

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

Dated 04.10.2021

CIRCULAR

This is to inform that, SSO (Single Sign on) and Self password reset/recovery options are going to be implemented for Internet access users and all Office 365 applications including Email service of the Institute. These features will enable users to use the same credential for multiple application and user will also be able to change password by themselves and reset password using forget password option. To enable the said features users are required to follow the steps mentioned below:

Step 1: login to www.office.com with default password.

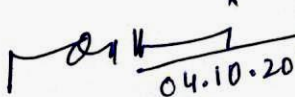
Step 2: Set their recovery authentication phone number/email ID:

- New users required to follow the steps mentioned in **Annexure-I** during their first-time login.
- Existing users, who have not yet set their recovery authentication phone number/email ID they also need to set the same by following the steps mentioned in **Annexure-II**.

Step 3: After setting the recovery authentication phone number/email ID, users must need to change their default password immediately by following the steps mentioned in **Annexure-III**

Students are required to follow the above steps from 10/10/2021 onwards and a demo session for the same will be held on 07/10/2021 at 4 PM through MS Teams. Students are requested to join the session on time from MS Teams Calendar (scheduled meeting) or from the link provided on NERIST-STUDENT MS Team Group.

Staff and Faculties will be required to follow the same steps in the second phase and the schedule will be intimated shortly.

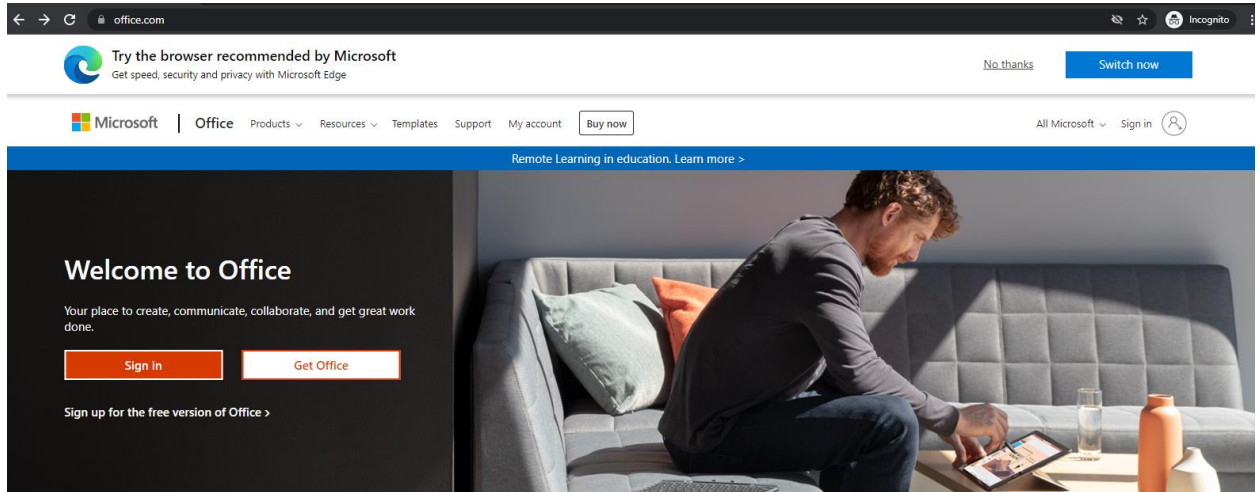
  
04.10.2021  
(Pradeep Kamboj)  
Head E.T. Cell

## **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.

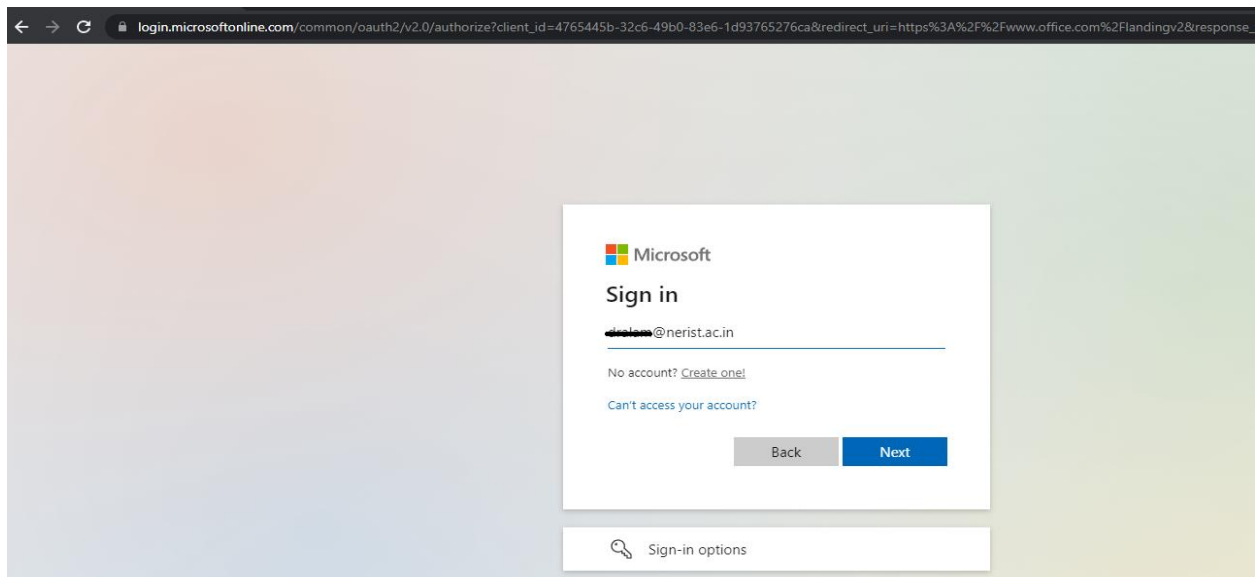
Steps to set and verify the recovery Phone number and email ID during first time login:

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

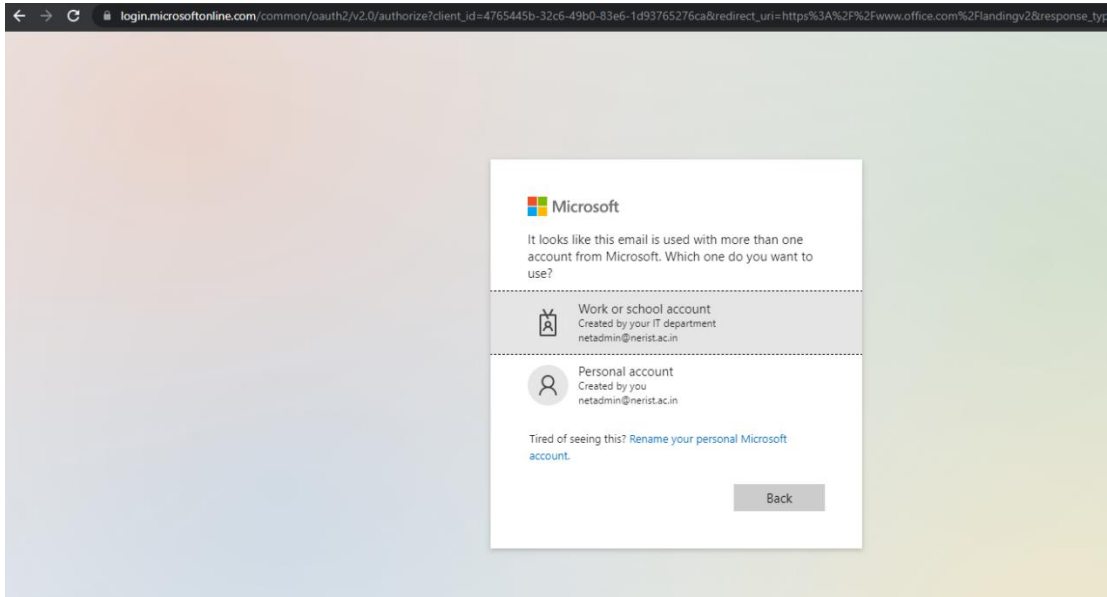


**Sign in to use your favorite productivity apps from any device**

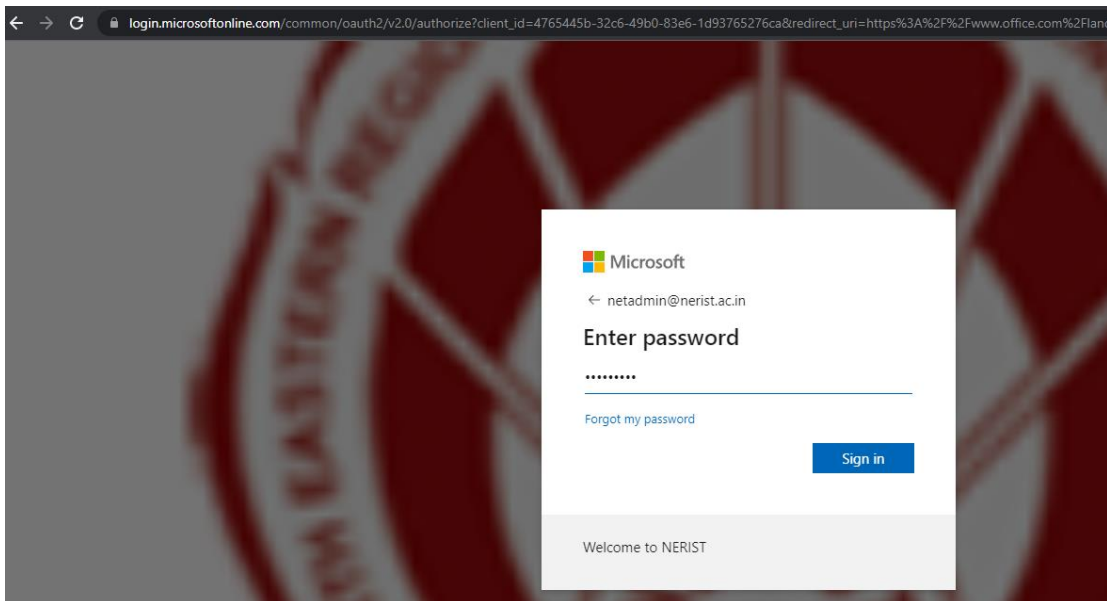
2. Provide your username (if your user ID is abc then you have to Sign in with [abc@nerist.ac.in](mailto:abc@nerist.ac.in), for student user ID will be <registration number without />@nerist.ac.in) as shown below and click Next



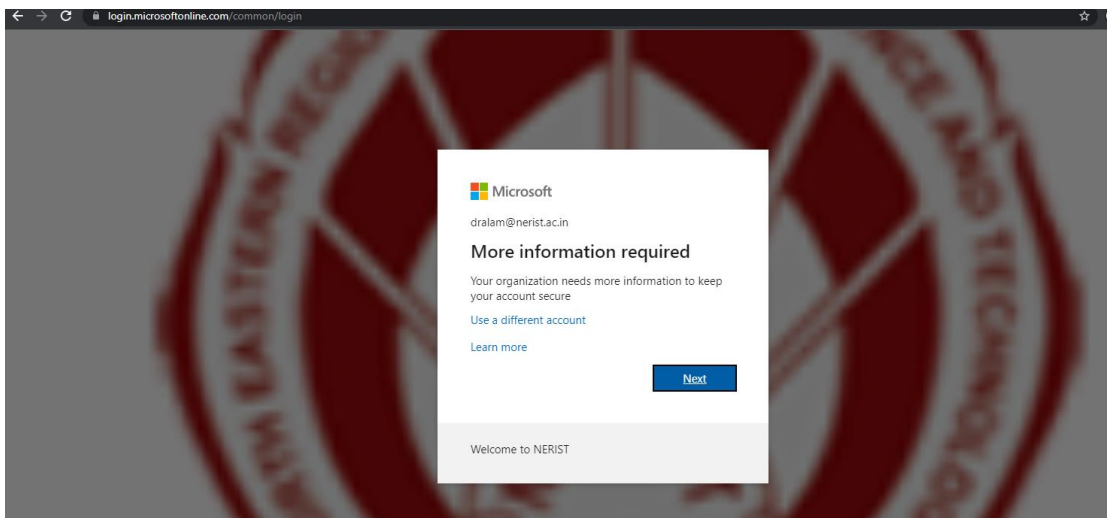
3. Select **“Work or school account”**



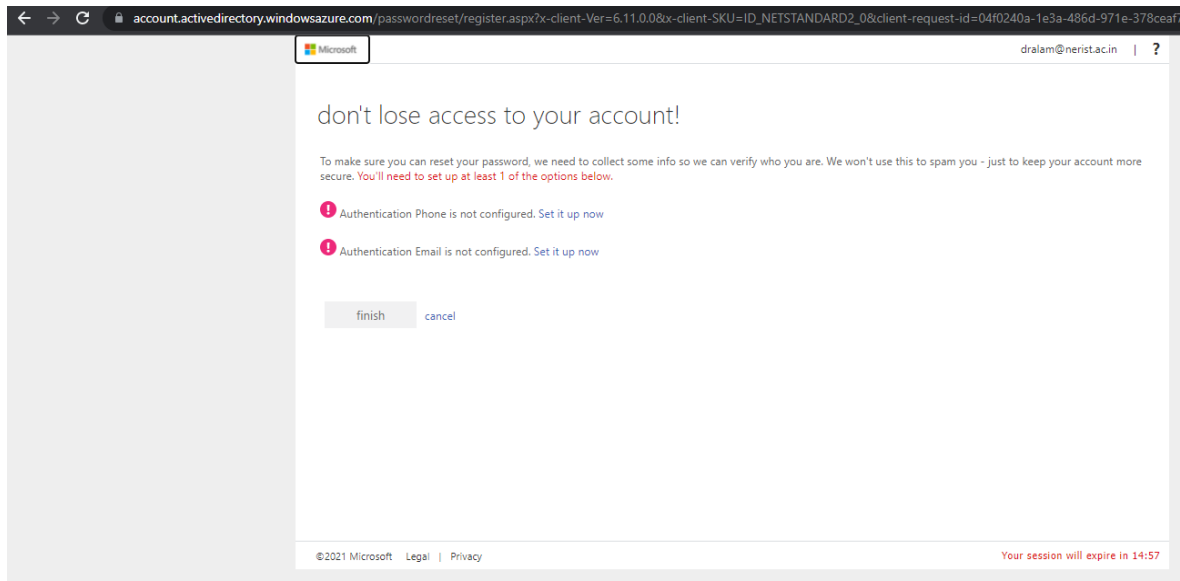
4. Provide default password as **“Welcome@123”**, W is in Capital letter and click on Sign in.



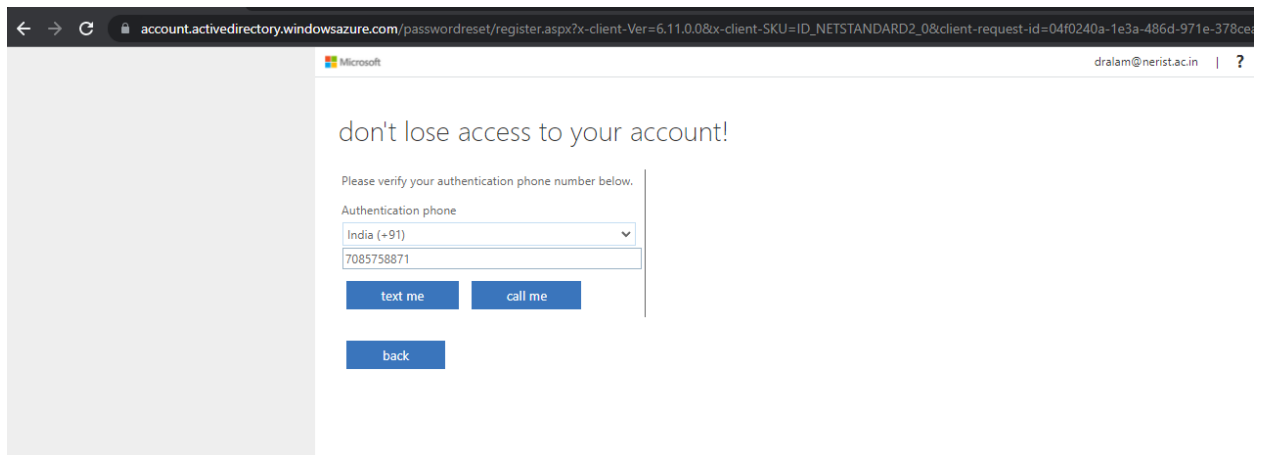
5. Click on Next



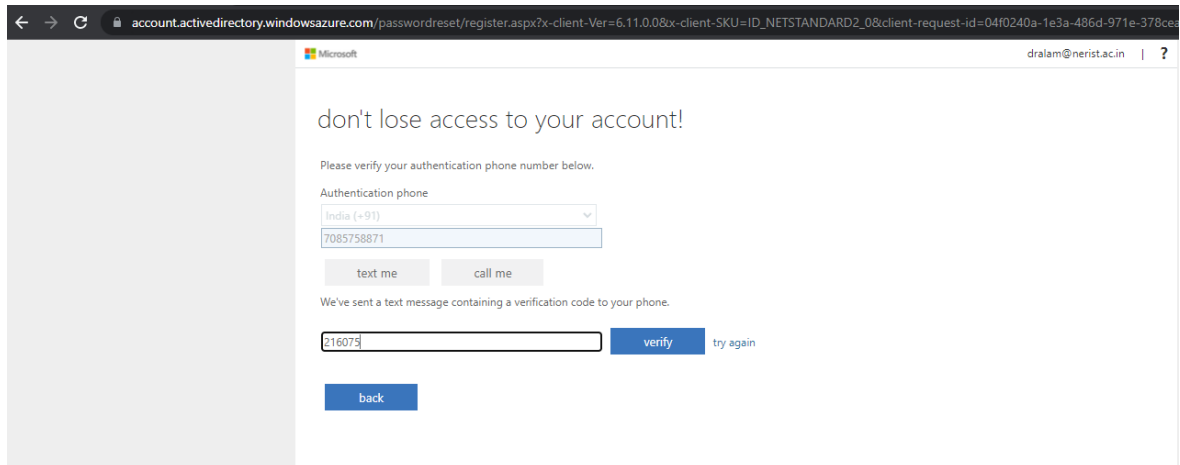
- Now, for enabling self-password reset you need to set phone number and additional email ID (the email ID should be other than Institute provided). For Authentication Phone Configuration Click on “Set it up now”



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

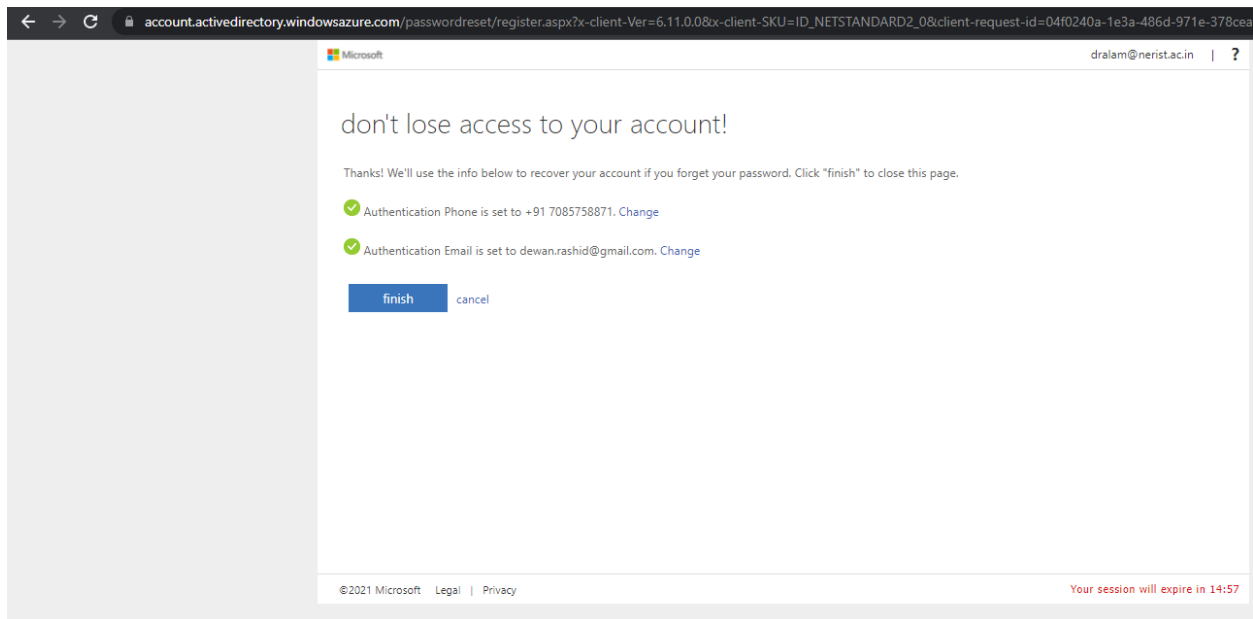


8. A verification Code will be sent your provided mobile number. Put the Verification Code and click on Verify.



The screenshot shows a web browser window with 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 title is "don't lose access to your account!". Below the title, it says "Please verify your authentication phone number below." There is a dropdown menu for "Authentication phone" set to "India (+91)". Below that is a text input field containing "7085758871". There are two buttons: "text me" and "call me". Below these buttons, it says "We've sent a text message containing a verification code to your phone." There is a text input field containing "216075" and a "verify" button. To the right of the "verify" button is a link "try again". Below the "verify" button is a "back" button.

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.

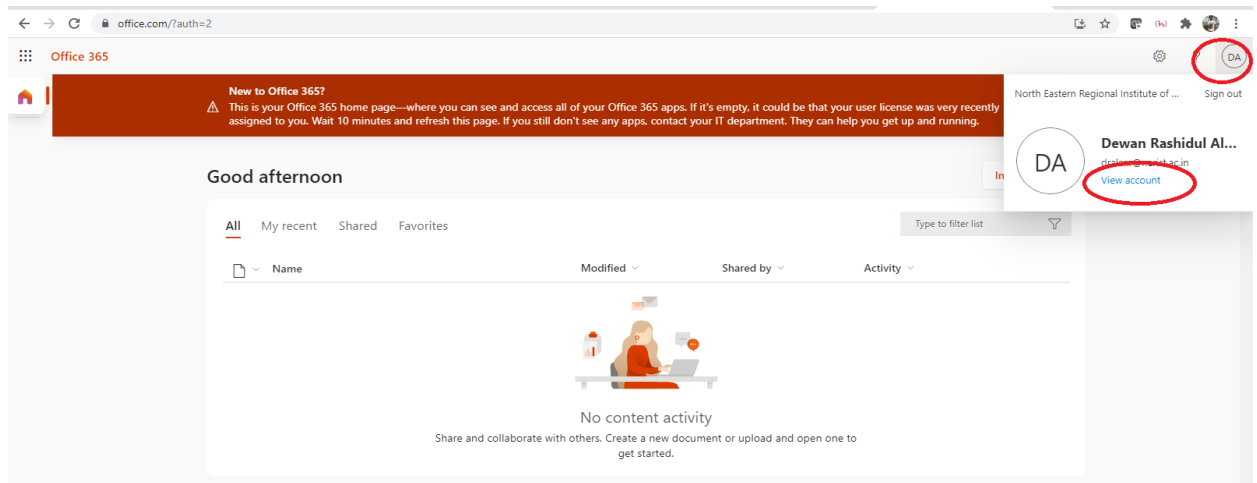


The screenshot shows the same web browser window as the previous one, but the page content has changed. It still says "don't lose access to your account!". Below that, it says "Thanks! We'll use the info below to recover your account if you forget your password. Click 'finish' to close this page." There are two green checkmarks indicating successful configuration: "Authentication Phone is set to +91 7085758871. Change" and "Authentication Email is set to dewan.rashid@gmail.com. Change". Below these messages are two buttons: "finish" and "cancel". At the bottom of the page, there is a footer with "©2021 Microsoft Legal | Privacy" and a red text "Your session will expire in 14:57".

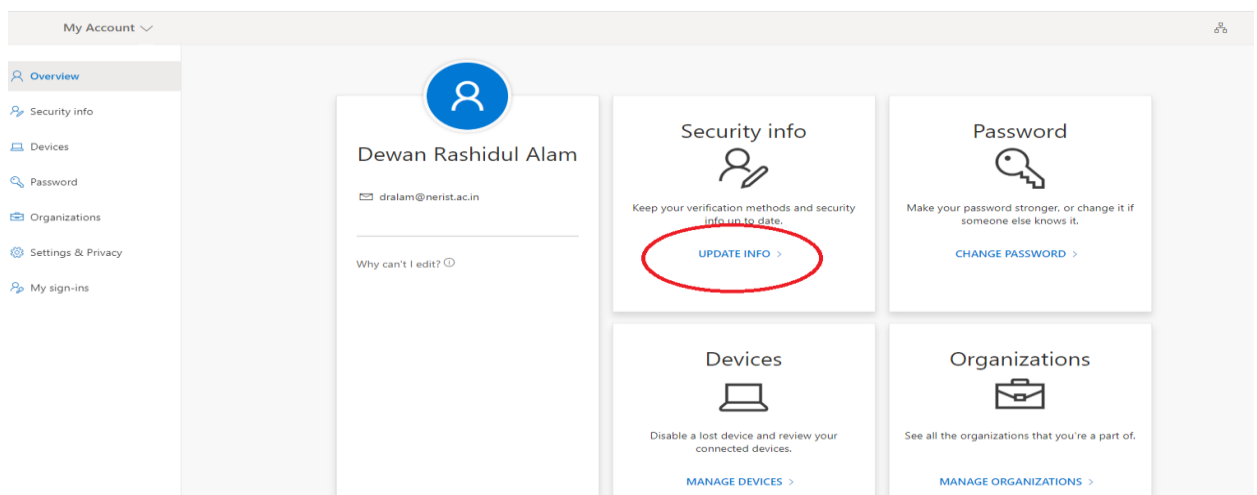
10. After verifying Phone and Email ID Click on Finish.

**Verify Phone number after Login**

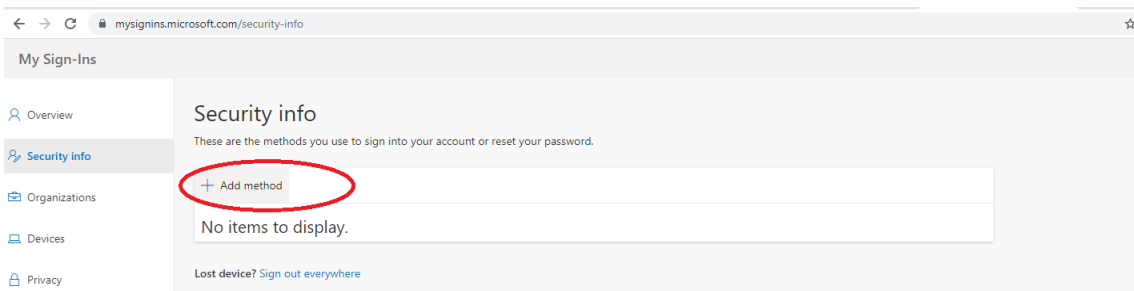
1. After Login into [www.office.com](http://www.office.com) , go to→ Account Manager → Click on View Account



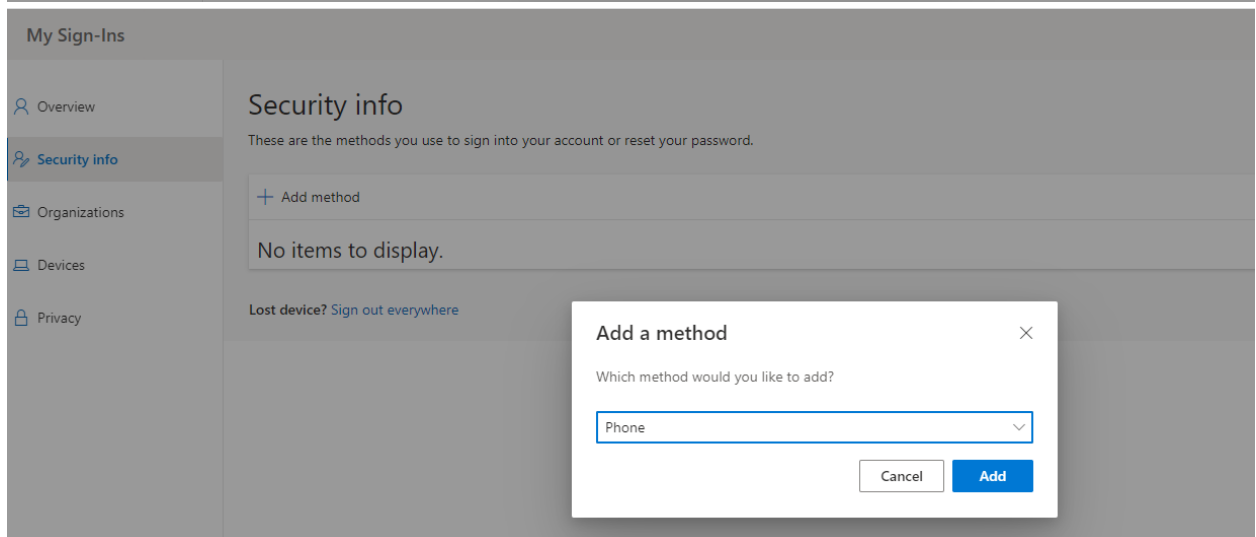
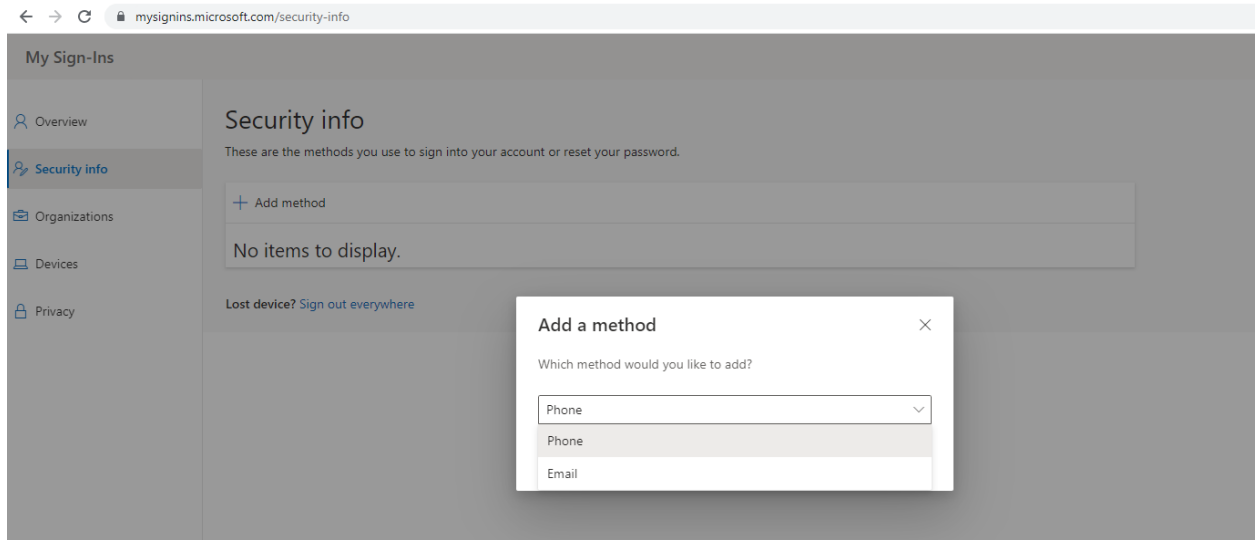
2. Click on UPDATE INFO



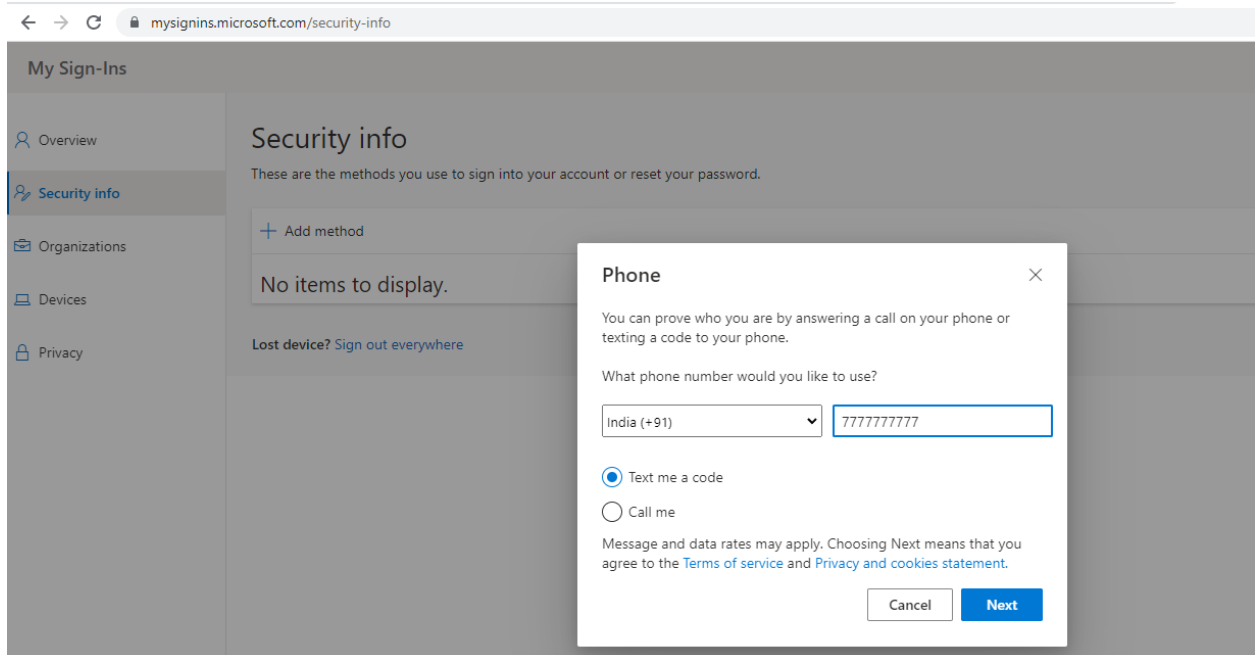
3. Click on Add Method



4. Select Phone from Drop Down List→Click on ADD



5. Select Country Code for India→Provide Mobile number→ Select Text me a code→Click on Next



6. Provide 6-digit verification code, which will be sent to your given mobile number→ Click on Next→ Click on Done

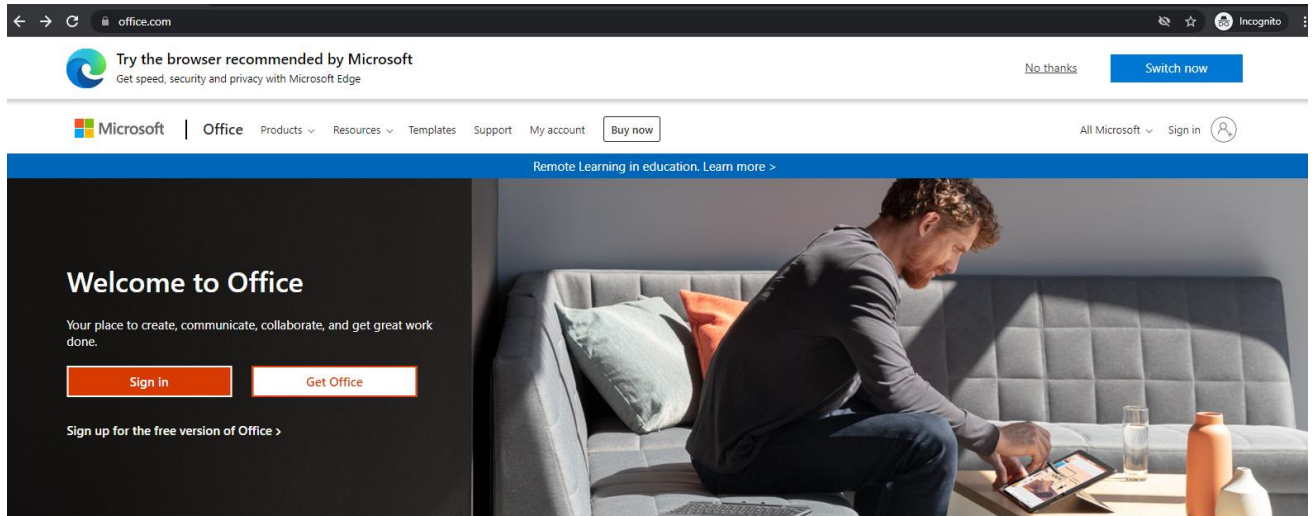
The screenshot shows the Microsoft 'My Sign-Ins' page, specifically the 'Security info' section. The left sidebar contains links for Overview, Security info (selected), Organizations, Devices, and Privacy. The main content area is titled 'Security info' and includes a sub-header 'These are the methods you use to sign into your account or reset your password.' Below this is an 'Add method' button and a message 'No items to display.' A 'Lost device? Sign out everywhere' link is also present. A modal window titled 'Phone' is open, displaying a message: 'We just sent a 6 digit code to +91-9888888888. Enter the code below.' The input field contains the code '227360'. There is a 'Resend code' link and 'Back' and 'Next' buttons at the bottom of the modal.

\*\*\* Email Verification is optional, you can verify your authentication email (email id should be other than institute provide) by selecting option as “Email” during Add Method at Step 4.



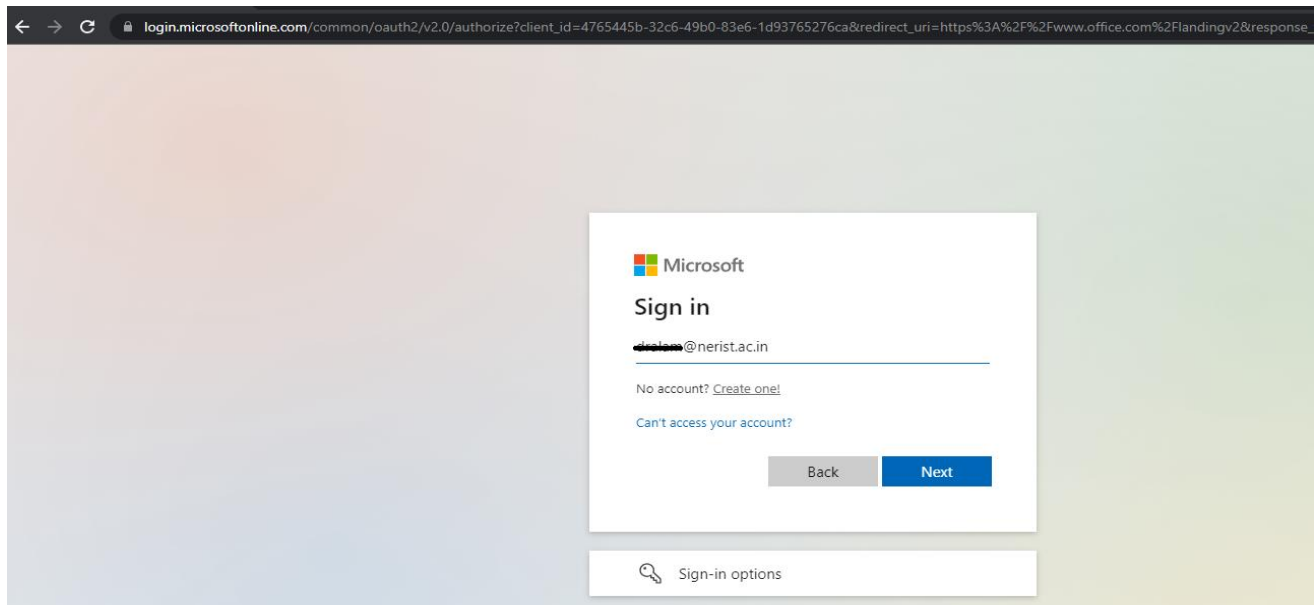
## Step to reset default password after Login:

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

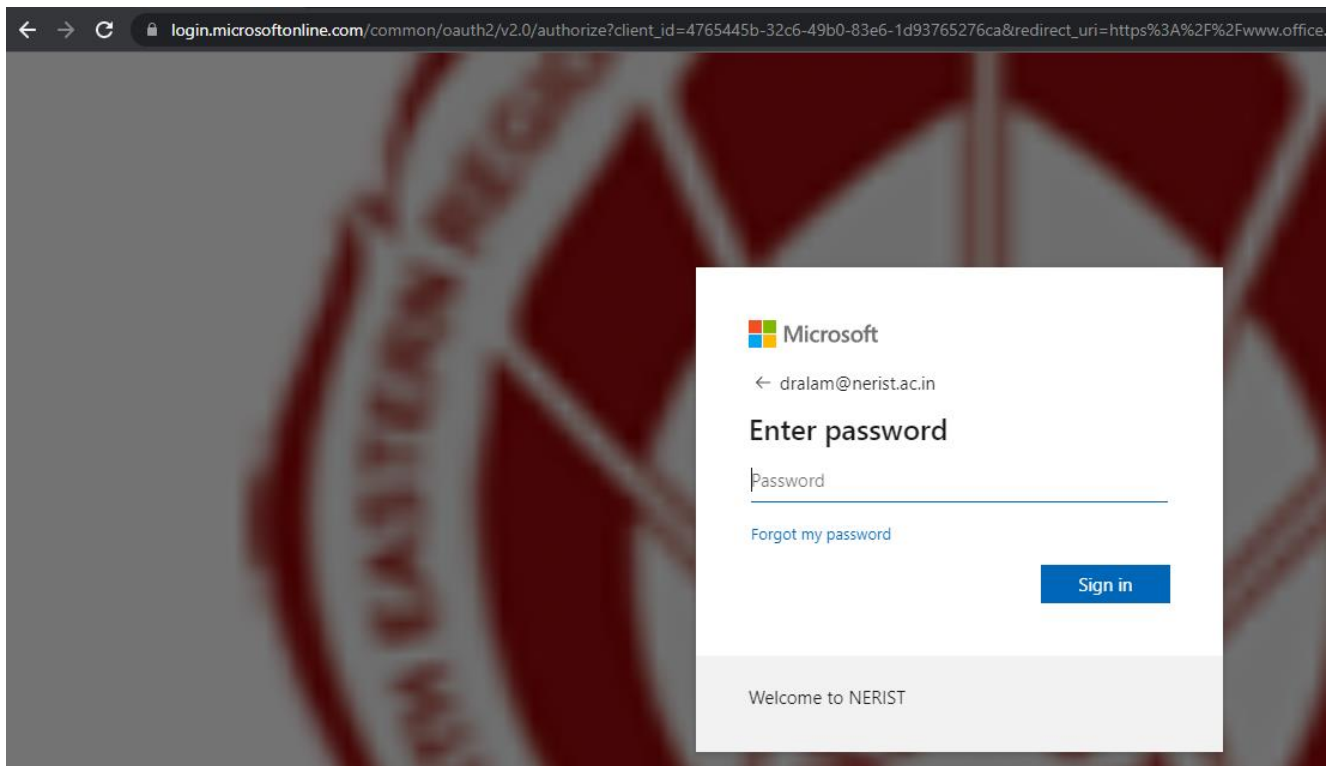


Sign in to use your favorite productivity apps from any device

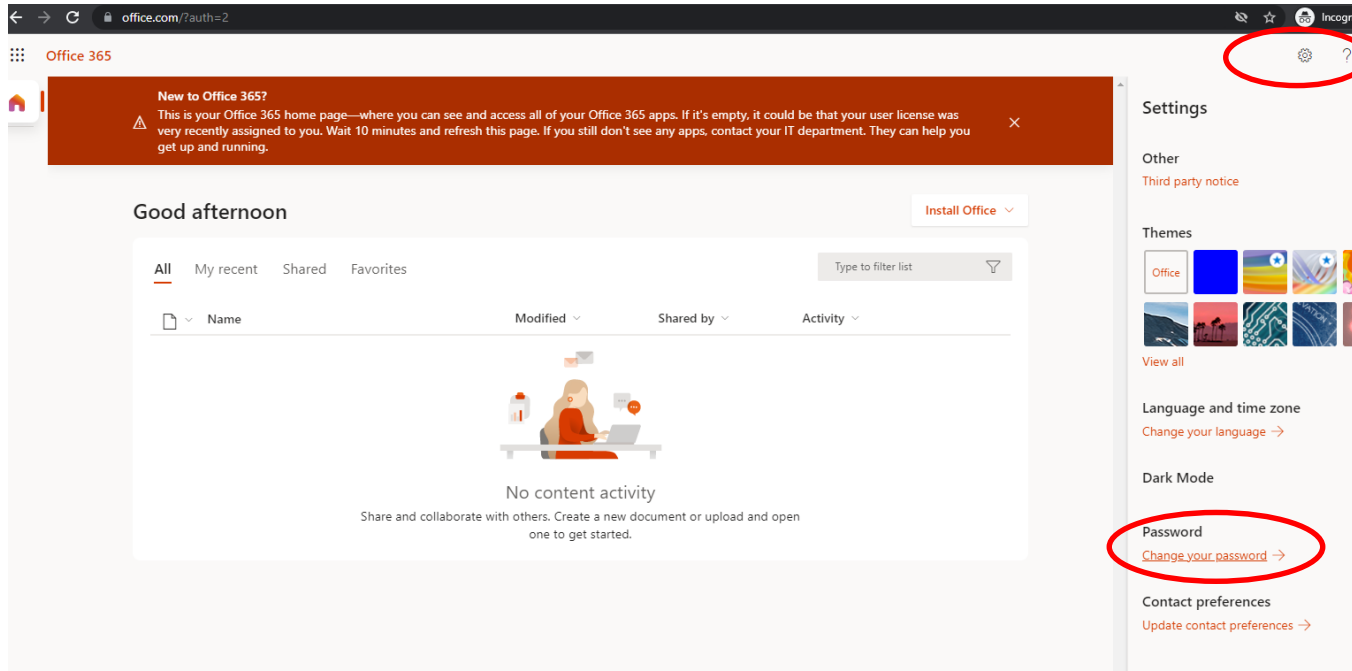
2. Provide your username (if your user id is abc then you should be Sin in with [abc@nerist.ac.in](mailto:abc@nerist.ac.in)) as shown below and click Next



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

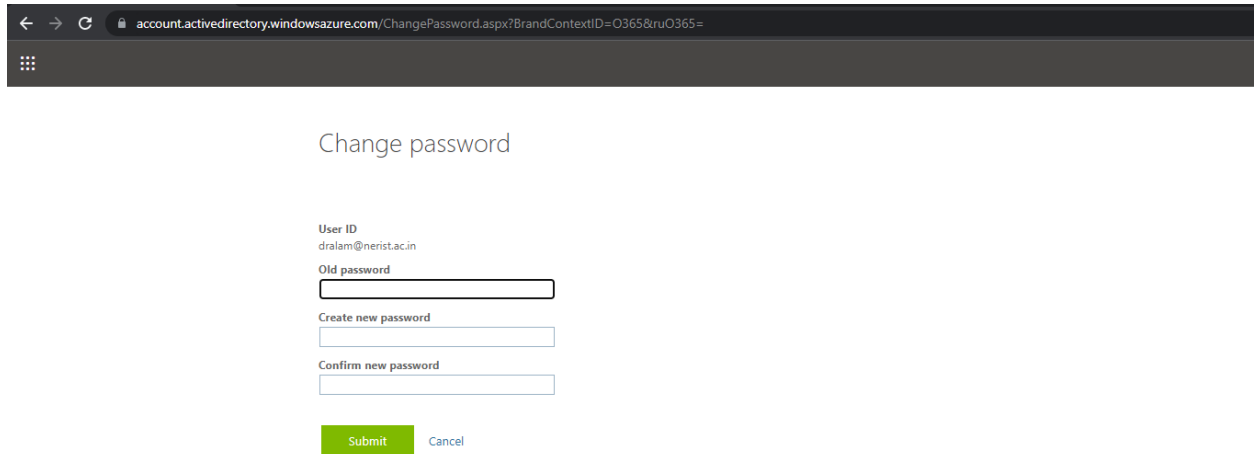


4. Click on Settings then Click on Change password option.



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 an upper case letter, special character and a number)
- Confirm new password and Click on submit.



The screenshot shows a web browser window with the address bar displaying the URL: `account.activedirectory.windowsazure.com/ChangePassword.aspx?BrandContextID=O365&ruO365=`. The page title is "Change password". Below the title, the user ID is displayed as `dralam@nerist.ac.in`. There are three input fields: "Old password", "Create new password", and "Confirm new password". At the bottom, there are two buttons: a green "Submit" button and a blue "Cancel" button.

Change password

User ID  
dralam@nerist.ac.in

Old password

Create new password

Confirm new password