



## Guide to Beginning Esri Web Courses

This guide describes how to register for and begin Esri web courses. The online courses are an excellent means of gaining background in GIS techniques and concepts as well as ESRI software skills. Individual courses are self-paced and typically require anywhere from 3 to 24 hours to complete, depending on the number of modules in the course. Esri web courses are available free of charge to registered members of Trent University.

### Step One

Complete the following [request form](#) and return it to:

Trent University Library Maps, Data & Government Information Centre (MaDGIC)  
Rooms 408 to 411,  
4<sup>th</sup> Floor, Bata Library

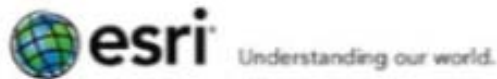
OR

email to: [madgichlep@trentu.ca](mailto:madgichlep@trentu.ca).

MaDGIC will acknowledge receipt of your form, and register you with Esri.

### Step Two

You will receive an email from “My Esri” with the subject “Your E-Learning Account”. Open the email and click on “Accept Invitation”



## My Esri

### Access to Esri E-Learning

An administrator for your organization, Trent University, has invited you to access e-Learning on the [Esri Training website](#). E-Learning includes self-paced courses, seminars, videos, and other resources covering a wide variety of GIS and ArcGIS topics.

Your access has been limited to be from September 29th, 2016 to April 30th, 2017.

For further information or assistance with the instructions given below, please contact Trent University Library Maps, Data & Government Information Centre at: [madgichelp@trentu.ca](mailto:madgichelp@trentu.ca)

Accept the invitation by clicking the button below. If you don't have an Esri account, you'll be prompted to create one.

Once you have accepted your invitation, you can visit the [Esri Training website](#) at any time.

If you have any questions, please contact Esri Customer Service at [service@esri.com](mailto:service@esri.com).

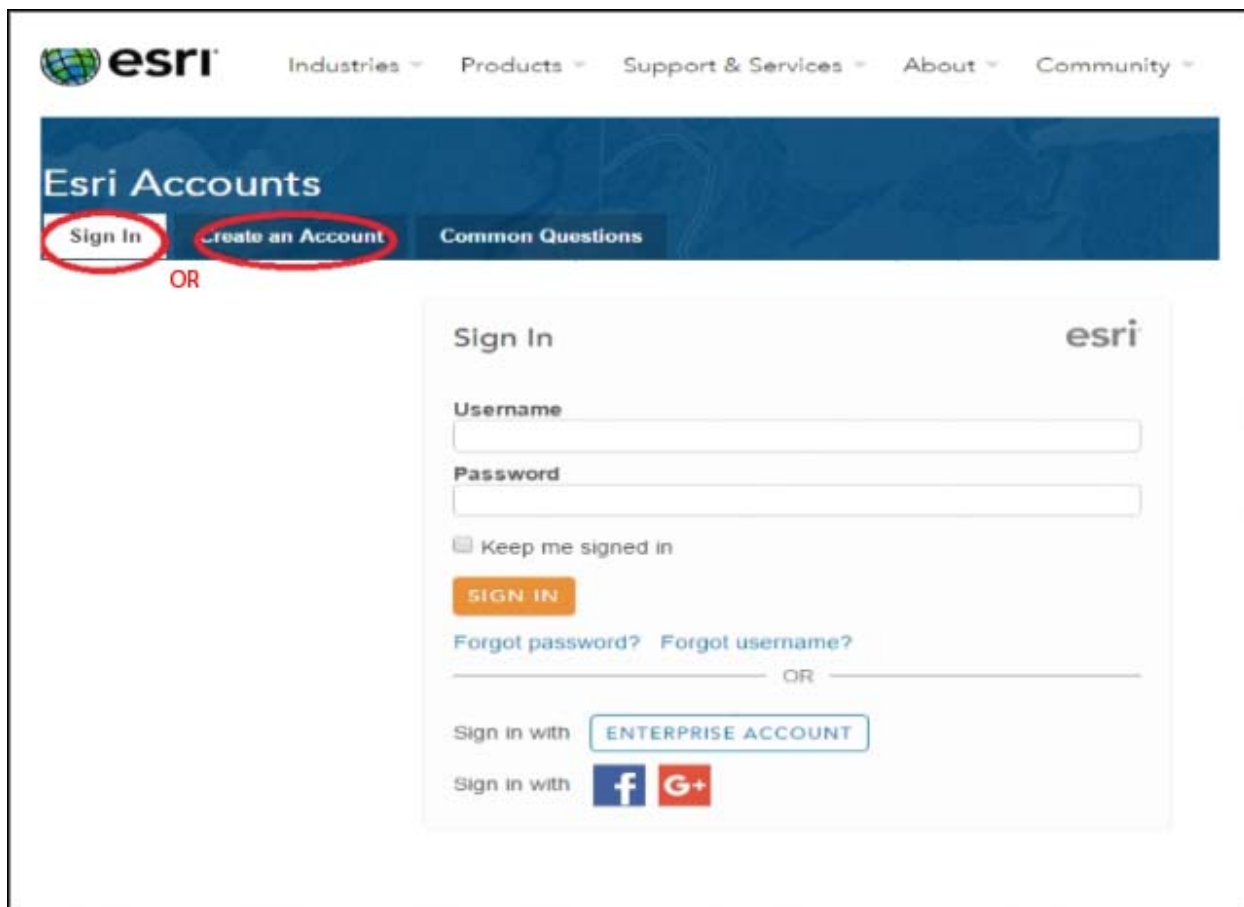
Regards,  
Esri Customer Service

[Accept Invitation](#)

Trouble shooting: If you can't find the email "Access to Esri E-Learning" from "My Esri" check your "Clutter" or "Trash" or "Spam" folders. If you still can't locate the email, contact: [madgichelp@trentu.ca](mailto:madgichelp@trentu.ca).

### Step Three

"Sign In" with your Esri Global Account. If you don't have an account, select "Create an Account" and complete the registration process.

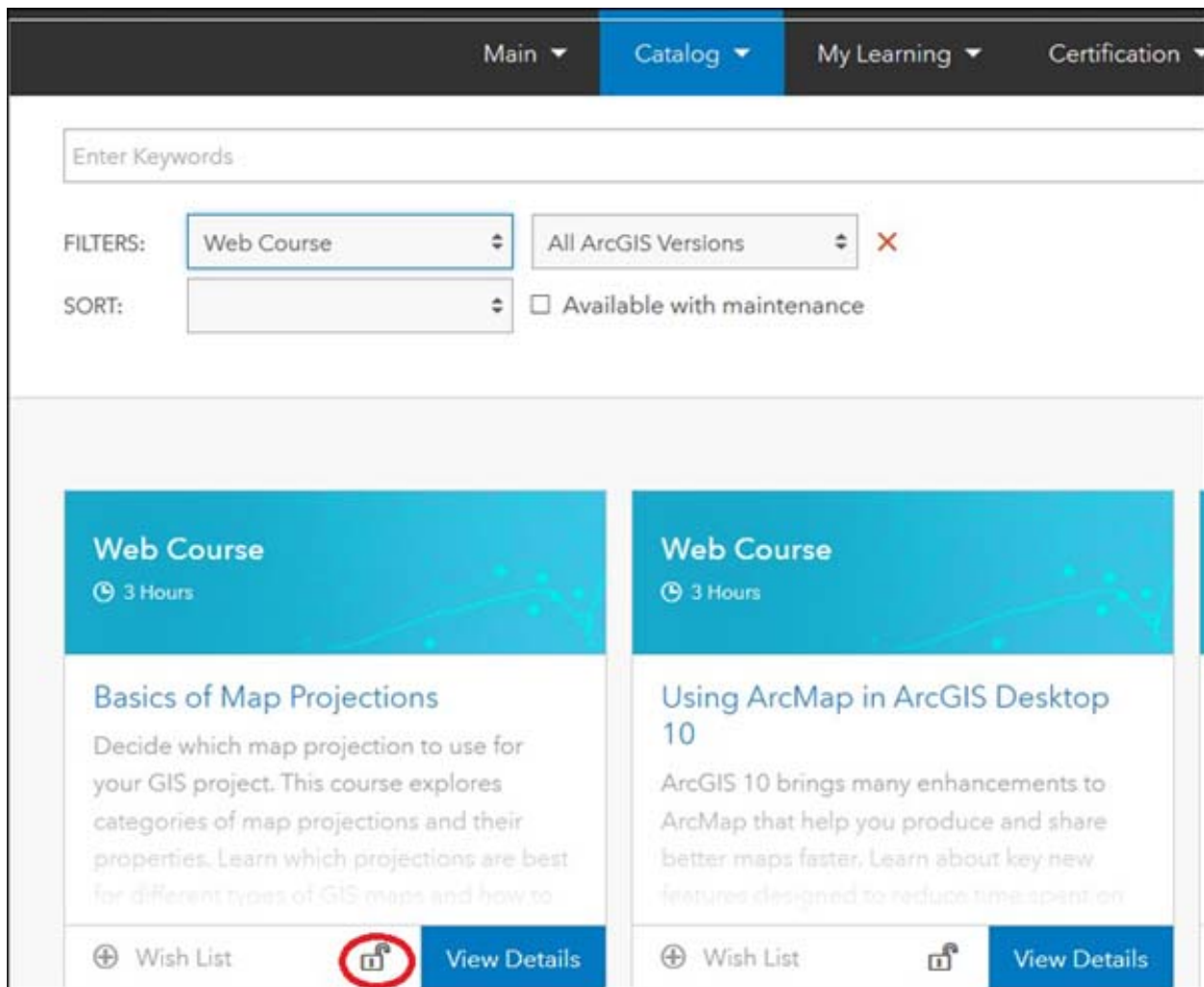


**Step Four:**

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

Adjust the filters to indicate “Web Course”.

You should now see approximately 142 courses, all of which should include an “unlocked” padlock symbol under the course description.



Trouble shooting tip: If the padlock symbol is locked rather than open: “Refresh” your browser. Ensure that you are signed in.

### Step Five

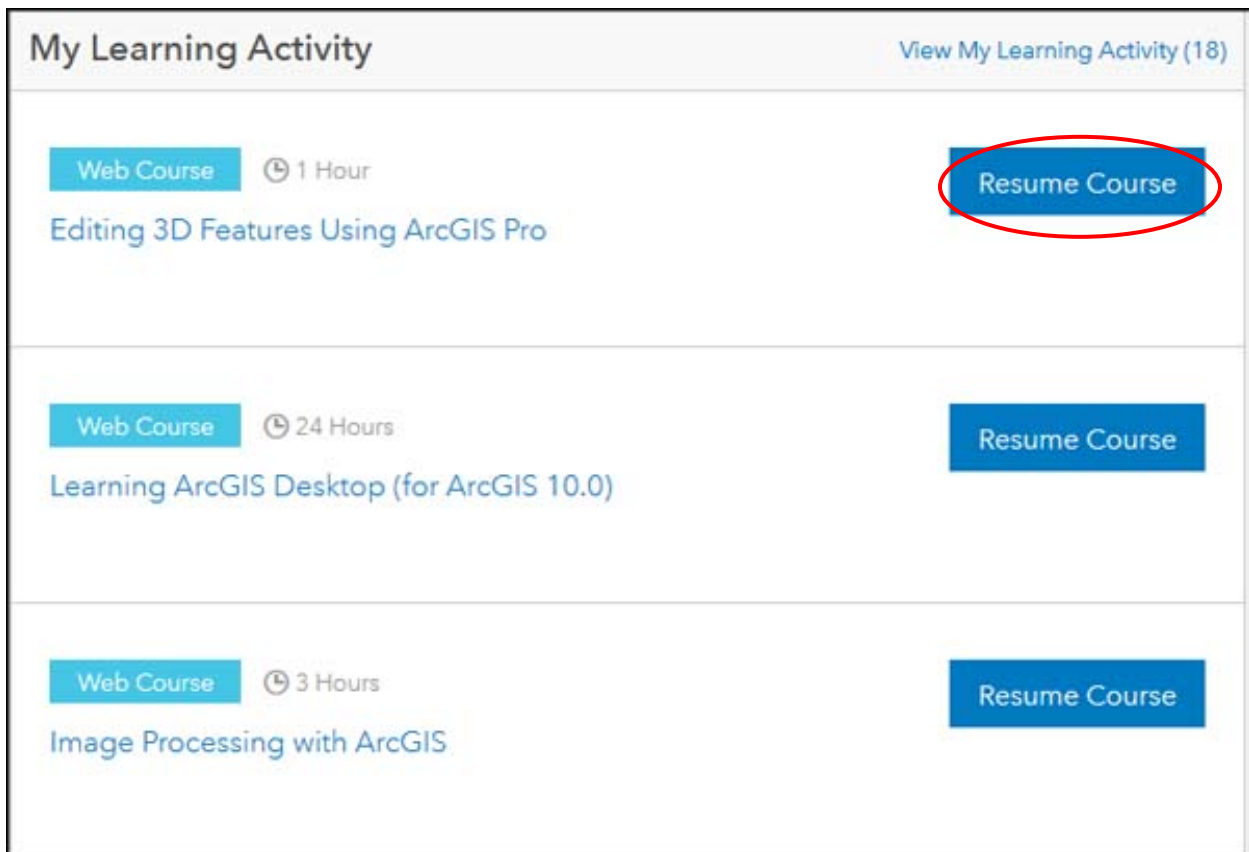
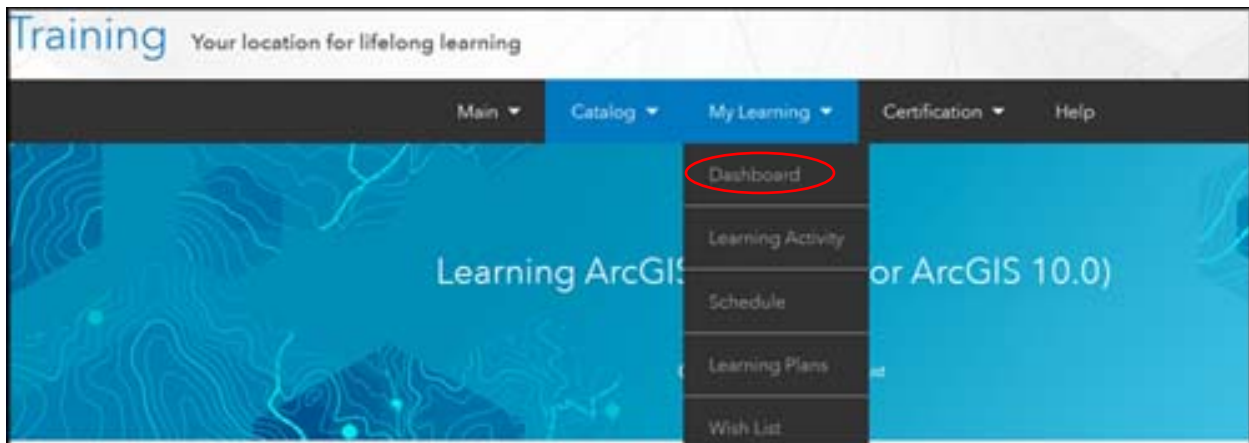
Browse through the courses and select “View Details” for more information about the course. Begin the course you wish to take, by clicking on the course icon and “Launch Course”.

These are self-paced non-credit courses. Once registered with the Esri Training portal you are free to select other web courses. Registration remains active until the end of the academic term (normally, April 30).

To return to a course you have started, sign in to your Esri account and go to:

<https://www.esri.com/training/my-activity-record/>

Select "My Learning" and "Dashboard".



Your "Dashboard" provides access to courses you are currently taking, as well as certificates for courses you have completed.

Enjoy the training!