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Accessing a partner site directly

**Step 1:** At Blue Microsoft Login screen, enter your full email address (without “@jcipartners.com”) and hit Enter or Tab on your keyboard.

![Microsoft Login Screen](image)

**Step 2:** At the next screen, enter your password.
If you cannot remember your partner account Password, or if you would like to reset your password, see section below on Steps for retrieving a forgotten password or resetting password.

**Step 3:** You are taken directly to the Partner site’s Home Page
Steps for retrieving a forgotten password or resetting password

Step 1: Click on “Forgot my password” link located below the Sign in button.

Step 2: Select the “I forgot my password” radio button and click on the Next button.
Step 3: Follow the instructions to enter your email address and security info and click on the Next button.

Step 4: Select the desired way to receive your security code and then click on the Next button. What you see as options will depend on how you set up your account security upon account creation.
Step 5: Follow the steps for verify your information and click on Send code button.

Step 6: Enter the code you received and click on the Next button.
Step 7: Set up your new password and click on the Next button. This step completes your password reset process.

![Password reset interface](image)

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**Plant Portal Access/Plant Worker Access**

All JCI employees (knowledge workers or Plant employees) accessing the Plant Portal within a JCI facility will need to be logged into the machine using their own credentials (global id and password).

The link to the Plant Portal is: [https://partners.jci.com/sites/plantportal](https://partners.jci.com/sites/plantportal)

The following are the Instructions to access the site:

1. Open Google Chrome
2. Go to [www.johnsoncontrols.com](http://www.johnsoncontrols.com)
3. Locate the "Employees" section and click "Plant worker portal for employees at production/manufacturing facilities" to be taken directly to the HR Atlas portal
4. Lastly, please click “HR Atlas” and access will be granted.

As a back-up to view pay slips, U.S. employees can log in directly to ADP: [https://ipay.adp.com](https://ipay.adp.com)