

Setting up your Organisational account

This document contains step-by-step instructions on how to set up your GIS for Schools account.

Activation email

This section explains the contents of the activation email:

1. Once your request for a *GIS for schools bundle* has been processed by Esri Australia, you will receive an instructional email as seen to the right.

2. The email contains instructions you will need to follow in order to successfully set up your school's account.

3. Follow each of the three steps as set out in the email. Detailed explanations of each of these steps exist as you progress through this guide.



We are excited to have you implement ArcGIS software in your classroom!

We are very proud to announce that we have extended the GIS for Schools software giveaway. As well as ArcGIS Online, your school can now access ArcGIS Pro if you wish to go further with GIS.

This email contains **important instructions** about creating an Esri account and activating your subscription. Please note that the subscription must be activated by the person who will be the administrator for the ArcGIS Online subscription. If that is not you, please forward this email to the appropriate person.

STEP 1: CREATE A NEW ARCGIS ONLINE ACCOUNT

To begin creating a new ArcGIS Online account, click on the link below:

<https://www.arcgis.com/home/activate.html?activationcode=5c9b918ef0371>

If you cannot click on the link above, please copy the URL into your browser window.

Choose 'By creating a new account' and work through the steps.

STEP 2: ACTIVATE YOUR ARCGIS ONLINE SUBSCRIPTION

Once you have created a new account, you will be prompted to choose a user type. Select **GIS Professional Advanced** and click **Activate**.

You will then be required to fill out several fields pertaining to the setting up of your organisation's ArcGIS Online subscription. It is advised you enter details relevant to the school you are setting the account up for.

After agreeing to the [Terms of Use](#), select **Save and Continue** to complete the activation process.

STEP 3: LINK YOUR ORGANISATION'S ACCOUNT WITH MY ESRI TO ACCESS LICENCING AND DOWNLOADS

An Esri Account is required to access [My Esri](#), which is where you can download additional software – such as ArcGIS Pro – and manage your licence.

In order to access these downloads and manage your licence, you must first link your Esri Account to your organisation. Click the embedded token link below to begin this process:

<https://my.esri.com/#/permissions/accept/1a27133c-aa5e-4e8d-84d0-243>

4. Once you've completed the three steps, your school account is ready to go.

5. The email contains other important information such as a Subscription ID and a Customer number.

It also contains additional information about the product that you've received.

It is recommended that you save this email appropriately in case you need to reference these details in the future.

6. The end of the email contains links and contact information for further guidance.

READY TO GO!

Your organisational account is now ready to go. Please visit our [website](#) for further resources including, professional development resources, training guides and learning resources.

Important information to hold onto:

Subscription ID: **1234567890**
Customer number: **123456**

Please keep the subscription ID for your records and reference it if you need to contact us for any reason.

Your order and product information is as follows:

Single Use License(s) Version 10.8 Authorization Numbers.

| ArcGIS for Schools Bundle - Large Educational <u>Term Qty 1</u> | |
|---|--|
| License | |
| ESU039995148 | ArcGIS Desktop Advanced |
| ESU639799636 | ArcGIS LocateXT for ArcGIS Pro Single Use |
| ESU231782445 | ArcGIS Pro 3D Analyst |
| ESU625989639 | ArcGIS Pro Advanced |
| ESU665568427 | ArcGIS Pro Data Interoperability |
| ESU288302709 | ArcGIS Pro Geostatistical Analyst |
| ESU820411018 | ArcGIS Pro Network Analyst |
| ESU636850516 | ArcGIS Pro Spatial Analyst |
| ESU110887566 | Geostatistical Analyst |
| ESU545570346 | Data Interoperability |
| ESU388380762 | ArcGIS LocateXT for ArcGIS Desktop Single |
| ESU103606248 | Network Analyst |
| ESU247855521 | ArcGIS Schematics |
| ESU162072348 | Spatial Analyst |
| ESU644962274 | ArcGIS 3D Analyst |
| ESU721187409 | Tracking Analyst |

Need Help or Have Questions?

If you need additional assistance with the product or are having difficulty activating your subscription, please contact Esri Australia Technical Support:

Email: support@esriaustralia.com.au

Phone: 1800 447 111

For self-help, the following resources are available:

ArcGIS Online [videos](#)
ArcGIS Online [blog](#)
ArcGIS Online [help](#)

Thanks,

Esri Australia



Step 1: Create a new ArcGIS Online account

This section takes you through Step 1 of the activation email.

1. After reading the instructions for Step 1 in the email, click on the activation url link provided. Alternatively, copy and paste the url link into a browser window. Note: this activation link is unique to your school.

STEP 1: CREATE A NEW ARCGIS ONLINE ACCOUNT

To begin creating a new ArcGIS Online account, click on the link below:

<https://www.arcgis.com/home/activate.html?activationcode=5cfb916ef0371b2fqblb>

If you cannot click on the link above, please copy the URL into your browser window.

Choose 'By creating a new account' and work through the steps.

2. This will take you to ArcGIS Online and will present you with two options. Choose the first option, **By creating a new account**, and click **Next**. Note: As you are setting this account up for your school, always choose this option. Do not choose the second option even if you do have an existing ArcGIS Public Account.

Activate your organizational subscription

1 Activate your organizational subscription

By creating a new account

By converting an existing ArcGIS Public Account

Next

Step 2: Activate your ArcGIS Online Subscription

This section takes you through Step 2 of the activation email.

1. After choosing **By creating a new account** and clicking **Next** (as seen in the previous step), you will be required to create your account. Complete each field, following the guidelines and prompts that appear next to each field.

2 Create Your Account

Username

jkwlovejoy

Password

••••••••

I

Password must be at least 8 characters and have at least one number and one letter. Password may not match the username. Weak passwords will be rejected.

Password strength: **Fair**

Confirm Password

••••••••

First Name

2. Review the Terms of Use and Privacy Policy. Check the checkboxes if you are happy to process. Click **Create My Account**.

Review the [Terms of Use](#) and [Privacy Policy](#)

I agree to Esri's Terms of Use. [Review the Terms of Use in other select languages.](#)

I agree to Esri's Privacy Statement. [Learn more about privacy at Esri.](#)

Create My Account

Cancel

3. As per the email instructions for Step 2, Choose **GIS Professional Advanced** and click **Activate**.

3 Choose a user type

GIS Professional Advanced ▾
GIS Professional Advanced
GIS Professional Basic
Advanced
GIS Professional Standard
Insights Analyst
Creator

Activate

4. Finish setting up your school's account by completing the fields that appear on the webpage.

Set Up Your Organization

Thank you for logging in as the administrator of this organization. Please finish setting up your organization by providing the important information below.

Organization name

Specify the name of your organization as you'd like it to appear on the home page and any correspondence with the members of your organization. This name may be modified later as necessary. The name may contain up to 55 characters.

Organization short name

Please specify a short name – an acronym or abbreviation – for your organization. This text uniquely defines the URL to your organization. Carefully consider the name you want to use. The short name can only contain Basic Latin characters (A-Z, a-z), numbers and hyphens (-).

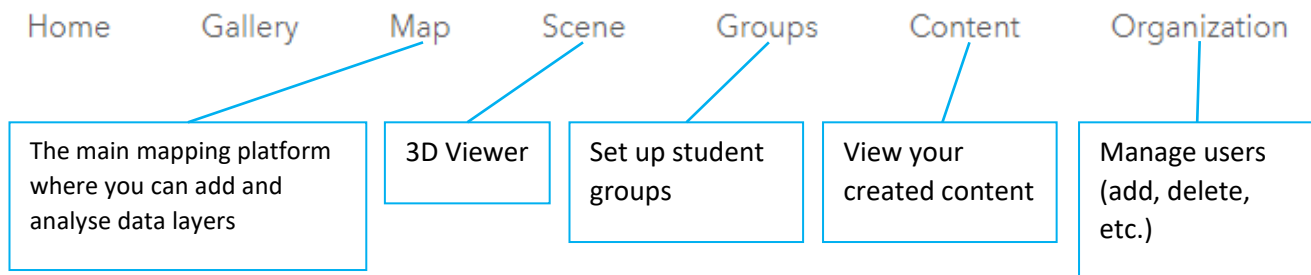
Available

The URL to your organization's home page will be:
<https://GLSHS.maps.arcgis.com>

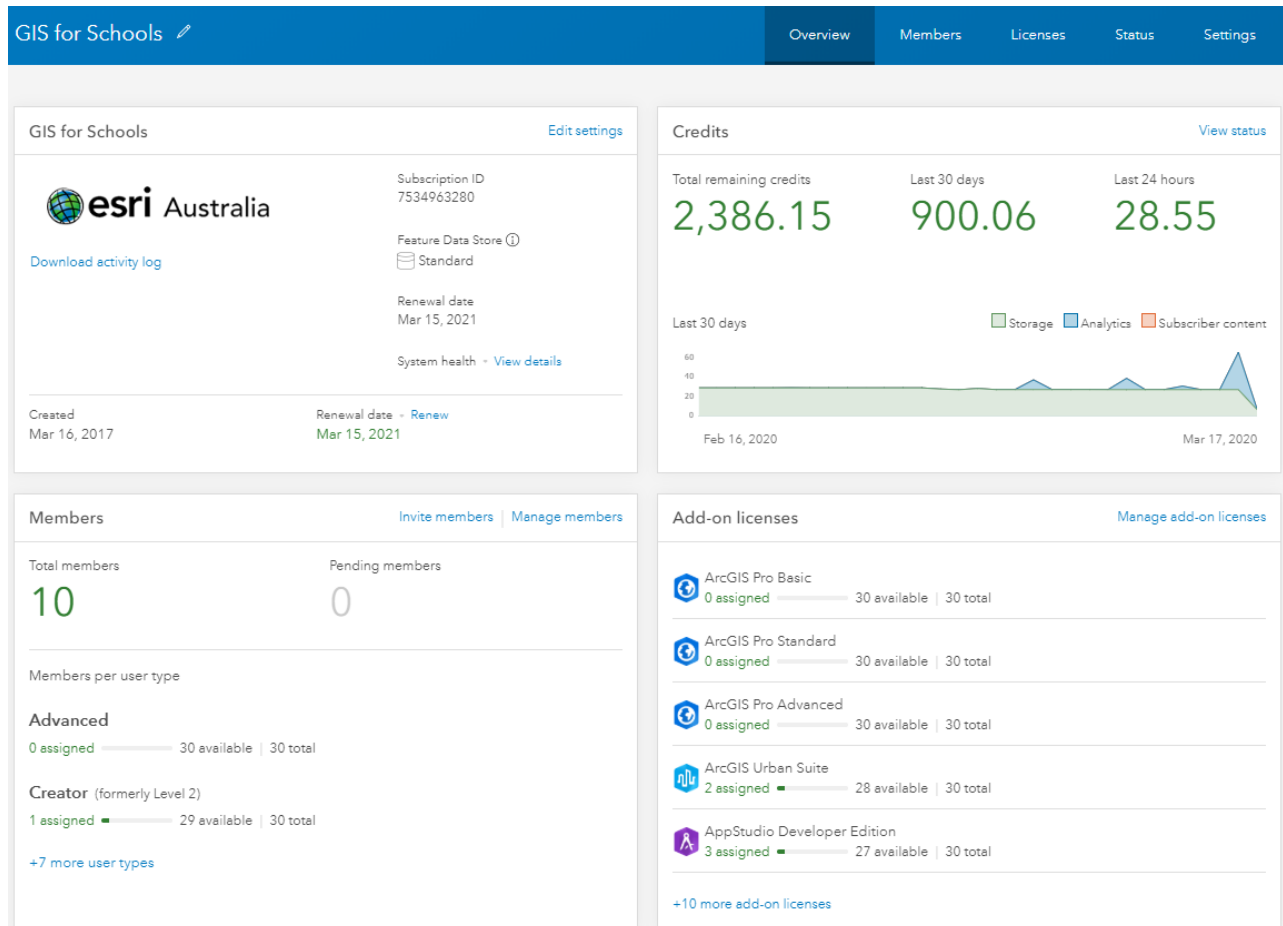
5. Click **Save and Continue** once you have completed all of the fields.



Upon logging in for the first time you will be presented with a Home page with the following tabs:



Click on 'Organization'. An overview of your account is displayed. This is a place where you can gain a quick snapshot of your organisation's licencing details, members, credits available, and recent activity.



The screenshot shows the 'GIS for Schools' account overview dashboard. The top navigation bar includes 'Overview', 'Members', 'Licenses', 'Status', and 'Settings'. The main content is divided into several sections:

- Organization Overview:** Displays the Esri Australia logo, Subscription ID (7534963280), Feature Data Store (Standard), Renewal date (Mar 15, 2021), and System health. It also shows the account was created on Mar 16, 2017, and the renewal date is Mar 15, 2021.
- Credits:** Shows total remaining credits of 2,386.15, with 900.06 for the last 30 days and 28.55 for the last 24 hours. A line chart shows usage for Storage, Analytics, and Subscriber content over the last 30 days.
- Members:** Shows 10 total members and 0 pending members. It lists members per user type: Advanced (0 assigned, 30 available), Creator (1 assigned, 29 available), and 7 more user types.
- Add-on licenses:** Lists various licenses with their assigned and available counts:
 - ArcGIS Pro Basic: 0 assigned, 30 available, 30 total
 - ArcGIS Pro Standard: 0 assigned, 30 available, 30 total
 - ArcGIS Pro Advanced: 0 assigned, 30 available, 30 total
 - ArcGIS Urban Suite: 2 assigned, 28 available, 30 total
 - AppStudio Developer Edition: 3 assigned, 27 available, 30 total

Step 3: Link your organisation's account with My Esri to access licencing and downloads

This section takes you through Step 3 of the activation email.

1. Return to the email and read through Step 3's instructions. Click on the embedded token link to begin the process of linking your newly created ArcGIS Online account to My Esri.

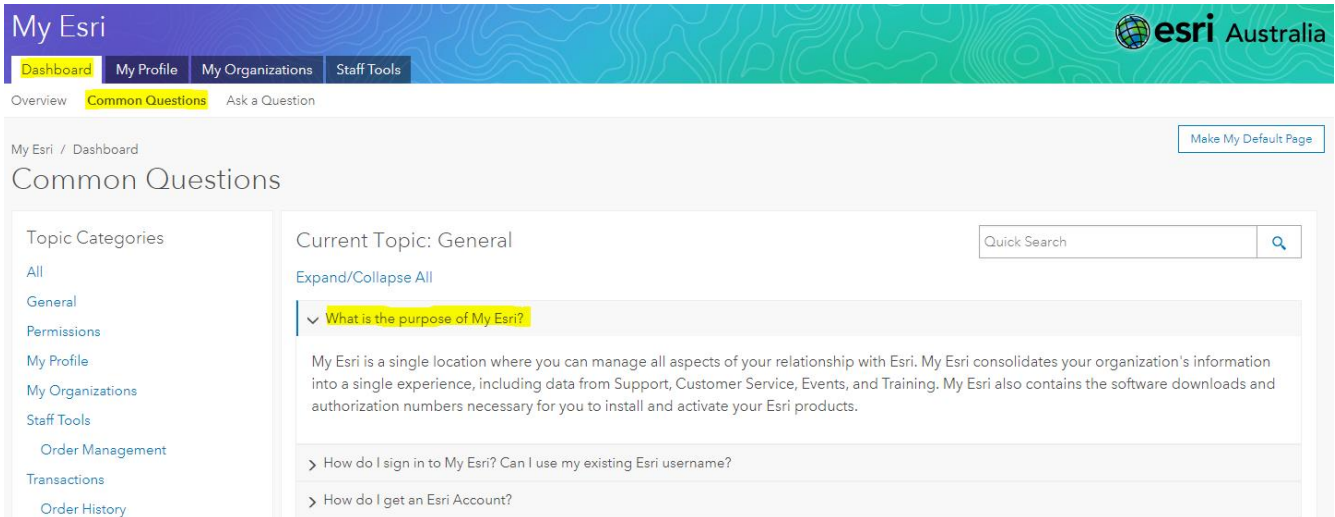
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In order to access these downloads and manage your licence, you must first link your Esri Account to your organisation. Click the embedded token link below to begin this process:

<https://my.esri.com/#/permissions/accept/1a27133c-aa5e-4e8d-84d0-243fe7a3caff>

2. Follow the bouncing ball to link your organisation's account to My Esri.
3. Navigating My Esri can be confusing at first. Visit the **Dashboard** tab to view **Common Questions** in order to gain further insights about My Esri. You can visit this at any time.



The screenshot shows the My Esri Dashboard interface. At the top, there's a navigation bar with tabs for Dashboard, My Profile, My Organizations, and Staff Tools. Below this, there's a sub-navigation bar with Overview, Common Questions (highlighted), and Ask a Question. The main content area is titled 'Common Questions' and features a 'Current Topic: General' section. A search box is visible on the right. The 'Current Topic' section is expanded to show a list of questions, with 'What is the purpose of My Esri?' selected and highlighted. The answer text explains that My Esri is a single location for managing the relationship with Esri, consolidating information from Support, Customer Service, Events, and Training. Below the answer, there are two more questions: 'How do I sign in to My Esri? Can I use my existing Esri username?' and 'How do I get an Esri Account?'. On the left side, there's a 'Topic Categories' sidebar with links for All, General, Permissions, My Profile, My Organizations, Staff Tools, Order Management, Transactions, and Order History.

4. View the video tutorial – hosted on our [professional development page](#) – for more information on My Esri.

Your school account is now ready to go!

Your school account will now be ready to go after completing these three steps. You can now invite additional teachers and students to the organisation and set them up as their own users. You can visit our [professional development page](#) to learn how to do this.

You can also visit our [learning materials page](#) to access lesson plans and existing resources that can be used in the classroom. These learning materials have been designed to fit seamlessly with the Australian Curriculum.

Next Steps:

Request a free ArcGIS Online Account for your school:

Australian schools can request a free ArcGIS Online account as part of Esri Australia's Classroom GIS Initiative. A school subscription provides additional map layers, content, features and privacy. Learn more about ArcGIS Online, and apply for your ArcGIS Online School subscription at <http://esriaustralia.com.au/education>

Speak to Esri Australia's Education Program Manager:

Australian schools can seek additional support or speak to our Education Program Manager by emailing education@esriaustralia.com.au.