

MUD-Lab Toolkit ArcGIS Online 1 *Getting started*

This guide is designed to show you how to access ArcGIS Online – Centrally via IT Services [Includes download, installation & licensing information for ArcGIS Pro]

Disclaimer: This handbook does not replace the practical session

A

Request access

ArcGIS Online access should in the first instance be sought centrally via the IT Services Support Portal.

Please view the screencast titled ArcGIS Online Account Creation Centrally via IT Services Support Portal for step-by-step guidance on how to do this.

Once you have completed this process you will have:

- Access to ArcGIS Online via your University of Manchester username and password login
- Access to the Esri Academy (provides free access to online learning content to help you get started)
- Access to the default 1000 credits for online processing and analysis (please note this can always be increased once your account is created).
- Access to the latest ArcGIS Pro software media for an installation on your personal PC (for this academic year ArcGIS Pro 2.8.2 will be deployed to on-campus computer clusters and used in teaching).

B

Response to your central IT Services request


You will receive an email response from IT Services stating that you now have access to ArcGIS Online. If you do not receive a response within 24 hours chase this up via the IT Services Helpdesk. If there is a prolonged delay and you urgently require an account contact Dr Gail Millin-Chalabi the Esri Administrator at Gail.Millin-Chalabi@manchester.ac.uk.

The URL for the University of Manchester organisation site is:

<https://uomanchester.maps.arcgis.com>

When inputting credentials use the University of Manchester Login option within the red box shown below rather than the ArcGIS login.

Login using your University of Manchester central username and password.

Sign in to The University of Manchester with 

University of Manchester Login

ArcGIS login

Username

Password

☐ Keep me signed in

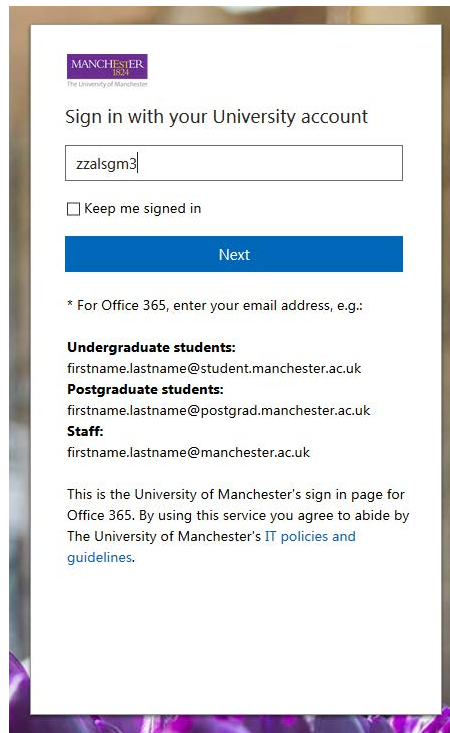
Sign In

[Forgot username?](#) or [Forgot password?](#)

Not a member of this organization?
[Sign in to your account on ArcGIS Online](#)

[Privacy](#)

Login using your University of Manchester central username and password.



MANCHESTER
1824
The University of Manchester

Sign in with your University account

zzalsgm3

☐ Keep me signed in

Next

* For Office 365, enter your email address, e.g.:

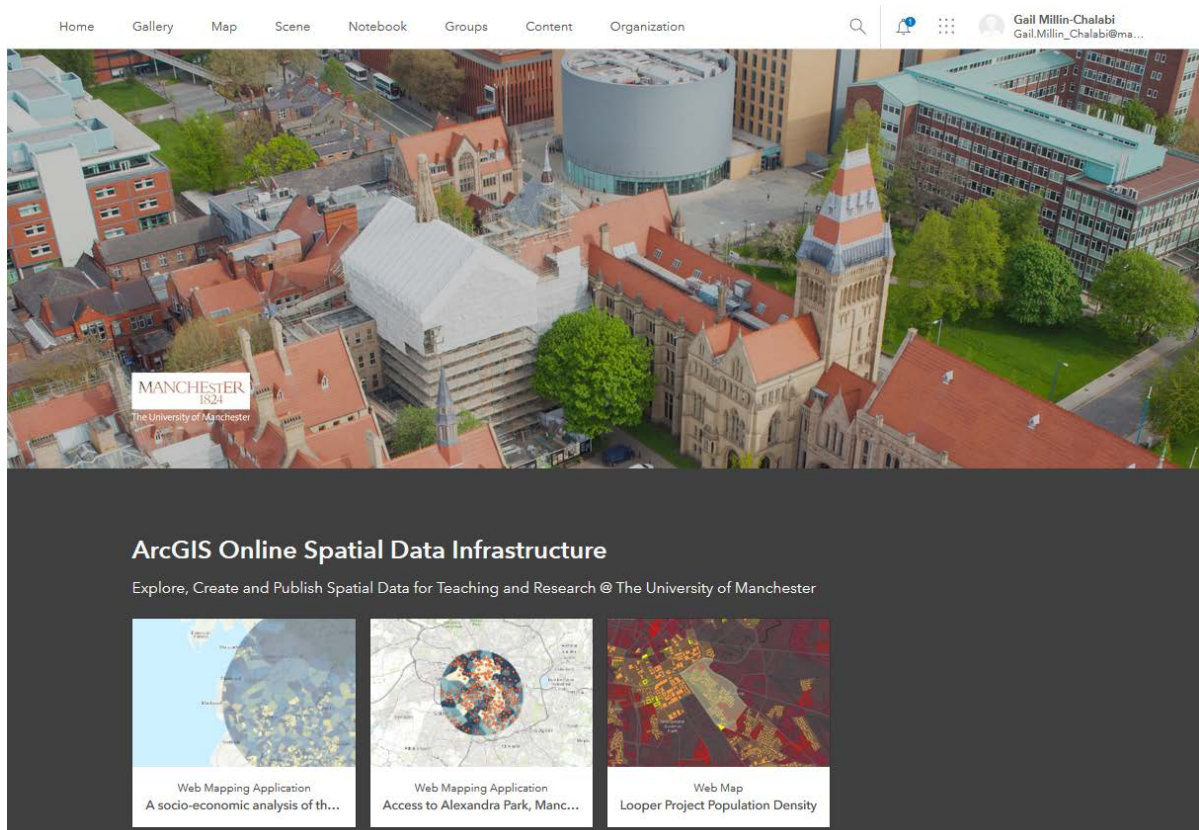
Undergraduate students:
firstname.lastname@student.manchester.ac.uk

Postgraduate students:
firstname.lastname@postgrad.manchester.ac.uk

Staff:
firstname.lastname@manchester.ac.uk

This is the University of Manchester's sign in page for Office 365. By using this service you agree to abide by The University of Manchester's [IT policies and guidelines](#).

Once logged in you should see the ArcGIS Online Spatial Data Infrastructure landing page.




Home Gallery Map Scene Notebook Groups Content Organization

Gail Millin-Chalabi
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ArcGIS Online Spatial Data Infrastructure


Explore, Create and Publish Spatial Data for Teaching and Research @ The University of Manchester



Web Mapping Application
A socio-economic analysis of th...



Web Mapping Application
Access to Alexandra Park, Manc...



Web Map
Looper Project Population Density

Note: What if I forget my UoM login and cannot access ArcGIS Online?

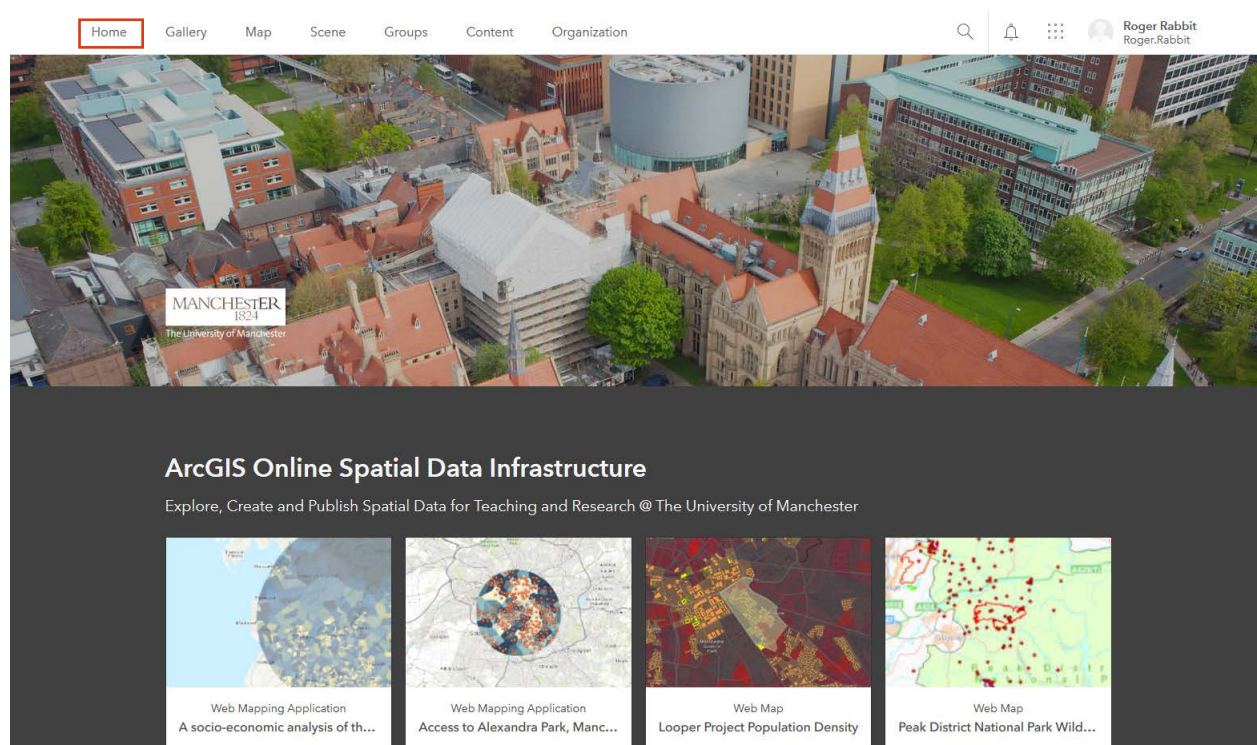
Go to <https://iam.manchester.ac.uk/recover> and use the Account Recovery Service to obtain a new password and/or to establish your username. Once your UoM login is resolved, so will access to ArcGIS Online as these systems are linked.

C

A Tour of The University of Manchester ArcGIS Online organisational site

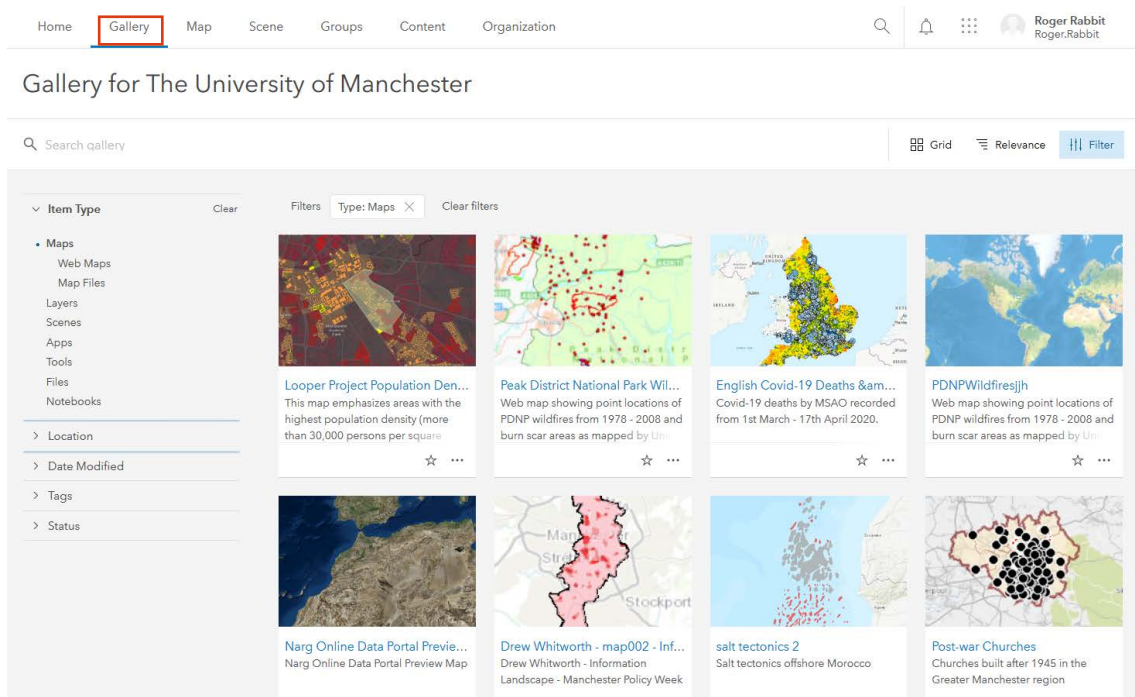
1- Home – ArcGIS Online Spatial Data Infrastructure

Once you have successfully logged in you will be presented with the below homepage which can also be accessed via the Home link at the top left of the webpage. The homepage provides a showcase of some of the maps created by members of The University of Manchester ArcGIS Online organisational site. Key contact information can also be found here along with important information governance and data protection advice.



2- Gallery

The gallery is a great place to search for web maps, map files, layers, scenes, apps, tools, files and notebooks created by others within The University of Manchester ArcGIS Online site. Only content that an author has made available to the university will appear at this location. Content can also be searched by date modified and by location.



3- Map

The map menu initiates an interactive map interface where a new web map can be created by following the four steps below:

Make your own map

It's easy to make your own map. Just follow these steps:

1. Choose an area.

Pan and zoom the map to an area or search by its name or address.

2. Decide what to show.

Choose a Basemap then Add layers on top of it.

3. Add more to your map.

Add map notes to draw features on the map.

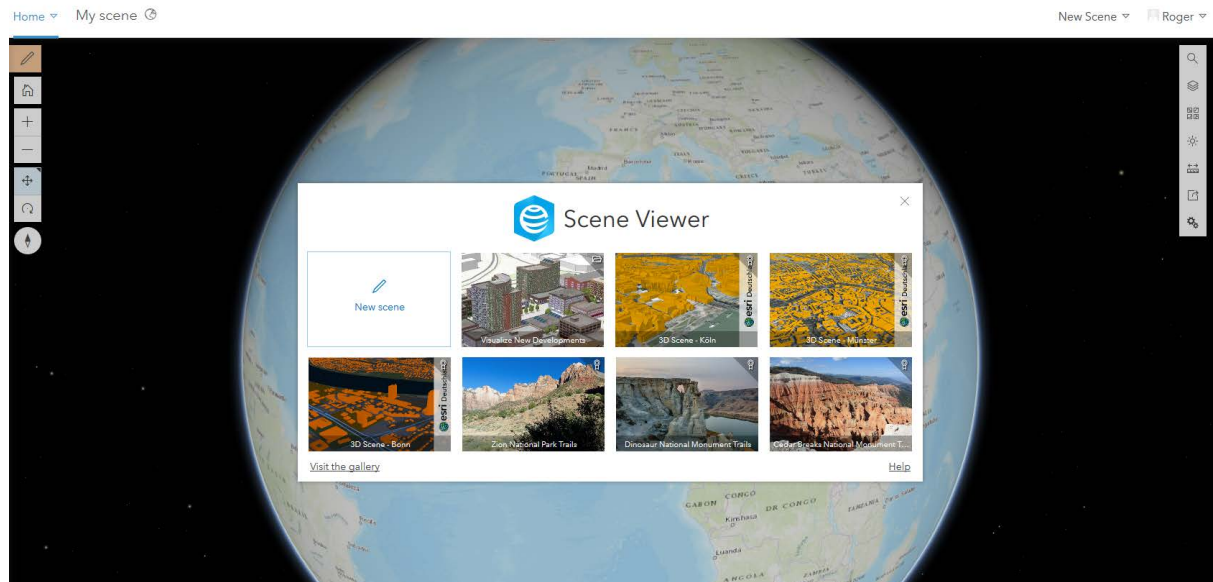
Display descriptive text, images, and charts for map features in a pop-up.

4. Save and share your map.

Give your map a name and description then share it with other people.

4- Scene

The Scene viewer allows either a new local scene to be created or a new global scene to be created. Scenes allow geospatial data to be visualised in 3D.



Examples include the 3D visualisation of new developments



5- Groups

Find a group and join it or create your own and invite others to join. This is the area which enables online collaborations to take place. The Groups are sub-divided into the following:

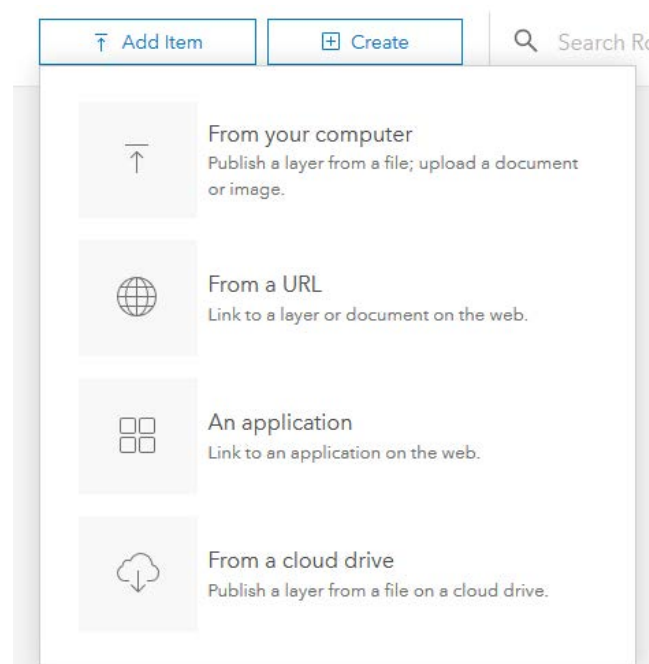
- My Groups – These are the groups that you are the owner of.
- Feature Groups – Set-up by Esri for sharing geospatial data and content.
- My Organisations' Groups – Groups created by others within The University of Manchester

organisational space which you may wish to join or are invited to join.

6- Content

This is really where a lot of the ArcGIS Online action takes place and allows you to add items to ArcGIS Online and also create new items such as layers and apps.

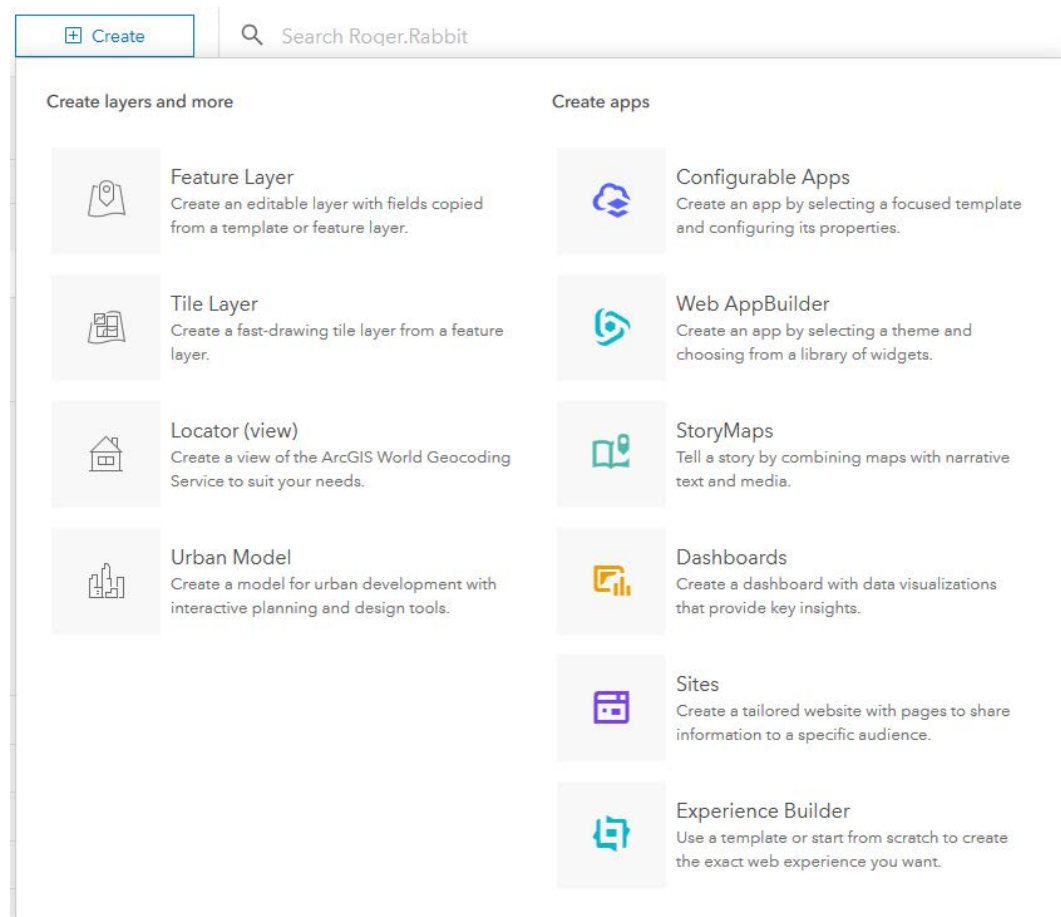
Add Item – adding files to ArcGIS Online (found top left of the screen)



The cloud drive supports the three main cloud environments:

- Google Drive
- One Drive
- Dropbox

Create Item – new feature layers, tile layers, geocoding, models and a range of apps including StoryMaps, Dashboards and Web Apps (found top left of the screen).



My Organization

By clicking on My Organization within the Content area you can view other people's content within The University of Manchester which they have provided permission to share with others at The University of Manchester. If you decide to use any content from others I would strongly advise to check the terms of use first with the content creator.

Living Atlas

The Living Atlas provides a whole range of geographic information from around the globe provided by Esri and embedded in ArcGIS Online. Further information regarding content and terms of use can be found at <https://livingatlas.arcgis.com/en/home/>.

7- Organization

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Add Item – adding files to ArcGIS Online (found top left of the screen)

D Editing your profile and settings

A- My Profile

At the top right of the webpage click on your name to view the following:



When clicking on My profile an image, bio and your profile visibility can be set. Please consider that any personal content you add to this section is stored on a third party platform and not directly at The University of Manchester.

B- My Settings [Includes ArcGIS Pro 2.8.3 desktop installation & licensing configuration]

At this location you can:

- Update your General profile e.g. profile page, change the start page from Home to another location e.g. Content, change the units from US Standard to Metric, check if Esri Access is enabled on your account (grants access to My Esri, Community and Forums (GeoNet), e-learning on the Training website, add comments to ArcGIS Blog, and managing email communications from Esri). If you have additional ArcGIS Online accounts you can link them here and also manage emails from Esri.

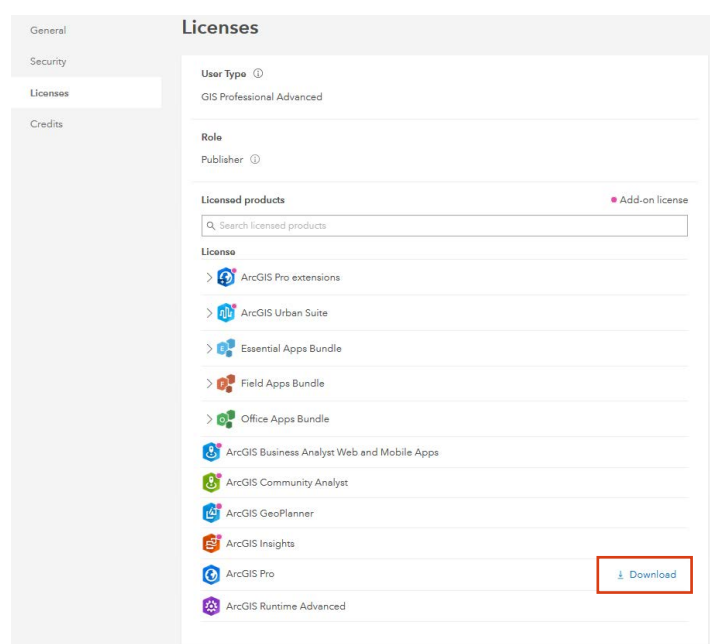
- Change Security settings e.g. change your password and update your security question.
- Provide an overview of the licensed products assigned to you
- Download & install the latest version of the desktop software ArcGIS Pro 2.8.3 by clicking on the [Download](#) icon (please see figure on next page, highlighted with red box). Access to installation instructions is also provided at this location.
- The key licensing configuration steps are summarised below for your convenience:
 1. Open ArcGIS Pro
 2. Select Settings (bottom left of screen cog icon)
 3. Licensing
 4. Scroll down and select the button Configure your licensing options
 5. From the drop-down menu called License Type select Named User License
 6. In the ArcGIS Online URL text box type <https://uomanchester.maps.arcgis.com>
 7. Then select University of Manchester Login
 8. Input your University of Manchester username and password.

Once the above licensing steps are completed the ArcGIS Pro 2.8.2 software is available to use.

Please note: This software is also available remotely via Citrix by connecting to University of Manchester computer clusters. However, for optimum performance it is recommended to install the software locally on your machine and configure the license using the Named User License option. The minimum hardware requirements for running ArcGIS Pro 2.8.2 can be found at: <https://pro.arcgis.com/en/pro-app/latest/get-started/arcgis-pro-system-requirements.htm>

C- Credits

The amount of credits assigned to your account. Further information regarding credits and how they work can be found at <https://doc.arcgis.com/en/arcgis-online/administer/credits.htm> . If you require more credits contact the Esri Administrator.



D- Sign out of ArcGIS Online

To sign out click on your name at the top right of the screen and select Sign out. If you have multiple accounts you can also Switch Accounts at this location.

E- Further training

To help you get started any new ArcGIS Online account has Esri Access enabled so that you can access e-learning resources in the Esri Academy which can be found at:

<https://www.esri.com/training/catalog/search/>

Suggestions for e-learning content at the site include:

Learning Plan: ArcGIS Online Fundamentals

Tutorial: Get Started with ArcGIS Online

Web Course: ArcGIS Online Basics

Web Course: Creating and Sharing GIS Content Using ArcGIS Online

Video: ArcGIS Online: Analysis Basics

Video: ArcGIS Online: Data Basics

Video: ArcGIS Online: Sharing Basics

Video: ArcGIS Online: Mapping Basics

Video: ArcGIS Online: Exploring Your Data with Smart Mapping

Video: ArcGIS Online: Scene Basics

Video: ArcGIS Online: App Basics

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