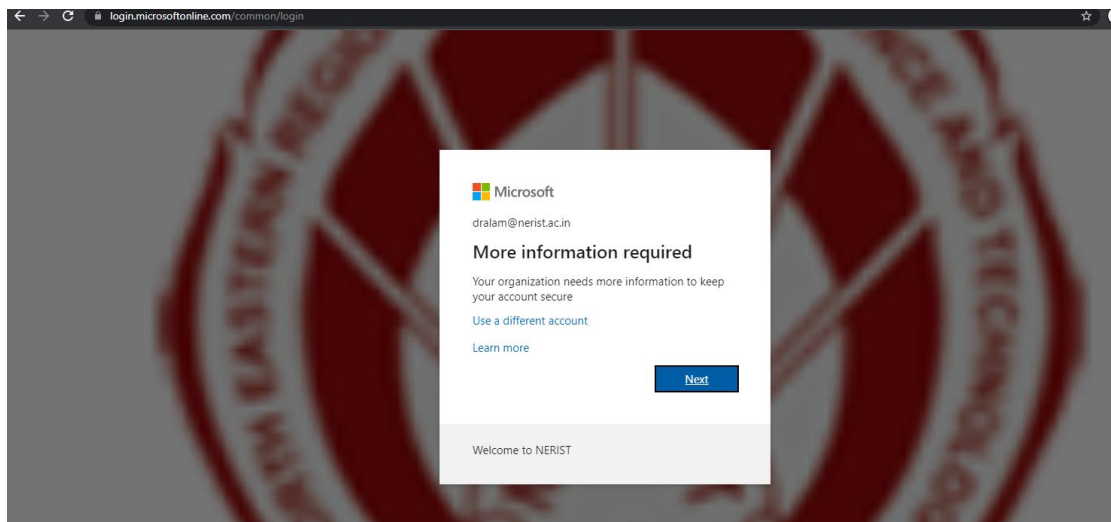
3. Select **“Work or school account”**



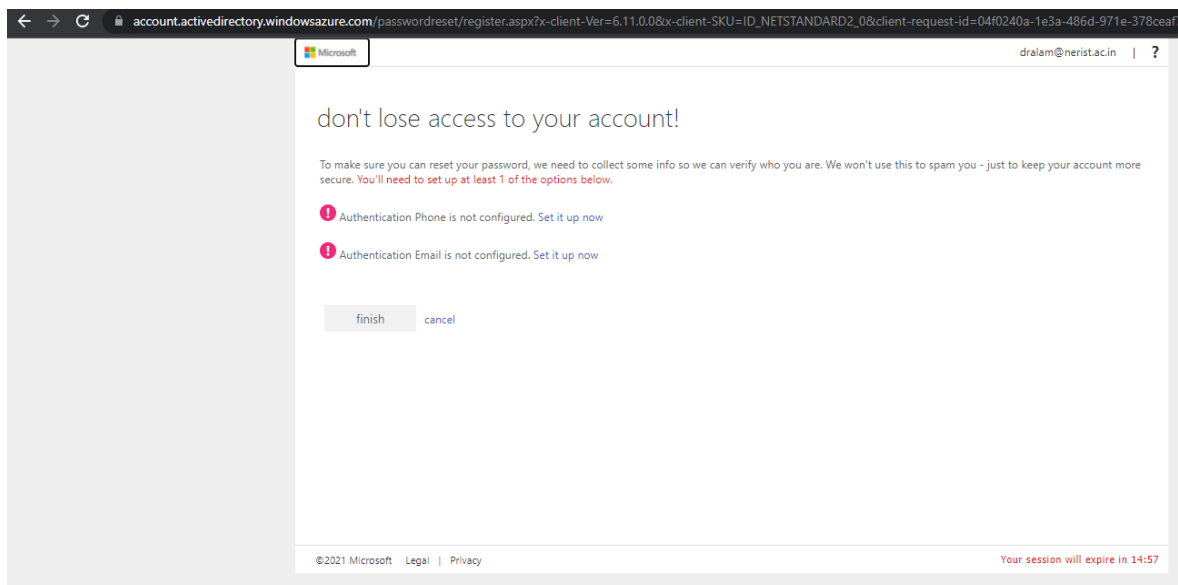
4. Provide default password as **“Welcome@123”** and click on Sign in.



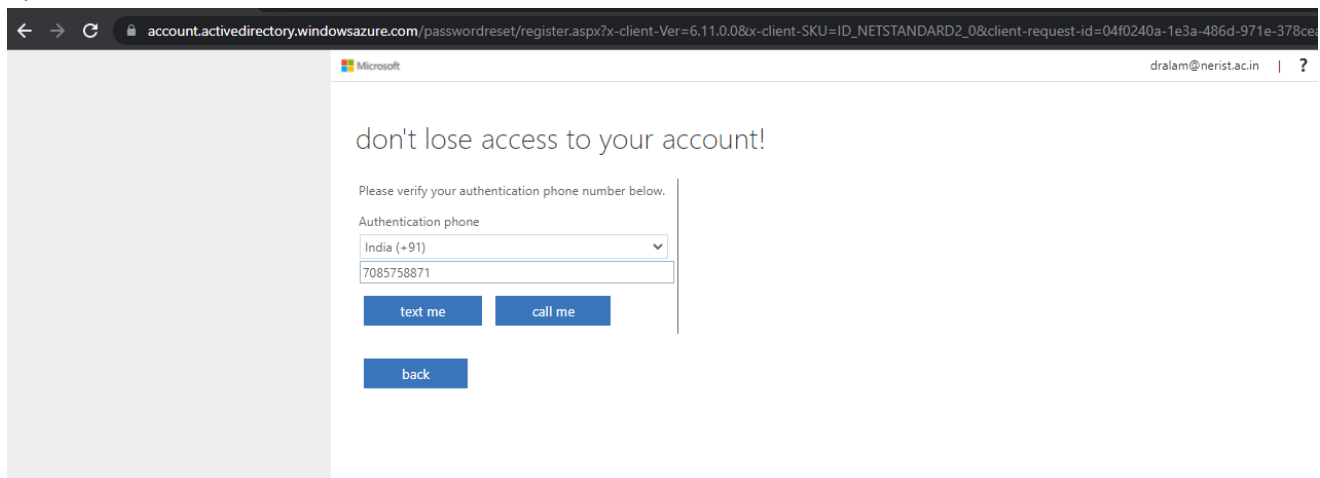
5. Click on Next



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.

← → ↻ 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-378ce3

Microsoft dralam@neristac.in | ?

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

India (+91)

7085758871

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.

← → ↻ 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-378ce3

Microsoft dralam@neristac.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 drawan.rashid@gmail.com. [Change](#)

finish cancel

©2021 Microsoft Legal | Privacy Your session will expire in 14:57

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