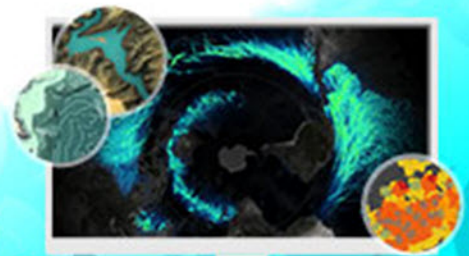


# Exercise

## Getting Started with ArcGIS Online

Section 1 Exercise 2

04/2018



# Getting Started with ArcGIS Online

### Instructions

Use this guide to identify, confirm, and document your ArcGIS Online credentials for this course. You will use these credentials to access your license for ArcGIS Pro and to access ArcGIS Online.

*Note: ArcGIS Online is a dynamic mapping platform. The version of ArcGIS Online that you will be using for this course may be slightly different from the screenshots that you see in the course materials.*

### Time to complete

Approximately 5-10 minutes.

### Technical note

To take advantage of the web-based technologies available in ArcGIS Online, you need to use a fairly new version of a standard web browser, such as Google Chrome, Firefox, Safari, or Internet Explorer. Older web browsers may not display your maps correctly.

*Note: For information on supported browsers for ArcGIS Online, visit ArcGIS Online Help: [Supported browsers](https://bit.ly/2pIIN2T) (<https://bit.ly/2pIIN2T>).*

## Introduction

Now that you have downloaded ArcGIS Pro (or confirmed that you had an existing installation), you are ready to sign in using your course-provided ArcGIS credentials.

This course uses two sets of credentials. You documented one set—your Esri credentials—in Section 1 Exercise 1 - *Download and Install ArcGIS Pro*. This exercise provides information about your ArcGIS credentials, which you will use to access both ArcGIS Pro and ArcGIS Online for course exercises.

In this exercise, you will identify and document both of your credentials for this course. You will be asked to type them in to this editable PDF and save the document, or a photo of it, for reference.

## Step 1: Find your unique ArcGIS username

- a You'll use a single username and password pair—your ArcGIS Online credentials—to license ArcGIS Pro and access ArcGIS Online, our cloud-based GIS.

First, we'll show you how to find your username, and then we'll tell you your temporary password.

- b Open a private (or incognito) browser window, and go to [www.arcgis.com](http://www.arcgis.com).

*Note: Using a private or incognito window prevents your computer from confusing your different credentials for this course. We suggest that you always open a new private (or incognito window) when you use ArcGIS Online in this course. This [article](https://bit.ly/2qTQdQL) (<https://bit.ly/2qTQdQL>) explains how.*

- c At the top right, click Sign In.
- d In the Sign In dialog box, click Forgot Username.

The screenshot shows the ArcGIS Sign In page. At the top, there's a navigation bar with 'ArcGIS' and links to 'Features', 'Plans', 'Gallery', 'Map', 'Scene', and 'Help'. A search bar is on the right. Below this is a blue banner with 'Sign In' text. The main content area is divided into two columns. The left column is titled 'Need an ArcGIS Public Account?' and contains a paragraph explaining that a public account is for non-commercial use, followed by a 'CREATE A PUBLIC ACCOUNT' button. The right column is titled 'Sign In' and contains a form with 'Username' and 'Password' input fields, a 'SIGN IN' button, and links for 'Forgot password?' and 'Forgot username?'. The 'Forgot username?' link is circled in red. Below the form, there's an 'OR' separator, followed by 'Sign in with' and a button for 'ENTERPRISE ACCOUNT', and another 'Sign in with' section with Facebook and Google icons.

*Note: We know that you did not forget the username; it's just an easy way for you (and only you) to learn your username!*

- e In the form, type in the email address associated with your Esri username and click Send.

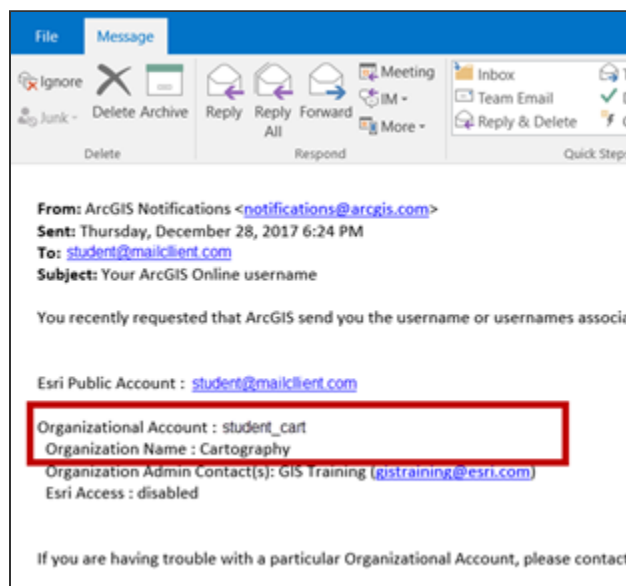
*Note: That's the email address that we asked that you take note of in Section 1 Exercise 1 - Download and Install ArcGIS Pro. If you've forgotten it, here's how to find it:*

1. Sign in to <https://www.esri.com/training/my-schedule/> with your Esri credentials, and click your username at the top right.
2. From the drop-down list, choose Profile And Settings. In the Contact Information section, you will find the email address.

- f Check your email inbox, and you will find a message listing the usernames associated with that email address.

*Note: If the email address associated with your Esri username is no longer accessible, please use the Have a Question form, accessible from the Help option on the black navigation bar within the course, to request your username. Be sure to include the email address that you cannot access, as well as your full name.*

- g In the email that you receive, look for the username (Organizational Account) associated with the *Cartography.* organization. It should have \_cart in it. That's your username for this course.



*Note: Do not be alarmed that the email says that the account is "not enabled for Esri access"; that is the correct setting.*

- h In the following table, please note your ArcGIS username. You will set your password in the next step, so leave that field empty for now.

My ArcGIS username is: _____
My ArcGIS password is: _____

*Note: Even if you already have an ArcGIS Online account, you'll need to use the credentials (username and password) specified above to gain access to the data and software required for the exercises in this course.*

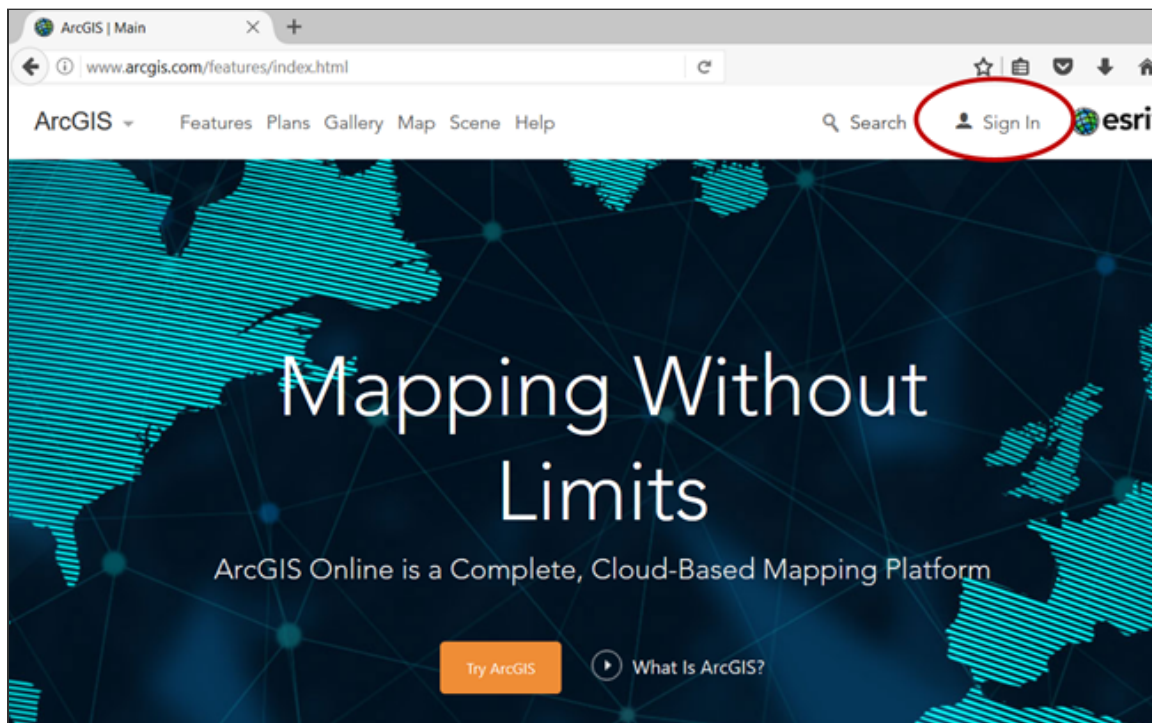
Now, let's set your ArcGIS Online password.

### Step 2: Create your ArcGIS password

You will sign in to ArcGIS Online using your username and a temporary password.

Now that you know your username, you will use it to sign in.

- a Go back to [www.arcgis.com](http://www.arcgis.com), and again click Sign In.



- b In the Username field, type your course ArcGIS username (includes `_cart`). This is the username you noted in the table in Step 1h.

- c In the Password field, type **password1**. That's your temporary password; you'll be changing it in the next step.

*Note: Your ArcGIS password is case-sensitive. Be sure that you type all lowercase letters and that you type the temporary password instead of copying and pasting it.*

The first time that you sign in to ArcGIS Online, you will be prompted to change your password.

- d Change the temporary password with a password of your own choosing and, when prompted, set a security question.

*Note: Be sure to replace the temporary password with a unique password that is at least eight characters in length and contains at least one letter and one number. Spaces are not allowed. Your password is case-sensitive and cannot be the same as your username.*

- e After you set your unique password, type it into the table in Step 1h.

## Step 3: Document your credentials

Using the information that you recorded in the table in Section 1 Exercise 1 - *Download and Install ArcGIS Pro* and in Step 1h of this exercise, fill in this final table with both of your sets of credentials for this course. You will use these throughout the course, so keep them handy!

**Esri Credentials** (for access to <https://www.esri.com/my-schedule> and other Esri websites; you will have these credentials forever, but you will have access to this course only until its end date)

My Esri username is: \_\_\_\_\_  
My Esri password is: \_\_\_\_\_

**ArcGIS Credentials** (for access to [www.arcgis.com](http://www.arcgis.com) and ArcGIS Pro, the software used to complete the course exercises; you will have these credentials until the course end date)

My ArcGIS username is: \_\_\_\_\_  
My ArcGIS password is: \_\_\_\_\_



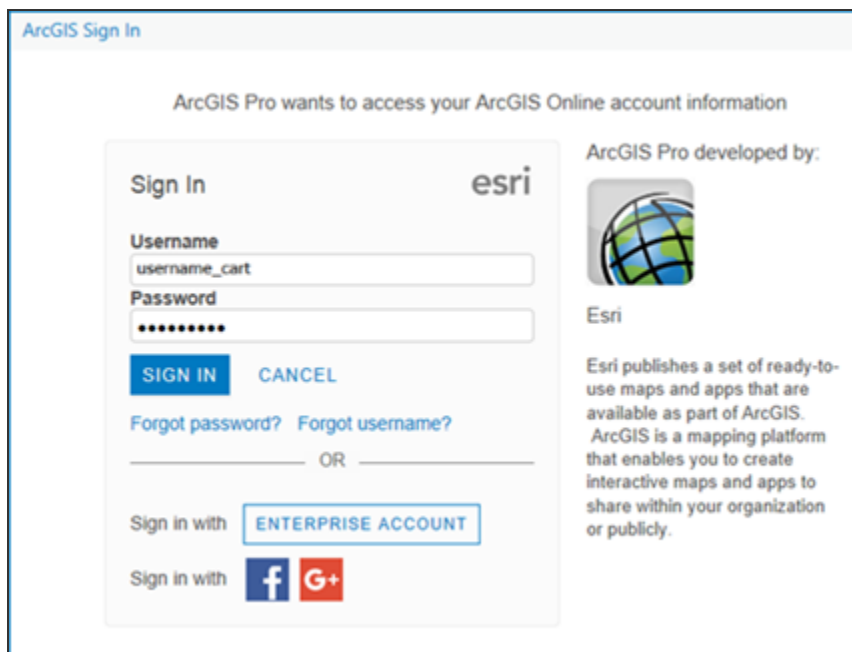
Keep this table for reference. You can do one or more of the following to save this important information:

- Save the document on your computer. We suggest the filename **CARTCredentials\_Apr2018.pdf**. For Mac users, save the file in Preview.
- Print this page with the table with your two sets of credentials and keep it in a safe place.
- Take a picture of the table above with your phone.

### Step 4: Sign in to ArcGIS Pro

Now that you have your credentials, you can sign in to ArcGIS Pro. The installation process for ArcGIS Pro prompts you to sign in using the credentials for your named user license.

- a If you are starting ArcGIS Pro for the first time, use your ArcGIS credentials (username includes \_cart) to sign in.

The screenshot shows the 'ArcGIS Sign In' window. At the top, it says 'ArcGIS Pro wants to access your ArcGIS Online account information'. Below this is a 'Sign In' section with the Esri logo. It contains fields for 'Username' (with the placeholder 'username\_cart') and 'Password' (masked with dots). There are 'SIGN IN' and 'CANCEL' buttons. Below these are links for 'Forgot password?' and 'Forgot username?'. An 'OR' separator is present. Below the separator, there is a 'Sign in with' section featuring a button for 'ENTERPRISE ACCOUNT' and social media icons for Facebook and Google+. To the right of the sign-in fields, it says 'ArcGIS Pro developed by:' followed by the Esri logo and a paragraph: 'Esri publishes a set of ready-to-use maps and apps that are available as part of ArcGIS. ArcGIS is a mapping platform that enables you to create interactive maps and apps to share within your organization or publicly.'

- b If you are changing your license from one that you already have to the Named User license provided for this course, click the Help option on the black navigation bar within the course and find the ArcGIS Pro section of the Common Questions. Find the question "How do I change my license type or my named user credentials in ArcGIS Pro?" to learn how to change your license type and sign in with your course ArcGIS credentials.

### Conclusion

Now that you have recorded your course credentials and signed in to ArcGIS Pro, you are ready to continue with the course content and exercises.

### Troubleshooting

The following tips may be helpful if you encounter an issue while completing this exercise:

**Issue:** The reply email does not include a username associated with the *Cartography.* organization.

**Solution:**

1. Confirm that you are using the email address associated with your Esri account, as noted in Section 1 Exercise 1 - *Download and Install ArcGIS Pro.*
2. If you registered for the course after it started, it will take up to two business days to set up your ArcGIS Online credentials. If you see a pink warning box when you access the course, your credentials may not yet be ready. Please wait one business day and try again.