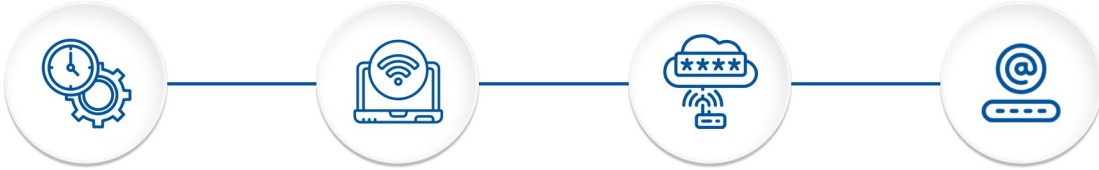




Quick Start Guide

Johnson Controls My Device

Welcome to your new computer! Here's what you need to get started:



At least 30 minutes for the setup process



Any internet connection – the faster, the better



Your wifi network's name and password



Your Johnson Controls Global ID, email address and password



Any questions along the way? You'll find troubleshooting tips at the end of this guide.

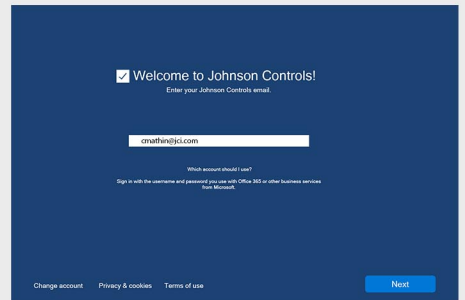
Now, let's get your computer ready for work.

Account Setup

When you start your computer, you'll see the Johnson Controls login screen.

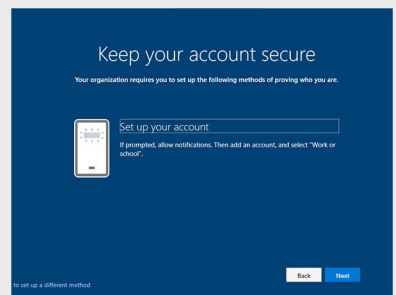
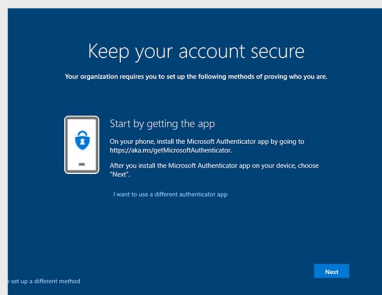
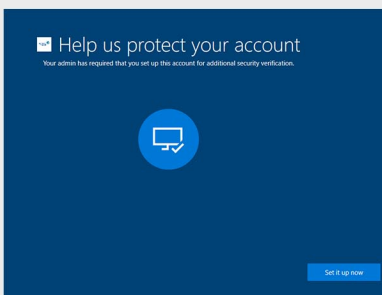
To begin the Account Setup process:

- Enter your Johnson Controls email address in the user@jci.com format



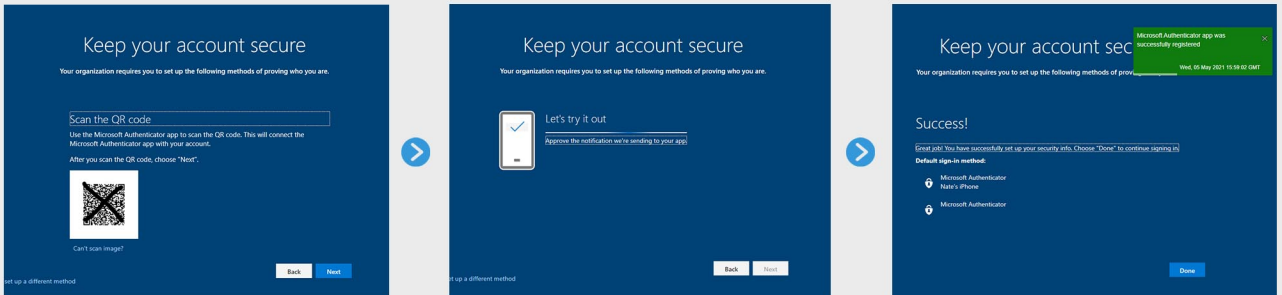
Now, get the app that helps verify your identity for this computer:

- Install the Microsoft Authenticator on your phone by visiting your app store
- Open the Microsoft Authenticator and follow instructions to create an account for "Work or school"



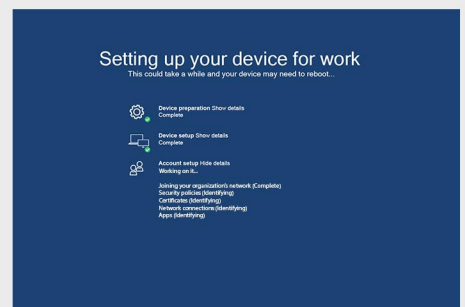
Then, complete the verification process:

- Use the Microsoft Authenticator on your phone to scan the QR code on your computer's screen
- Approve the notification sent to your app and receive confirmation that verification is complete



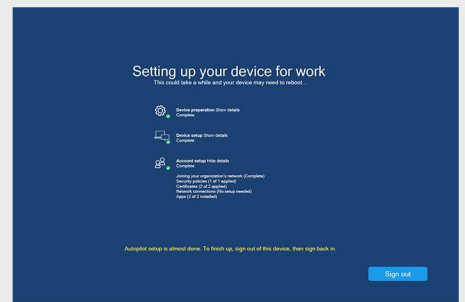
This will launch your Account Setup:

- We completed Device Preparation and Device Setup before sending your computer



You can watch the setup progress on the menu:

- This stage of the setup should go quickly
- After it's finished, click SIGN OUT to complete the process
- When you log back in, your computer will be ready for work
- The My Device SharePoint site will automatically launch with more resources



Troubleshooting Tips



Where do I find my Johnson Controls login credentials?

Please contact your hiring manager if you haven't received your Global ID, email address and password.



Why do I get an error message when I log in for Account Setup?

This can happen on occasion. Wait a minute or two and try to log in again. If you still get an error message, manually restart your computer by clicking the power icon on your screen and choosing restart. This will establish the connection you need and allow you to log in.



Why is the setup process taking much longer than 30 minutes?

Internet and system speeds can vary. In the unlikely event your setup process lasts more than three hours, please call 844 831 3134 for help from an IT representative.