

# Exercise

## Getting Started with ArcGIS Online

Section 1 Exercise 1

08/2017



# Getting Started with ArcGIS Online

### Instructions

Use this guide to identify, confirm, and document your credentials for this course.

*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 you see in the course materials.*

### Time to complete

Approximately 10-15 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 <http://doc.arcgis.com/en/arcgis-online/reference/browsers.htm>.*

## Introduction

This course uses two different platforms. You have already logged into one of them, Udemy ([esri.udemy.com](http://esri.udemy.com)). In Udemy, you will access video lectures, quizzes, and exercise PDFs like this one. You logged in to [esri.udemy.com](http://esri.udemy.com) with a username and password. Those are your Esri credentials. Credentials allow you to access web pages.

This is an editable PDF. Type your Esri credentials into the fields in the box below for reference. You'll be adding another set of credentials to the box later in the exercise.

*Note: Fillable fields are not supported in Microsoft Edge.*

### Earth Imagery at Work MOOC course credentials

<b>Esri Credentials - <a href="https://esri.udemy.com">esri.udemy.com</a> (access to video lectures, quizzes, Q&amp;A)</b>
My Esri username is: _____
My Esri password is: _____
<b>ArcGIS Online Credentials - <a href="https://www.arcgis.com">www.arcgis.com</a> (perform course exercises)</b>
My ArcGIS Online username is: _____
My ArcGIS Online password is: _____

When you finish the exercise, we'll ask you to save, print, or take a picture of this information with your mobile phone for reference.



The second platform this course uses is ArcGIS Online ([www.arcgis.com](https://www.arcgis.com)). As part of the *Earth Imagery at Work* MOOC, we provide you with access to a time-limited trial of ArcGIS Online, our cloud-based GIS. That's where you will do some of the exercises.

*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.*

### Step 1: Determine your ArcGIS Online username

Your username for ArcGIS Online is based on the email address you used when you registered for this course.

If you registered, you should have received an email from Esri (or in some cases, from [GIstraining@esri.com](mailto:GIstraining@esri.com)) that welcomes you to the course (like the one below). If you received that email, please continue to Step 1a.



### Welcome to the course. Let's get started.

To get started:

- Go to [esri.udemy.com](https://esri.udemy.com).
- Sign in with your Esri Account. If you need to create an Esri Account, click **Create an Account**.
- Click **Earth Imagery at Work** to join the course.
- Click **Start Learning Now** to begin the course.

Once you've started the course, you can return to it at any time by visiting [esri.udemy.com](https://esri.udemy.com) and choosing **My Courses**. Please e-mail us at [gistraining@esri.com](mailto:gistraining@esri.com) if you have any questions.

See you in class!

If you did not register, you can do so [here](#), but only during the first two weeks of the course. Please note, if you register a few days before the course starts or during the first two weeks of the course, it will take a day or two from the time you register until you receive the "Welcome email." Please do not continue with this exercise until you have received the "Welcome email." That's your indication that your ArcGIS Online account has been set up.

If you did register, but did not receive the "Welcome email" and believe you should have, please contact us at [GIStaining@esri.com](mailto:GIStaining@esri.com) with the name of the course in the subject line.

*Note: We strongly recommend that you type your information into the empty fields in this document and then save it. Alternately, you can print this document and write your information in the spaces provided for reference during the course.*

- a** Type the email address with which you registered for this course in all lowercase letters in the space below:

Examples:

a-rabinowitz!12345@mailclient.com

david.dee@company.com

- b** Eliminate the @ sign and everything to the right of it, and type the result in the space below:

---

Examples:

a-rabinowitz!12345

david.dee

- c** Using the result of Step 1b, starting at the left, count and retain only the first 16 characters. Eliminate the remaining characters, and type the result in the space below:

---

*Note: If the result of step 1b has 16 or fewer characters before the @ sign, you may disregard this step.*

Examples:

a-rabinowitz!123

david.dee

- d** Locate any special characters (for example, !, %, \*, #, &, \$) and replace them with underscores. Periods, underscores, and hyphens should be retained as periods, underscores, and hyphens. Type the result in the space below:

---

Examples:

a-rabinowitz\_123

david.dee

- e** Add **\_eiae** (which is the acronym for Earth Imagery at Work) and type the result in the space below:

---

Examples:

a-rabinowitz\_123\_eiae

david.dee\_eiae



Congratulations! You have determined your ArcGIS Online username for this course.

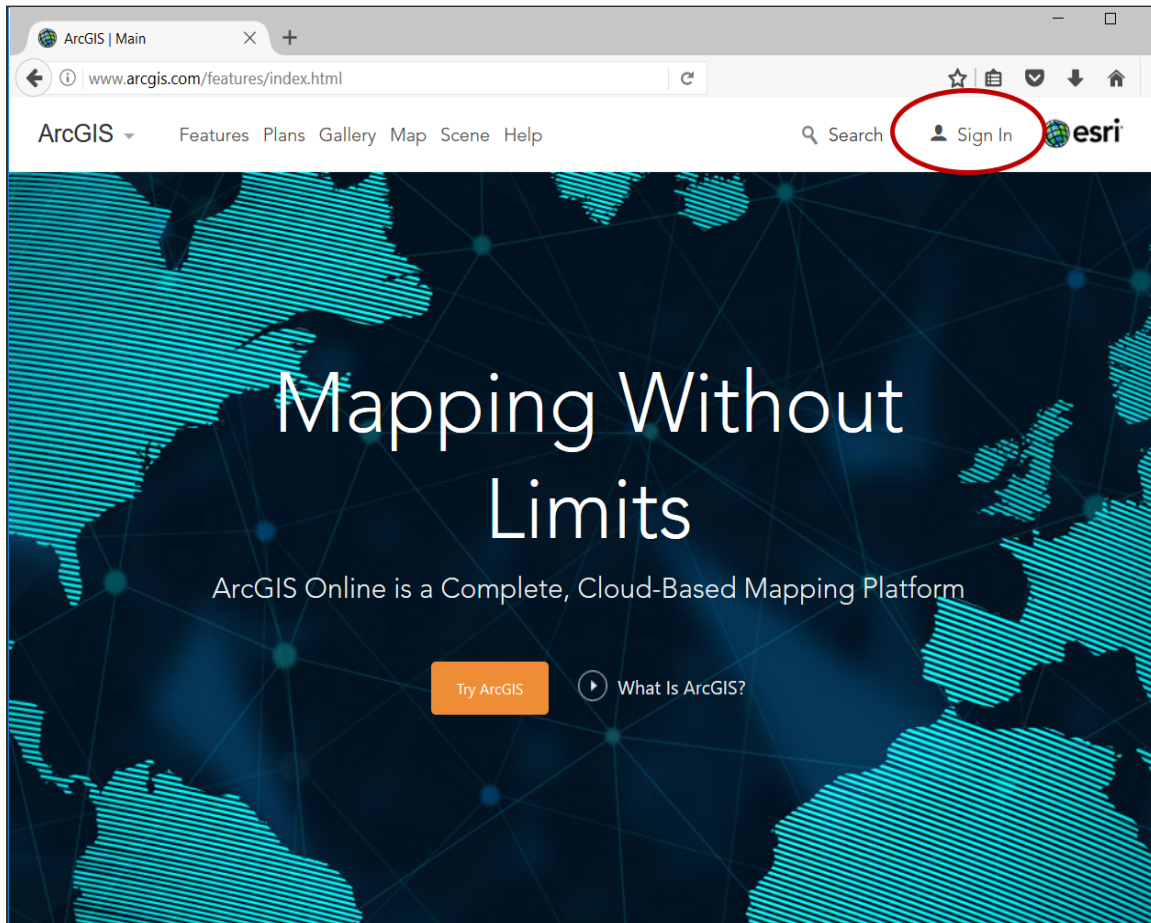
### Step 2: Sign in to ArcGIS Online

To ensure that your account is properly configured, you will sign in to ArcGIS Online with your credentials (that is, your username and a temporary password).

- a Open a new Internet browser tab or window.
- b Go to [www.arcgis.com](http://www.arcgis.com).

*Note: It's a good idea to bookmark <http://www.arcgis.com> so you can easily find your way back when you are ready for the next exercise.*

- c At the top of the page, click Sign In.



- d In the Username field, type your course ArcGIS Online username.

*Note: This is the username you created in Step 1e of this exercise.*

Examples:

a-rabinowitz\_123\_eiaw

david.dee\_eiaw

Next, you will enter a temporary password.

- e In the Password field, type **password1**.

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

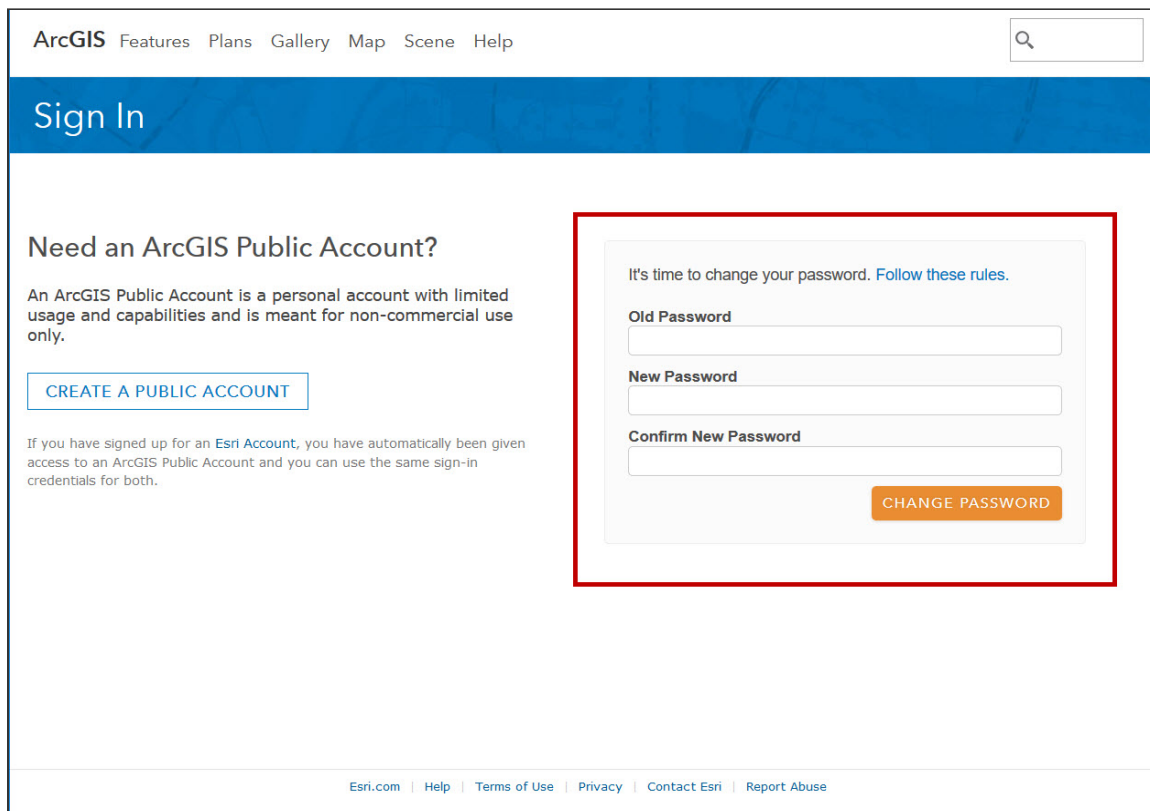
The screenshot shows the ArcGIS Sign In page. The browser address bar displays 'https://www.arcgis.com/home/signin.html'. The page has a blue header with the 'Sign In' title. On the left, there is a section titled 'Need an ArcGIS Public Account?' with a 'CREATE A PUBLIC ACCOUNT' button. On the right, there is a 'Sign In' form with the Esri logo. The form includes fields for 'Username' (containing 'username\_eiaw') and 'Password' (containing 'password1'). Below the password field is a checkbox for 'Keep me signed in' and a 'SIGN IN' button. At the bottom of the form are links for 'Forgot password?' and 'Forgot username?'. Below these links is an 'OR' separator and a 'Sign in with ENTERPRISE ACCOUNT' button. At the very bottom of the form are social media icons for Facebook and Google+. The footer of the page contains links to 'Esri.com', 'Help', 'Terms of Use', 'Privacy', 'Contact Esri', and 'Report Abuse'.

- f After entering your username and temporary password, click Sign In.

*Note: If you encounter any challenges with the sign-in process, ensure that you are signing in from [www.arcgis.com](http://www.arcgis.com) and that you are using the username you set up for this course in Step 1 of this exercise. It's also a good idea to try more than once or switch to another browser if you run into difficulties. You can also refer to the Troubleshooting section at the end of this exercise.*

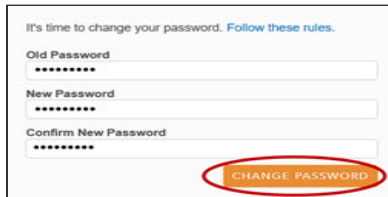
### Step 3: Set your ArcGIS Online password

The first time you sign in to ArcGIS Online, you will be prompted to change your password. You will replace the temporary password with a password of your own choosing.

The screenshot shows the ArcGIS Online 'Sign In' page. At the top, there's a navigation bar with 'ArcGIS' and links for 'Features', 'Plans', 'Gallery', 'Map', 'Scene', and 'Help'. A search bar is on the right. Below the navigation bar is a blue header with 'Sign In'. The main content area has a section titled 'Need an ArcGIS Public Account?' with a description and a 'CREATE A PUBLIC ACCOUNT' button. To the right, a red-bordered box highlights the password change prompt. This prompt includes the text 'It's time to change your password. Follow these rules.', three input fields labeled 'Old Password', 'New Password', and 'Confirm New Password', and an orange 'CHANGE PASSWORD' button. At the bottom of the page, there are links for 'Esri.com', 'Help', 'Terms of Use', 'Privacy', 'Contact Esri', and 'Report Abuse'.

- a In the Old Password field, type your temporary password (**password1**).
- b In the New Password field, type a new 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.





It's time to change your password. [Follow these rules.](#)

Old Password  
\*\*\*\*\*

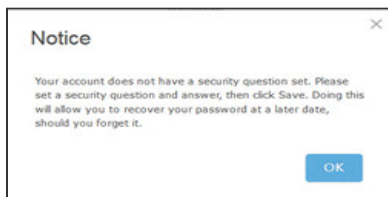
New Password  
\*\*\*\*\*

Confirm New Password  
\*\*\*\*\*

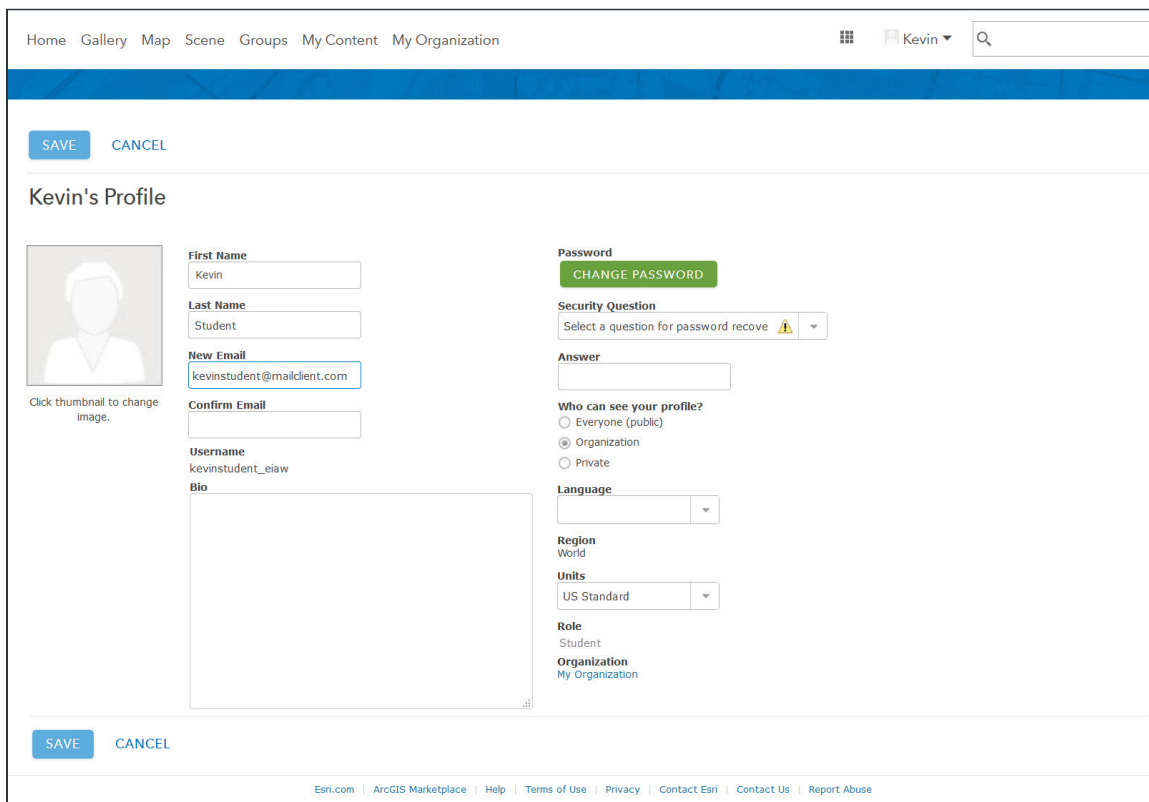
**CHANGE PASSWORD**

- c In the Confirm New Password field, re-enter your new password as confirmation and click Change Password.

You will see a message that your account does not have a security question set.



- d Click OK to close the message and view your ArcGIS Online account Profile page.



Home Gallery Map Scene Groups My Content My Organization

Kevin

**Kevin's Profile**

**SAVE** **CANCEL**

**First Name**  
Kevin

**Last Name**  
Student

**New Email**  
kevinstudent@mailclient.com

**Confirm Email**

**Username**  
kevinstudent\_eiaw

**Bio**

**Password**  
**CHANGE PASSWORD**

**Security Question**  
Select a question for password recovery

**Answer**

**Who can see your profile?**  
☐ Everyone (public)  
☒ Organization  
☐ Private

**Language**

**Region**  
World

**Units**  
US Standard

**Role**  
Student

**Organization**  
My Organization

**SAVE** **CANCEL**

[Esri.com](#) | [ArcGIS Marketplace](#) | [Help](#) | [Terms of Use](#) | [Privacy](#) | [Contact Esri](#) | [Contact Us](#) | [Report Abuse](#)

Next, you will select a security question for your account.

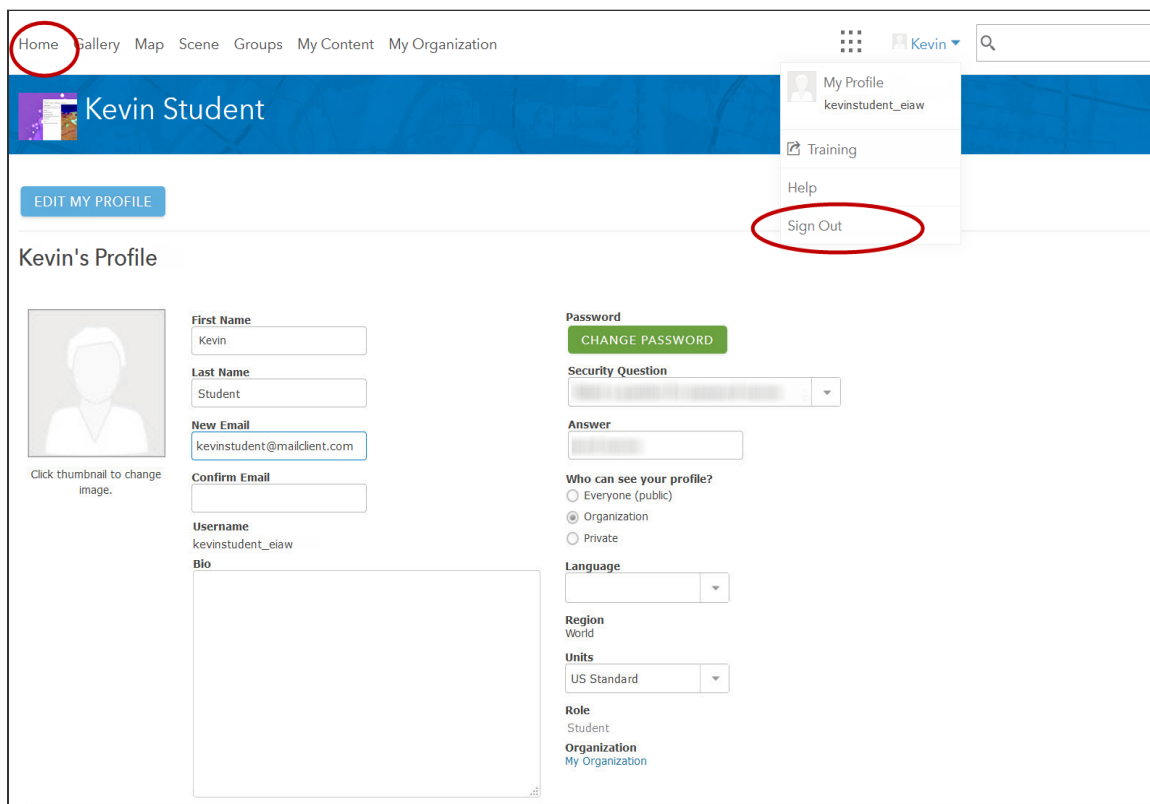
## Step 4: Select your ArcGIS account security question

Setting a security question is part of the account set-up process. ArcGIS Online uses your security question as a way to validate your identity if you forget your password.

The screenshot shows the 'Kevin's Profile' page. The 'Security Question' dropdown menu is highlighted with a red circle and a yellow warning icon. The 'CHANGE PASSWORD' button is also visible above it. The 'Answer' field is empty. The 'Who can see your profile?' section has 'Organization' selected. The 'Role' is 'Student' and the 'Organization' is 'My Organization'.

- On your Profile page, from the Security Question drop-down list, select a security question.
- In the Answer field, type the answer to the question you have selected.
- Click Save to save the updates to your profile.
- Type your ArcGIS Online credentials (username and password) into the table on page 2 of this document.
- Save this document to your computer. We suggest the filename **EIAWCredentials\_Sept2017.pdf**. You may also want to print page 2 or take a picture of the table on page 2 with your phone for future reference.

- f Click Home to continue with the course. If you are done with ArcGIS Online for today, you may now sign out. Click the arrow next to your name at the top right, and from the drop-down list, choose Sign Out. Then, close the browser tab.



## Conclusion

You have successfully determined your ArcGIS Online credentials and confirmed that they work at [www.arcgis.com](http://www.arcgis.com). You will use these credentials for the ArcGIS Online exercises and to access other software used in this course. You have access to this ArcGIS Online account until two weeks past the course end date. After that time, the account and its content will be deleted.

## Troubleshooting

Use the following information to troubleshoot issues with your ArcGIS account:

## Username rules

- Enter up to the first 16 characters of your email address before the @ sign. If your email address contains fewer than 16 characters, enter all characters before the @ sign.
- Your username should end with an underscore (not a hyphen) and the letters *eiaw*.
- Your username is all lowercase. When entering your username, be sure the Caps Lock key on your keyboard is not on!

## Username exceptions

- If your email address contains the following special characters: . (dot) or \_ (underscore) or - (hyphen), these can be included in your username. Other special characters and non-alphanumeric characters (such as %, \*, #, &, \$) are not allowed and should be replaced with an underscore instead.

## Username examples

The following table provides some examples to help you convert your email address to an ArcGIS username for this course.

Example email address	Example ArcGIS username
HARVEY @mailclient.com	harvey_eiaw
RyanGISDepartmentSuperstar @mailclient.com	ryangisdepartmen_eiaw
MichaelFredericksonGIS @mailclient.com	michaelfrederick_eiaw
marshall-manager@mailclient.com	marshall-manager_eiaw
Maria.GIS.Department@mailclient.com	maria.gis.depart_eiaw
JenniferSmith-Johnson@mailclient.com	jennifersmith-jo_eiaw
Alex.Hernandez_1982@mailclient.com	alex.hernandez_1_eiaw
Bernadette+Foster1974@mailclient.com	bernadette_foste_eiaw
Fr&nk\$\$lin@mailclient.com	fr_nk__lin_eiaw

If you need assistance, please email [GIStraining@esri.com](mailto:GIStraining@esri.com).