

# Exercise

## Getting Started with ArcGIS Online

Section 1 Exercise 1

02/2018



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

## Introduction

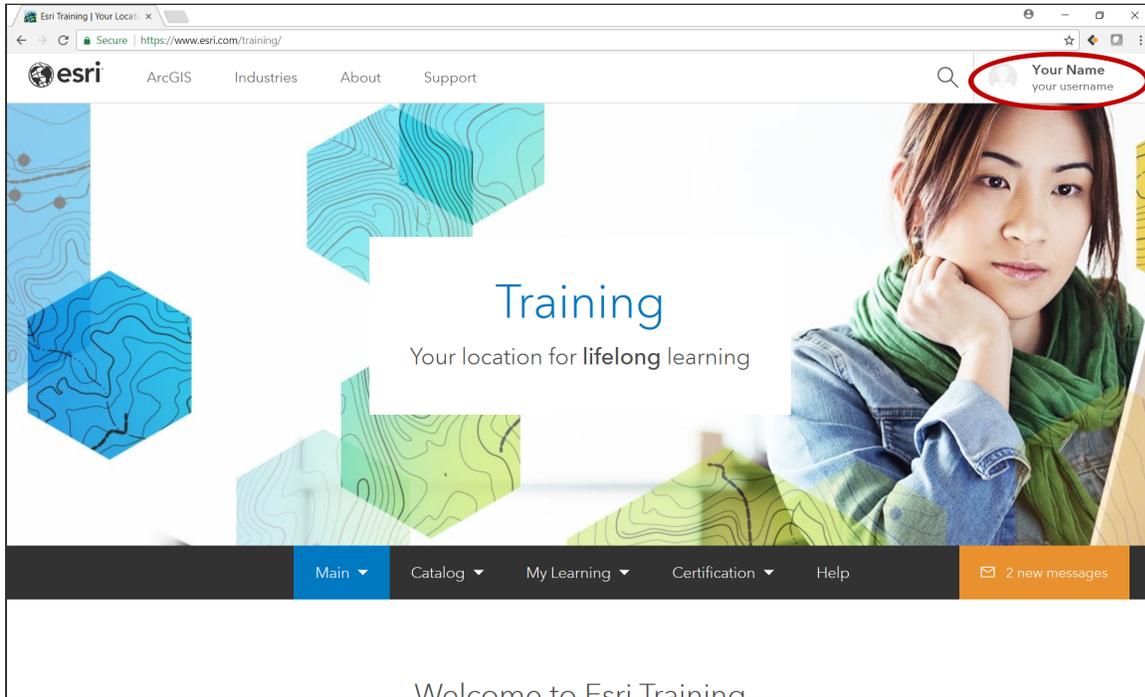
This course uses two sets of credentials:

- **Esri** credentials, which are used to access course content
- **ArcGIS Online** credentials, which are used to access Esri software for course exercises

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

### Step 1: Record your Esri credentials in this PDF

If you've found and accessed this exercise, you successfully signed in to the course with your Esri credentials. Credentials, typically a user name and password, allow you to access web pages. When you are signed in to <https://www.esri.com/training/>, your Esri user name is at the top right, under your name. It may be your email address.



This is an editable PDF, which means you can type your credentials into the fillable fields below.

*Note: Many browsers support typing directly into the fields. If your browser does not, download the PDF file and open it with a PDF reader such as Preview (Mac) or Adobe Reader (Mac and Windows) to fill in the fields. Fillable fields are not supported in Microsoft Edge.*

- a In the fields in the box below, please note your Esri credentials for reference.

My Esri user name is: \_\_\_\_\_  
My Esri password is: \_\_\_\_\_

## Step 2: Find your unique ArcGIS username

As part of the *Earth Imagery at Work* MOOC, we provide you with access to a time-limited license to use ArcGIS Online, our cloud-based GIS. That's where you will perform some of the exercises. Next, you will learn about your ArcGIS Online user name and password for this course; we'll call them your ArcGIS Online credentials.

You'll use your ArcGIS Online credentials to access the ArcGIS.com ([www.arcgis.com](http://www.arcgis.com)) website, and to access other Esri websites and software in some Esri MOOCs. We set up credentials for every student that registered for this course.

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

- a In your open private (or incognito) browser window, browse 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 you always open a new private (or incognito window) when you use ArcGIS Online in this course. This [article](https://www.howtogeek.com/269265/how-to-enable-private-browsing-on-any-web-browser/) explains how (<https://www.howtogeek.com/269265/how-to-enable-private-browsing-on-any-web-browser/>).*

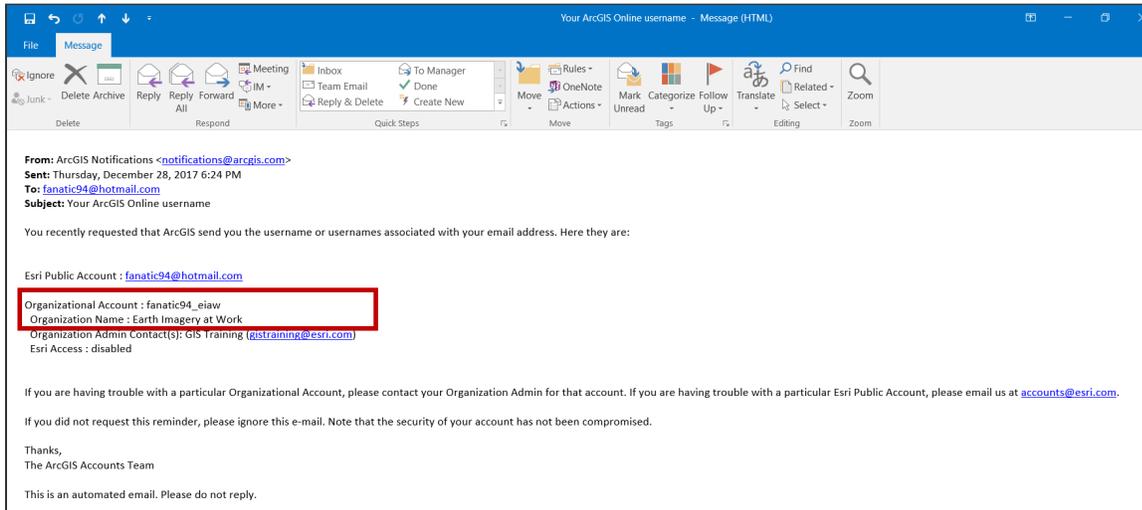
- b At the top right, click Sign In.
- c Below the Sign In box, click Forgot Username. We know you did not forget the user name; it's just an easy way for you (and only you) to learn your user name!

The screenshot shows the ArcGIS Sign In page. At the top, there is a navigation bar with 'ArcGIS Features Plans Gallery Map Scene Help' and a search bar. Below this is a blue header with 'Sign In'. The main content area is divided into two columns. The left column has a section titled 'Need an ArcGIS Public Account?' with a sub-header 'Need an ArcGIS Public Account?' and a paragraph: 'An ArcGIS Public Account is a personal account with limited usage and capabilities and is meant for non-commercial use only.' Below this is a button labeled 'CREATE A PUBLIC ACCOUNT'. Underneath, there is a note: 'If you have signed up for an Esri Account, you have automatically been given access to an ArcGIS Public Account and you can use the same sign-in credentials for both.' The right column is the 'Sign In' form, which includes the Esri logo, a 'Username' input field, a 'Password' input field, a 'Keep me signed in' checkbox, a 'SIGN IN' button, and two links: 'Forgot password?' and 'Forgot username?'. The 'Forgot username?' link is circled in red. Below the form, there are options for 'Sign in with ENTERPRISE LOGIN', Facebook, and Google.

- d In the form, type in the email address associated with your Esri user name and click Send.

*Note: To find the email address, when signed in to <https://www.esri.com/training/> with your Esri credentials, click your user name at the top right. From the drop-down menu, select Profile And Settings. In the Contact Information section, you will find the email address.*

- e Check your email Inbox, and you will find a message listing the user names associated with that email address.
- f In the email you receive, look for the user name (Organizational Account) associated with the Earth Imagery at Work organization. It should have \_eiaw in it. That's your ArcGIS Online user name for this course.



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

- g** In the table below, please note your ArcGIS Online user name. You will set your password in the next step, so leave that field empty for right now.

My ArcGIS Online user name is: _____
My ArcGIS Online password is: _____

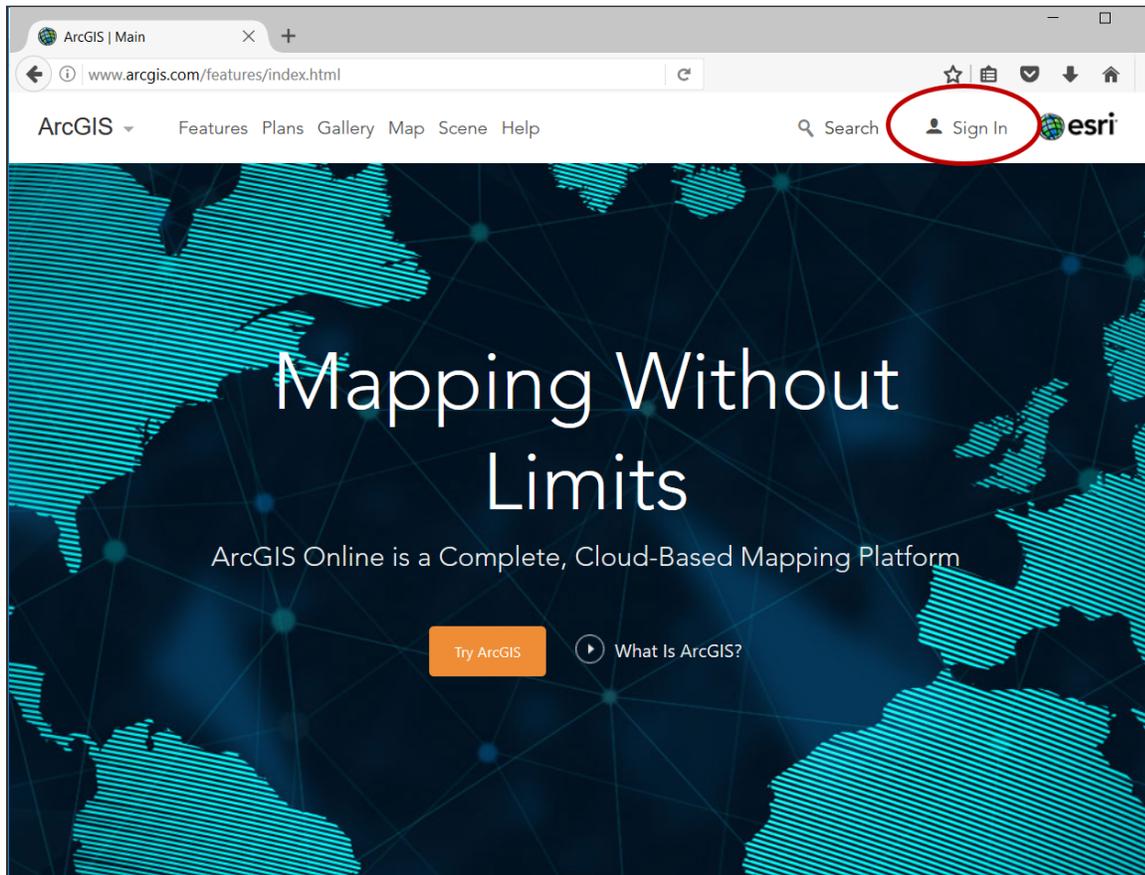
*Note: Even if you already have an ArcGIS Online account, you'll need to use the credentials (user name and password) specified above to gain access to the data and software required for the exercises in this course.*

Now let's set your ArcGIS Online password.

### Step 3: Create your ArcGIS Online password

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

- a** Go to [www.arcgis.com](http://www.arcgis.com).
- b** At the top of the page, click Sign In.



- c In the Username field, type your course ArcGIS Online user name (includes `_eiaw`). This is the user name you noted in the table in Step 2h.
- d In the Password field, type **password1**. That's your temporary password; you'll be changing it in the next step.

*Note: Your ArcGIS Online 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.*

- e This first time you sign in to ArcGIS Online, you will be prompted to change your password. Replace 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 user name.*

- f After you set your unique password, type it into the table in Step 2h.

## Step 4: Document your credentials

- a Using the information you recorded in the tables in Steps 1 and 2, fill in this final table of 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/training/my-schedule> and other Esri websites; you will have these credentials forever but will have access to this course only until its end date)

My Esri user name is: \_\_\_\_\_

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

### ArcGIS Online 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 Online user name is: \_\_\_\_\_

My ArcGIS Online password is: \_\_\_\_\_

- b 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 **EIAWCredentials\_Feb2018.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.

## Conclusion

Now that you have recorded your course credentials, 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 user name associated with the Earth Imagery at Work organization.

**Solution:**

1. Confirm that you are using the email address associated with your Esri account, as noted in Step 2.
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 on the course dashboard, your credentials may not yet be ready. Please be patient!

**Issue:** The temporary password to sign in to ArcGIS.com does not work.

**Solution:**

1. Be sure you are typing the password in all lowercase. You may need to try it more than once.
2. Signing in to ArcGIS.com for the first time on a phone may not work. Try signing in using a private browser window on a tablet or a computer.