Create an Esri Account to Linked to K-State

Kansas State University purchases and distributes GIS software through a higher education site license agreement with Esri. This site license is paid for by K-State Libraries.

Important changes were made to this agreement effective May 2020. As part of this site license agreement, the university operates its own ArcGIS Online portal specifically for our faculty, staff, and students. **K-State's ArcGIS Online GIS Portal (https://kstate.maps.arcgis.com)** supports teaching, research, and outreach activities at the university.

Users who create an Esri account linked to K-State are granted access to this portal, a personal named user license for ArcGIS Pro (and all of its extensions), and complementary access to Web-based learning modules through the Esri Academy (https://esri.com/training).

This guide is designed to assist users in creating an Esri account which is linked to Kansas State University.

Last Updated: January 17, 2023

Decide How to Create an Esri Account and Link it to K-State

Linking your account is important because it grants you (1) access to K-State's ArcGIS Online GIS Portal, (2) a personal named user license for ArcGIS Pro and its extensions, and (3) free access to Web-based learning modules from the Esri Academy.

This document outlines the preferred method for creating an Esri account linked to the university. For the vast majority of K-State users, this is the best way to proceed and applies to those who have never created a personal Esri account, or those who already have a personal Esri account but want to create a new one to support their work at K-State. All that is needed to proceed is a valid K-State eID and password.

In rare instances, some K-State users may have an existing personal Esri account and need to link it to the university. This allows users to access any existing GIS resources that are part of the account after it is linked. However, all of your publicly shared items and groups will become private, any members of groups you created will be removed, and you will be removed from any groups that you had previously joined. If you are interested in this option, contact the Geographic Information Systems Spatial Analysis Laboratory (GISSAL) at gissal@ksu.edu for help.

Questions? Contact GISSAL at:

gissal@ksu.edu

Important Note on User Types and Roles in ArcGIS Online

Effective June 2020, all existing members of K-State's ArcGIS Online GIS Portal had their accounts transitioned to the **GIS Professional Advanced** user type and the **Publisher** role. Each existing member was also granted 500 credits for personal use and complementary access to web-based learning through the Esri Academy (https:\\esri.com\training). These credentials will also be applied by default to all future members of the organization.

Among other benefits, the **GIS Professional Advanced** user type automatically grants a named user license for ArcGIS Pro (with all extensions) and access to the applications including the ArcGIS Urban Suite Bundle (ArcGIS Urban and CityEngine), ArcGIS Business Analyst Web and Mobile Apps, ArcGIS Community Analyst, ArcGIS Drone2Map Standard, ArcGIS Field Maps, ArcGIS GeoPlanner, ArcGIS Insights, ArcGIS Tracker, Esri Redistricting, ArcGIS GeoBIM, ArcGIS Image for ArcGIS Online, and ArcGIS Location Sharing. The **Publisher** role allows users to view GIS resources, edit features, create groups and content, and publish features as hosted web layers in K-State's ArcGIS Online GIS Portal.

These credentials exceed the actual needs for most students, staff, and faculty involved with teaching, research, or outreach activities at Kansas State University. More information about user types, roles, and privileges can be found at https://doc.arcgis.com/en/arcgis-online/reference/roles.htm.

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Thanks to Single Sign On (SSO), this option only requires you to have a valid K-State eID and password.
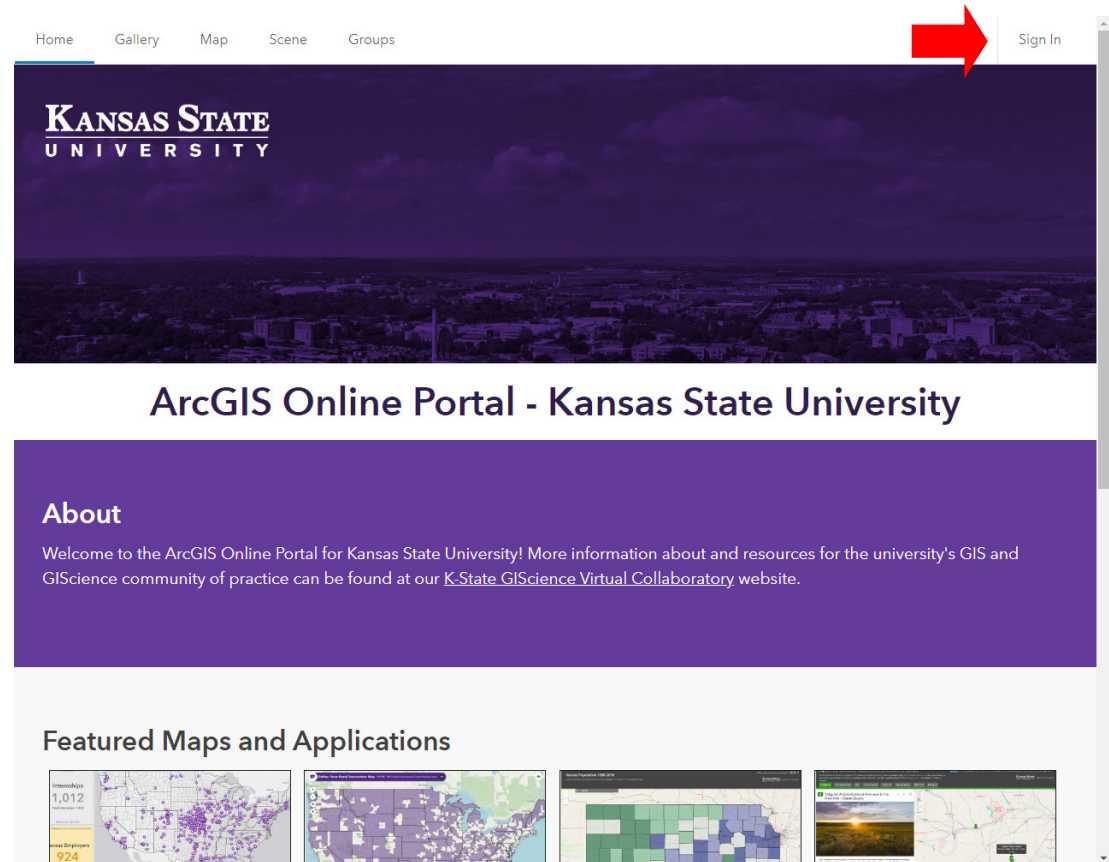
Open a Browser and Visit K-State's ArcGIS Online Portal Website

Direct your Web browser to the K-State ArcGIS Online GIS Portal website and click on the Sign In button located at the top right of the page.
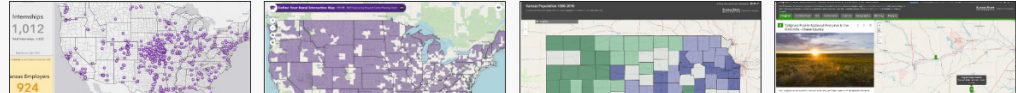
https://kstate.maps.arcgis.com

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Sign in to Kansas State University with Your K-State eID and Password

Click on the blue "Kansas State University" button...
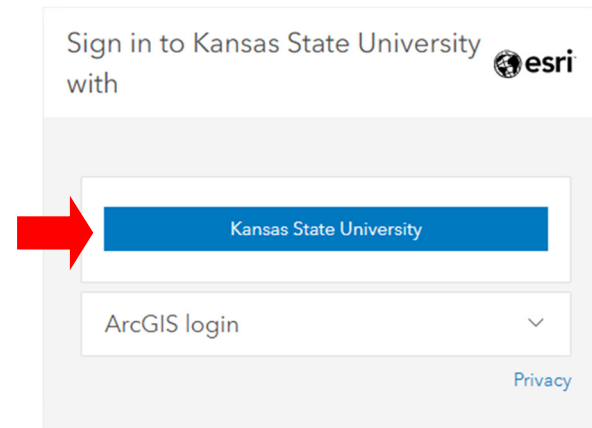
...which will then open an official K-State page where you should enter your valid university eID and password.

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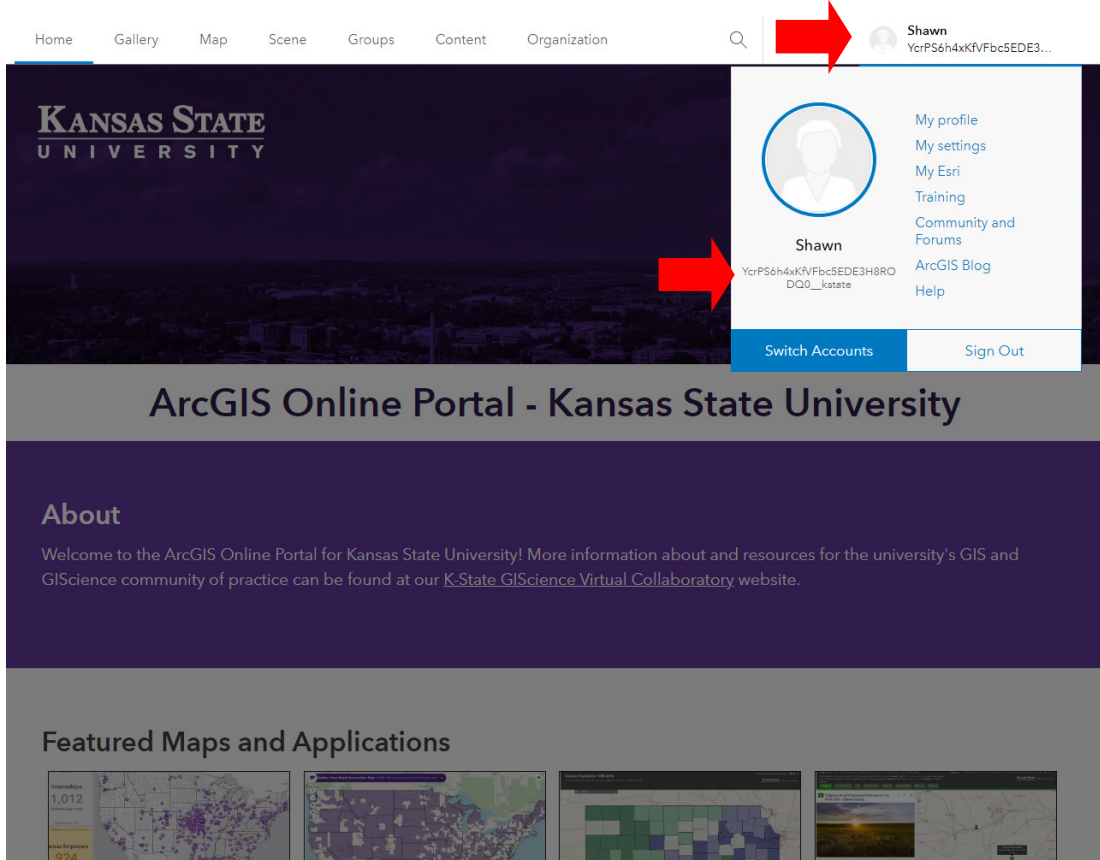
Now that your account is created and linked to K-State, choose "My Profle" to modify your profile settings to include your first and last names, along with a photo. This is especially helpful to others who may be searching for your account to add it to class or research groups.

Your New Esri Account is Now Linked to K-State!

Confirm you have successfully signed in by clicking the icon at the top right of the page that has replaced the original Sign In button. You should now see your name and a very long and cryptic account name. **This is normal.** Remember, whenever you log in, you only need to know your K-State eID and password, not this long computer-generated username.

Option 1

Now that your account is created and linked to K-State, you can start ArcGIS Pro and use your named user license created as part of your Esri account which is now linked to Kansas State University.
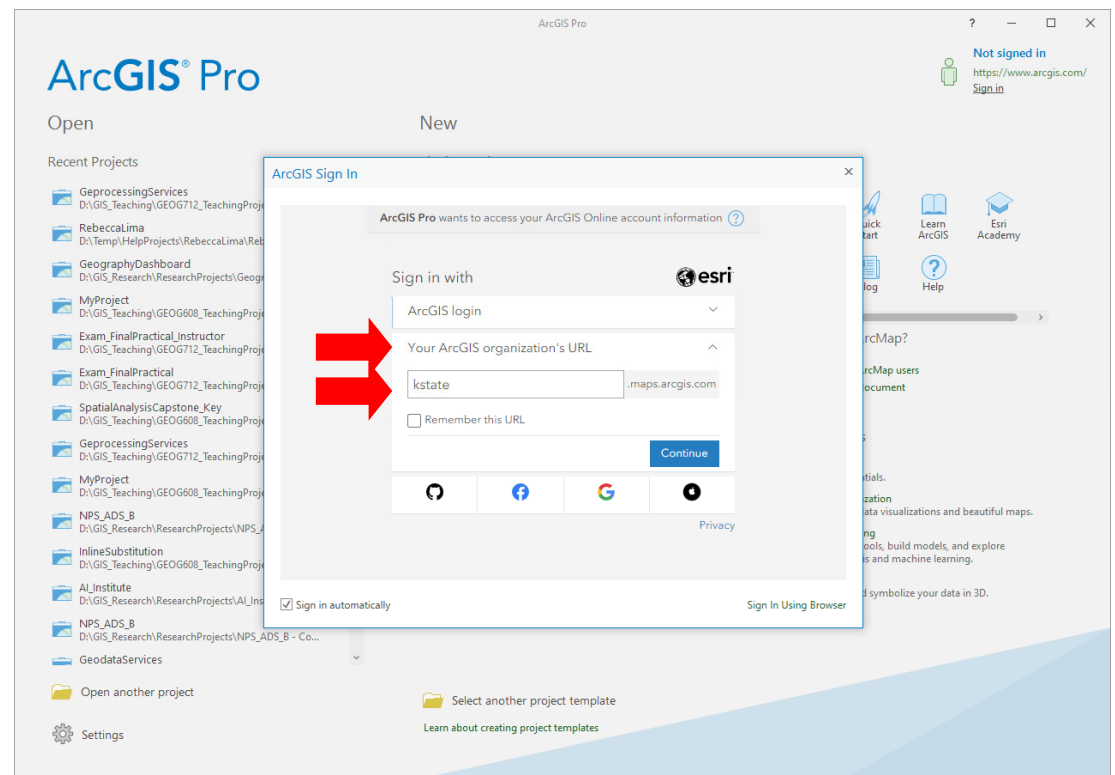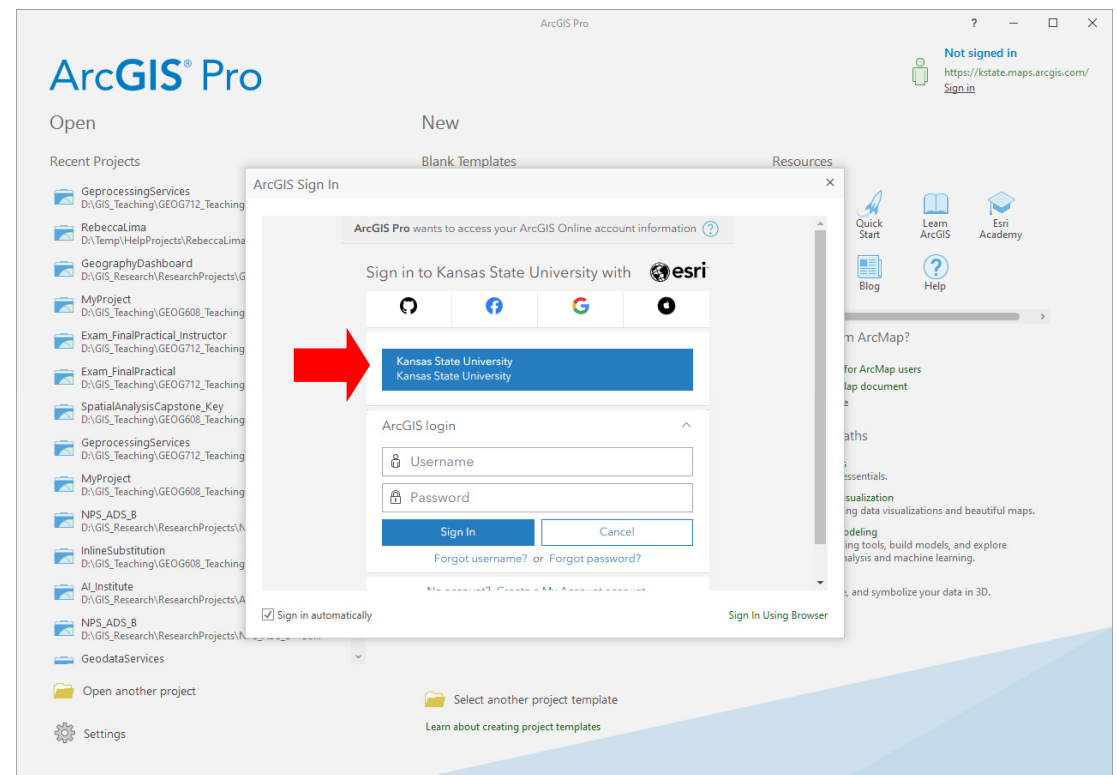
Run ArcGIS Pro using Your Named User License

You can now start ArcGIS Pro and operate the software using the named user license created as part of your linked account.

After you start ArcGIS Pro the first time, the ArcGIS Sing In window appears. Click the box **Your ArcGIS organization's URL** window, enter **kstate**, then choose Continue.

Option 1

Now that your account is created and linked to K-State, you can start ArcGIS Pro and use your named user license created as part of your Esri account which is now linked to Kansas State University.

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Run ArcGIS Pro using Your Named User License, continued

Next, choose the blue "Kansas State University" button then supply your K-State eID and password in the new window that will appear. That's it...you have activated your named user license!

For IT admins, there's no longer a need to operate a separate license server and update concurrent license files each year. However, that is still an option and these provisioning files are still available from our secure GIS software server.

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ArcGIS Pro is the latest professional desktop GIS application from Esri. With ArcGIS Pro, you can explore, visualize, and analyze data; create 2D maps and 3D scenes; and share your work directory to ArcGIS Online or your ArcGIS Enterprise portal.

Connect to a Different ArcGIS Online Portal Website

Now that you are successfully signed into ArcGIS Pro, look again at the upper right corner. Here you can see that I am signed in and, by default, connected to Esri's ArcGIS Online portal (https://www.arcgis.com). If you'd like to connect to a different ArcGIS portal site—like K-State's—find and click on the Settings button in the lower left of the ArcGIS Pro intro window.
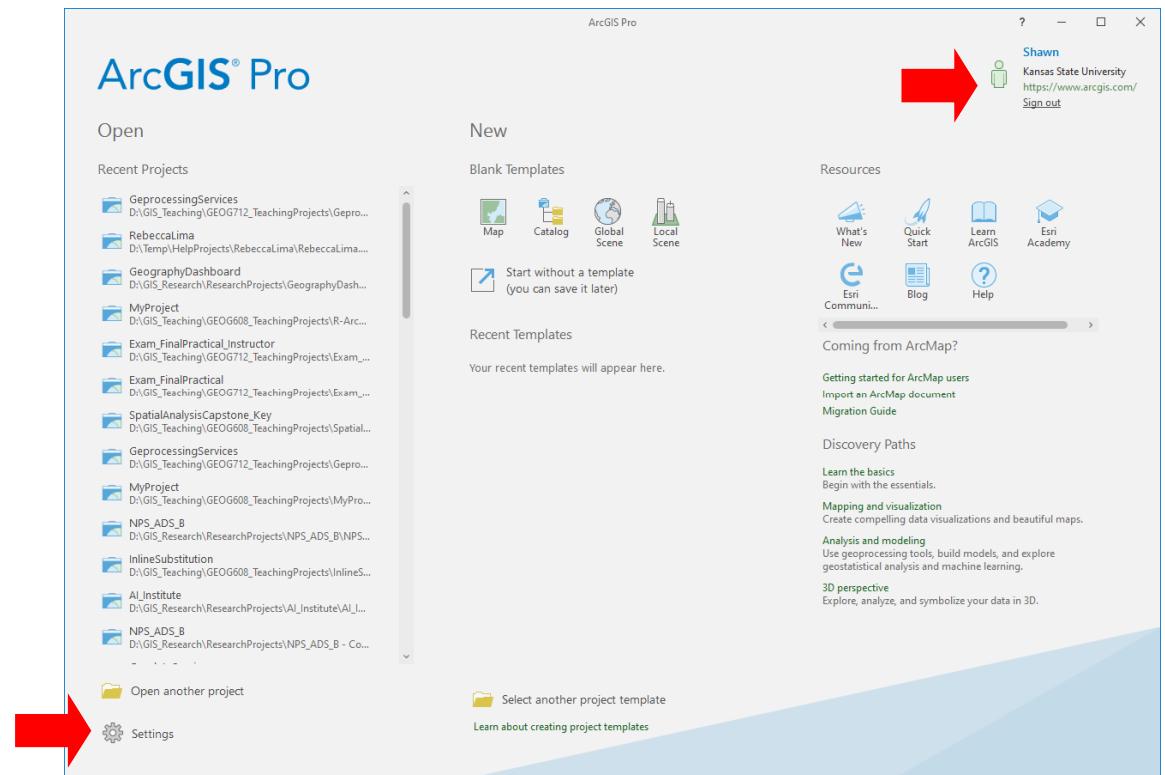
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Connect to a Different ArcGIS Online Portal Website, continued

In the Settings menu, choose Portals. A list of portals that are available for you to connect to, including the active https://www.arcgis.com which is Esri's ArcGIS Online, are now visible.

To add a new portal like K-State's, choose **Add Portal** then enter the URL for the portal site (https://kstate.maps.arcgis.com). After clicking OK, the K-State portal now appears in your list. To make it your default portal, click on the three dots to the right of the URL and select **Sign In** then **Set as Active Portal**.
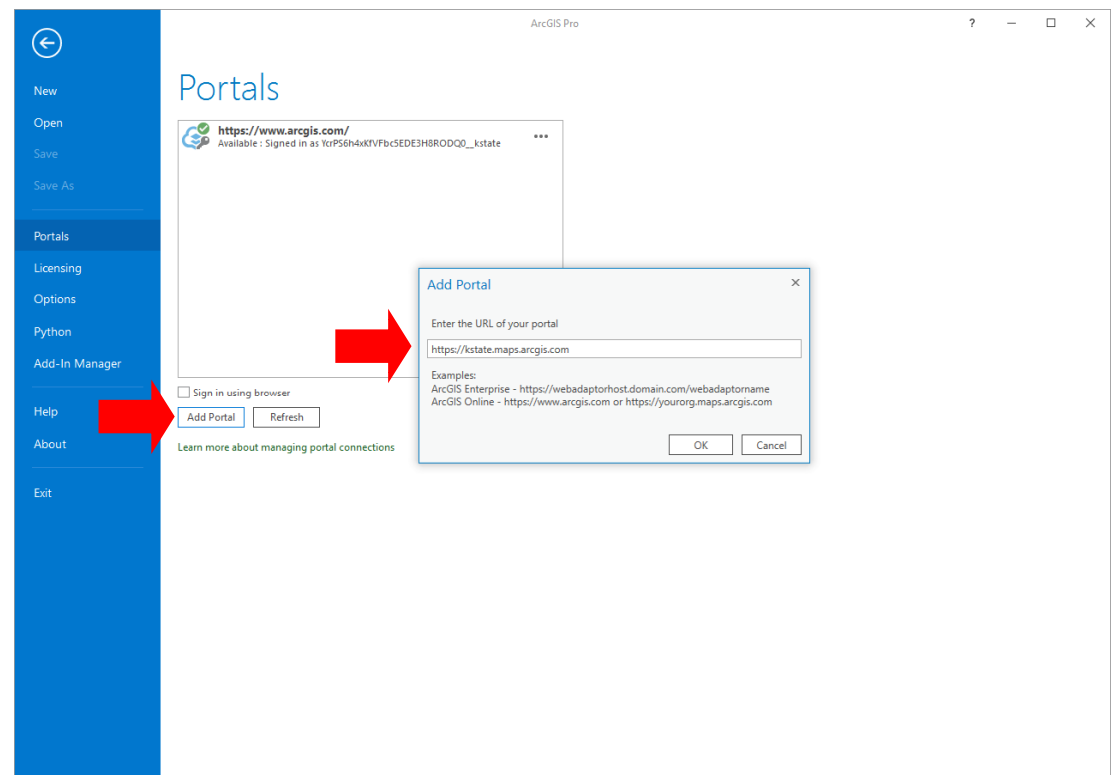
Option 1

K-State's Esri site license agreement makes free enrollment available for most courses comprising the Web-based curriculum of the Esri Academy.

These courses are self-paced and typically range from 3 to 21 hours in duration.
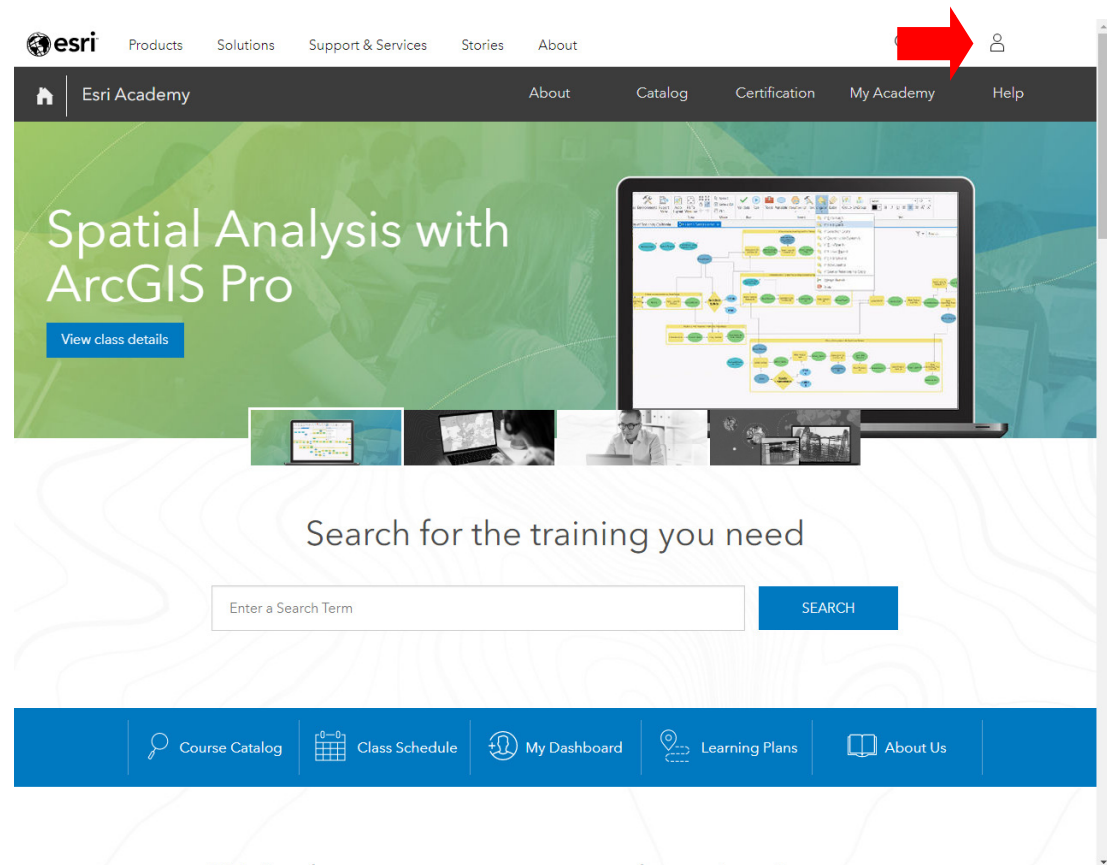
Our site license agreement also allows for significant cost savings should someone be interested in traveling to an Esri office for "in person" Instructor-Led training classes. See the K-State GIScience Virtual Collaboratory website (https://gis.ksu.edu) for more details.

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Sign In to the Esri Academy

Authorized users of K-State's ArcGIS Online Portal are also granted permission to take Web-based training modules free of charge through the Esri Academy (https://www.esri.com/training). To get started, just click on the sign in button.

Option 1

Next, enter "kstate" in the **Your ArcGIS organization's URL** window.

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Option 1

Sign In to the Esri Academy, continued

Finally, click on the **Kansas State University** button and when prompted enter your K-State eID and password.

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Option 1

Sign In for Esri Academy, continued

Once you are signed into the Esri Academy, you may click on the Catalog button and search for courses by name or topic.

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??? Need further assistance?

Have questions?

Faculty, staff, and students in each college at Kansas State University have dedicated faculty members who can help answer questions related to Esri software, the online Esri Academy, and other benefits available through the Esri software sight license agreement.

Only a handful of designated K-State representatives are authorized to obtain software directly from Esri or to contact Esri directly for technical support. Depending on the home college of your academic unit, one of the following people should be **your first point of contact** for assistance, questions, and troubleshooting technical issues:

- Carl R. Ice College of Engineering—Dr. Aleksey Sheshukov (0044 Seaton Hall, ashesh@ksu.edu)

- College of Agriculture—Dr. Dan Sullins (1602 Throckmorton, sullins@ksu.edu)

- All other K-State Manhattan Colleges, K-State Polytechnic, and K-State Olathe—Dr. Shawn Hutchinson (3018 Seaton Hall, shutch@ksu.edu)

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