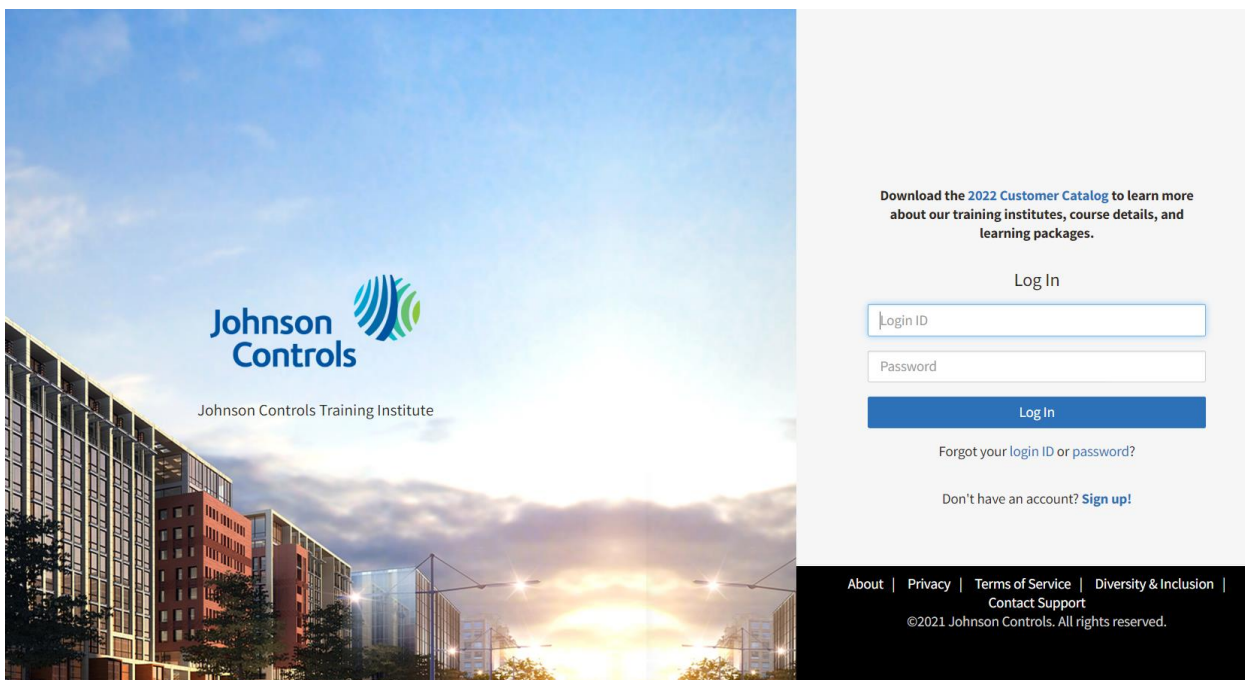


JCI Training Institute Registration Process User Guide

This user guide provides step-by-step instructions for the Johnson Controls Training institute registration process. Please follow this simple guide if you're accessing the Learning Institute through the webpage on the Johnson Controls website [here](#). If you receive an error or have general questions on the registration process, you can also use the helpful "Contact Support" feature embedded at the bottom of the registration page to chat with a support specialist in real-time [here](#).

Step 1: Welcome to the sign-up page:

- Once on the registration page, if you do not have login credentials already, you will be prompted to create one by selecting "Sign up!"



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Log In

Login ID

Password

Log In

[Forgot your login ID or password?](#)

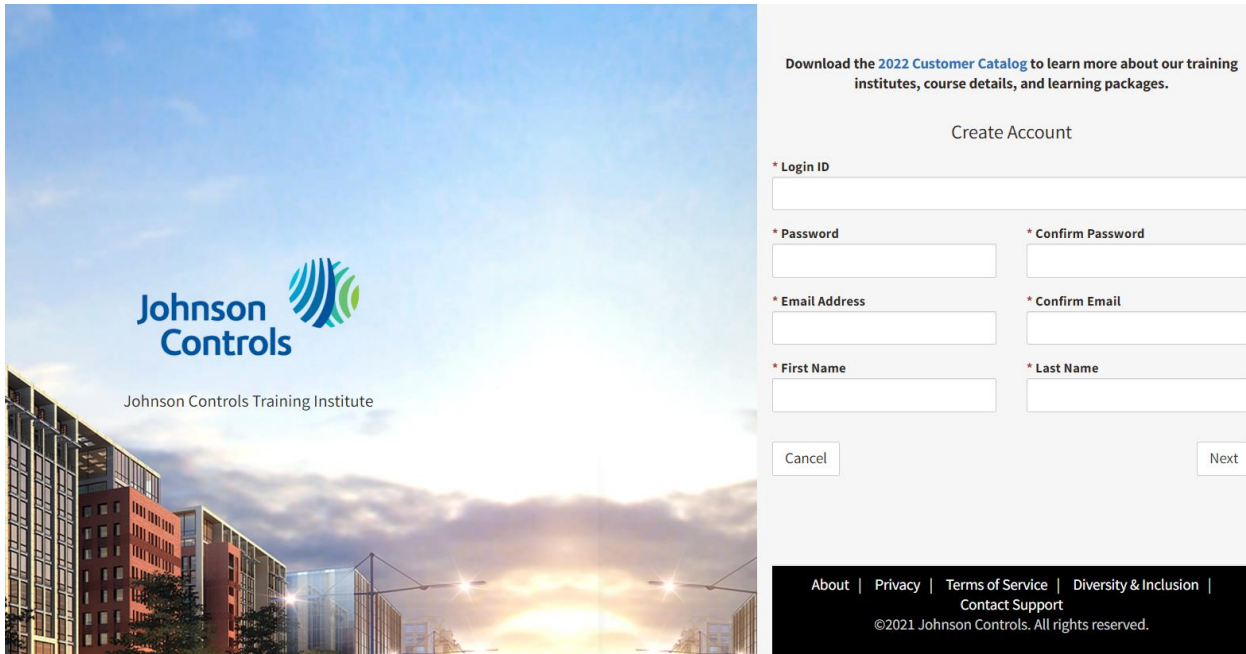
Don't have an account? [Sign up!](#)

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Step 2: Account Creation (username, password, login credentials):

- Once sign up is selected, please input all required fields (a unique login ID, password, email address etc)



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Create Account

* Login ID

* Password * Confirm Password

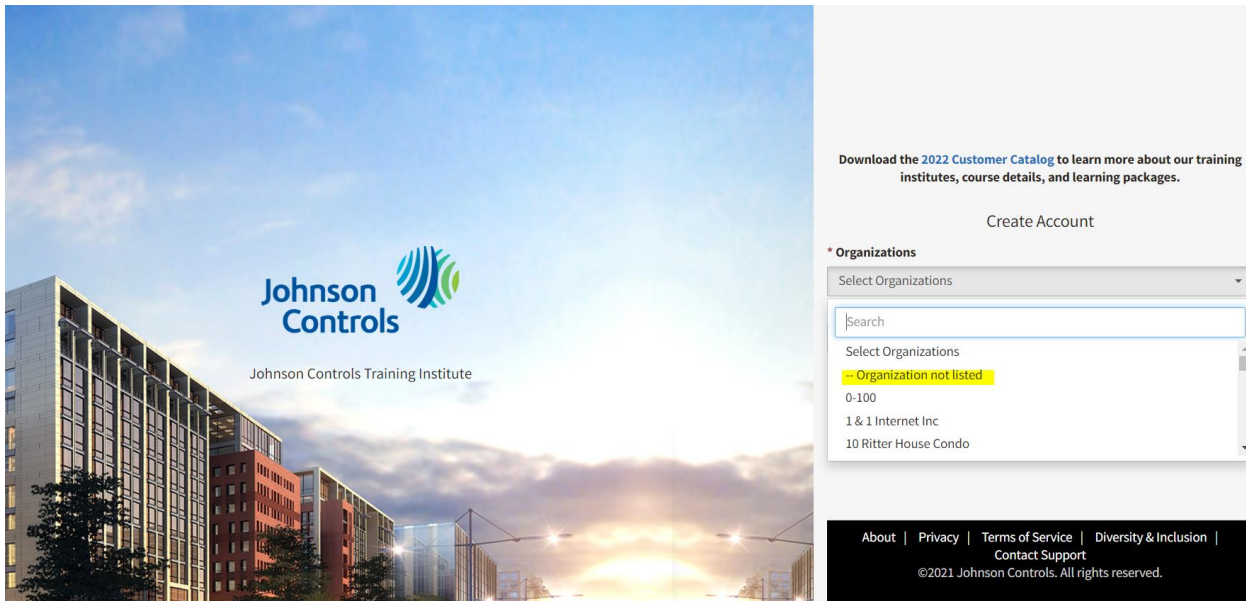
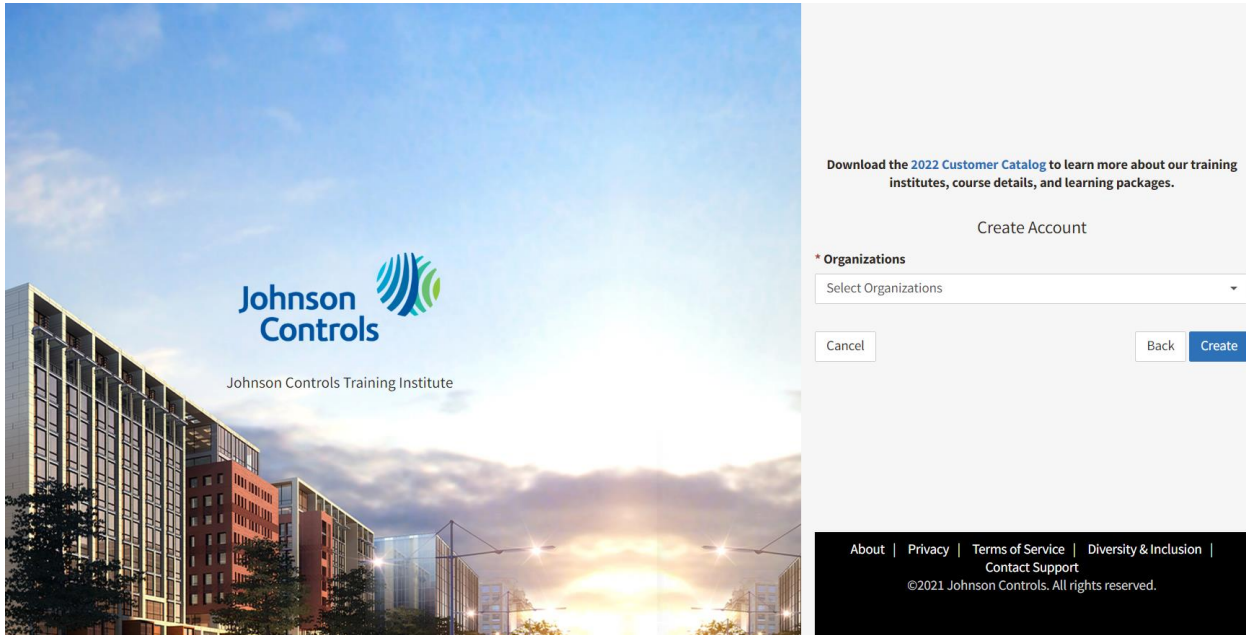
* Email Address * Confirm Email

* First Name * Last Name

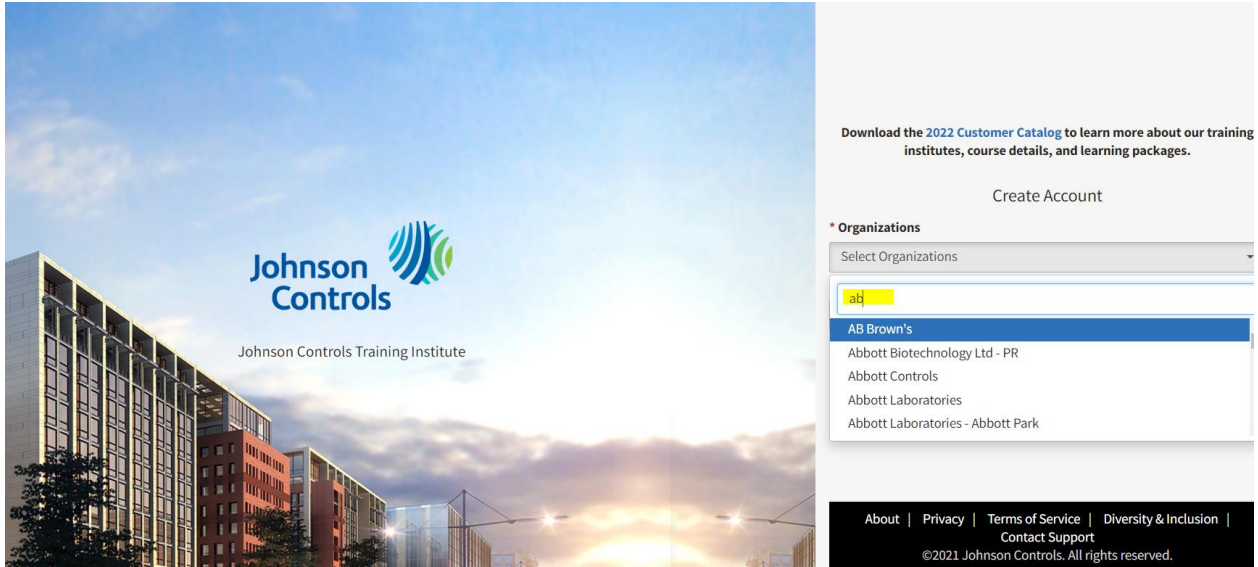
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Step 3: Organization Selection:

- Once you've created your unique user credentials, you will be prompted to select your organization
- You can search for your organization by selecting the "search" bar at in the organization drop down menu
- If your organization is not searchable or present in the listings, please select "Organization Not Listed"



Example of type in search field:



The screenshot displays the Johnson Controls Training Institute website. The header features the Johnson Controls logo and the text "Johnson Controls Training Institute". A search dropdown menu is open, showing a list of organizations. The search input field contains the text "atj". The dropdown list includes the following items:

- AB Brown's
- Abbott Biotechnology Ltd - PR
- Abbott Controls
- Abbott Laboratories
- Abbott Laboratories - Abbott Park

Below the search dropdown, there is a "Create Account" button and a link to "Download the 2022 Customer Catalog to learn more about our training institutes, course details, and learning packages." At the bottom of the page, there is a footer with links for "About", "Privacy", "Terms of Service", "Diversity & Inclusion", and "Contact Support", along with the copyright notice "©2021 Johnson Controls. All rights reserved."

Step 4: Account Successfully Created:

- Congratulations, your account has been created!
- With the login credentials you created, you can now log into the JCI Training Institute



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Create Account

* Organizations

-- Organization not listed

Cancel Back Create

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Log In

✔ The account was created and the user profile was updated.

Login ID

Password

Log In

Forgot your login ID or password?

Don't have an account? [Sign up!](#)

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Contact Support
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Step 5: Log into your account:

- You will now be able to log into your account with your unique credentials.
- Please contact the JCI Training Institute support team if you cannot access the Training Institute upon account creation [here](#).

The screenshot shows the Johnson Controls training portal interface. At the top is a blue navigation bar with the Johnson Controls logo on the left, followed by menu items: Home, Current Training, and Transcript. To the right of the menu is a 'Catalog' button and a search bar labeled 'Search Catalog'. Further right are icons for a shopping cart (0 items), a help/question mark, and a user profile icon labeled 'JD'. Below the navigation bar, the main content area is divided into three sections: 'Current Training', 'Recent Announcements', and 'Completed Training'. Each section contains a table with headers and a 'No records found.' message. The 'Current Training' table has columns for Title, Started/Begins, Due/Ends, and Action. The 'Completed Training' table has columns for Title, Type, Status, Score, and Action. A 'Find More Training' button is located in the top right corner of the 'Current Training' section.

Title	Started/Begins	Due/Ends	Action
No records found.			

Title	Type	Status	Score	Action
No records found.				