



Trent Library Maps, Data & Government Information Centre
 Email: madgichelp@trentu.ca
 Web Site: <https://www.trentu.ca/library/madgic/contactmadgic>
 Twitter: @Trent_MaDGIC Guide Version: last update 2 February 2023

Getting Started with your Trent University Esri Enterprise Account

Your Trent Esri Enterprise Account provides access to ArcGIS Online, ArcGIS Pro software and Esri Academy (Training). Within ArcGIS Online there are several Apps available such as Story Maps, Field Maps, Living Atlas, Survey 123 and more. This guide gives instructions on how to:

- Section 1- [Active your Trent University Esri Enterprise Account](#)
- Section 2- [Getting Started with ArcGIS Online](#)
- Section 3- [Getting Started with ArcGIS Story Maps](#)
- Section 3- [Download, install and authorize ArcGIS Pro software](#)
- Section 4- [Access Esri Academy](#)

Section 1- Activate your Trent Esri Enterprise Account

ArcGIS Online is a cloud-based collaborative mapping platform hosted by Esri Inc. As part of Trent's subscription to Esri products, registered members of Trent University qualify for ArcGIS Online Enterprise accounts. These accounts provide greater functionality than [ArcGIS Online Public Accounts](#) including greater capacity for analytics, hosting map services and setting levels of privacy.

Terms of Use:

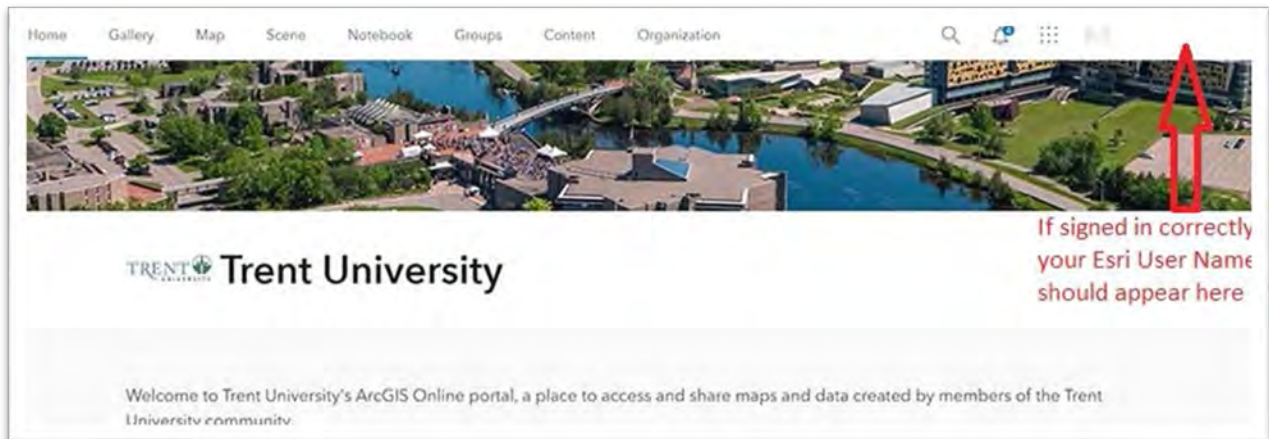
Registered members of Trent University may use ArcGIS Online for work directly related to Trent teaching and research. The development of web sites for commercial purposes or to describe or disseminate the work of agencies or individuals external to Trent is prohibited. Usernames and passwords are provided for your use only. Transfer, resale, donation, exchange or sharing of User Accounts is prohibited. Further information on [Terms of Use](#). Activation of Usernames implies acceptance of the above Terms of Use.

- a) Sign into Trent's ArcGIS Online organizational page: <https://TrentUniversity.maps.arcgis.com>
- b) Enter your username and temporary password (sent from madgichelp@trentu.ca)

You should now have access to **Trent University's ArcGIS Online Home page:**

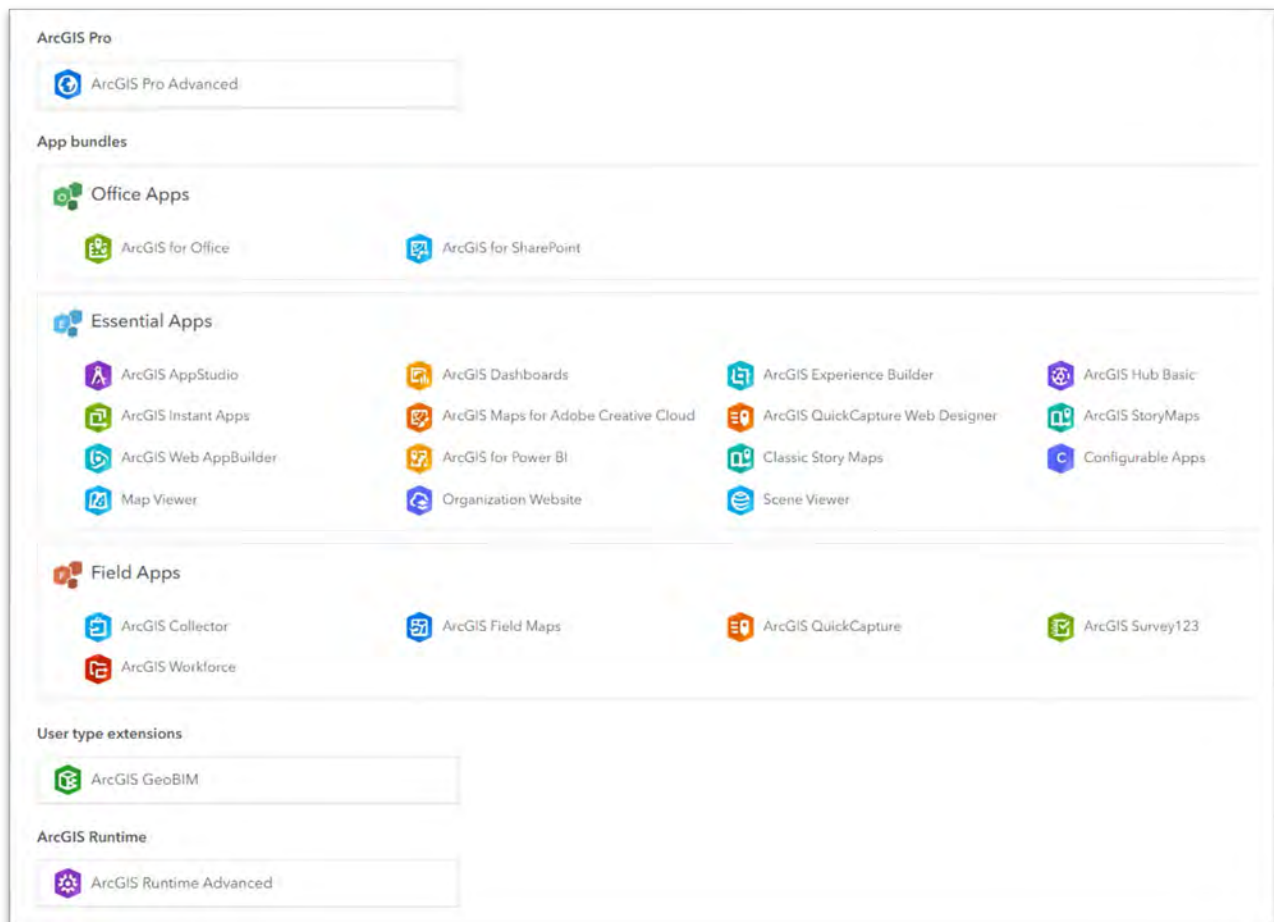
(<https://trentuniversity.maps.arcgis.com/home/index.html>)

NOTE: Refresh your page if the toolbar at the top is not displayed.



You have been assigned the following user type: **GIS Professional Advanced.**

Below is a picture of some of the apps and licenses included in your account. **Note:** the image may be slightly different from what you see as Apps and license privileges are updated regularly to include new products.

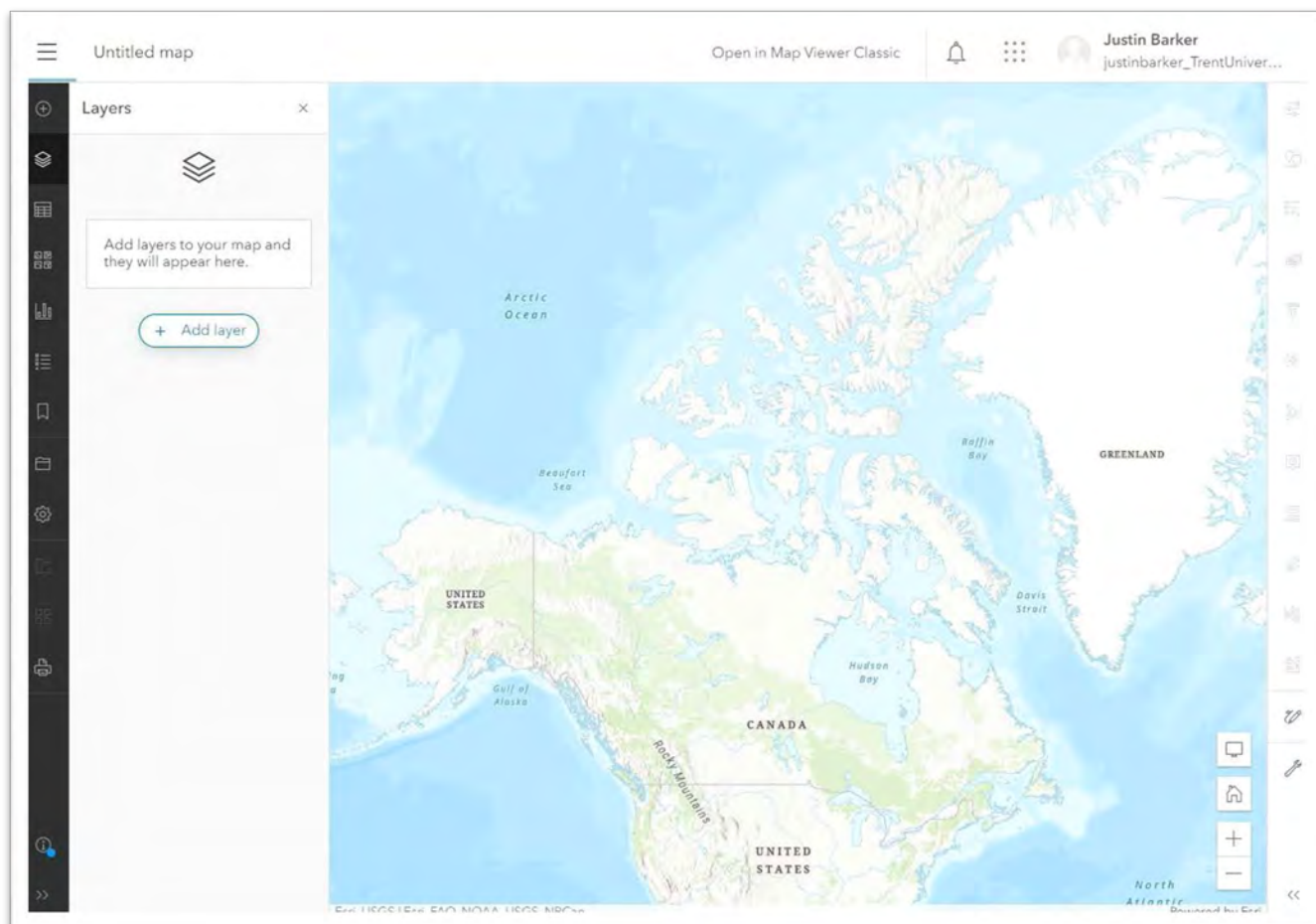


Section 2- Getting Started with ArcGIS Online

To begin mapping in ArcGIS Online, select the “Map” button.



a) ArcGIS Online will launch.



ArcGIS Online Credits:

Your account has been assigned: 100 credits

Institutional accounts use a credit-based system, in which various actions consume differing amounts of credit. As part of its priced subscription for Esri products, the university receives a fixed number of credits each year and assigns them to individual accounts. Assigned credits are more than enough to cover typical use. Large-scale geocoding and tile generation may need to be done outside of ArcGIS Online. Contact us (madgichelp@trentu.ca) to identify or discuss requirements for alternative workflows.

Other examples of processes involving credit consumption include Feature Service Storage, Tile Storage, and use of Analysis tools. For further information on credit consumption, see:

[Service Credits by Capability.](#)

Note: We would like to ensure that you are able to successfully complete your project. If you have been blocked from doing something in ArcGIS Online, please Contact us (madgichelp@trentu.ca) with the details including a snapshot of the notification message, if applicable. To customize or alter privileges associated to your account, we will require information regarding what you are trying to do and the purpose of your project.

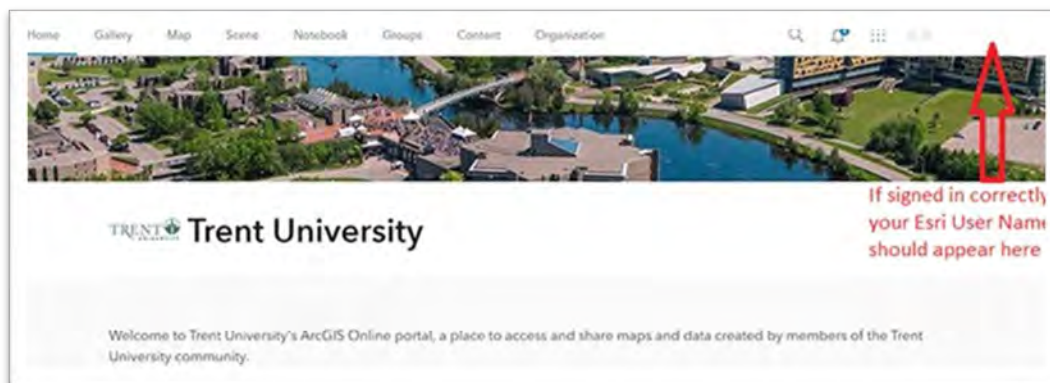
ArcGIS Online Resources and Training:

- [Creating and Sharing GIS Content Using ArcGIS Online](#) (Login with Enterprise Account)
- [AOL Online Resources](#)
- [ArcGIS Online FAQ](#)

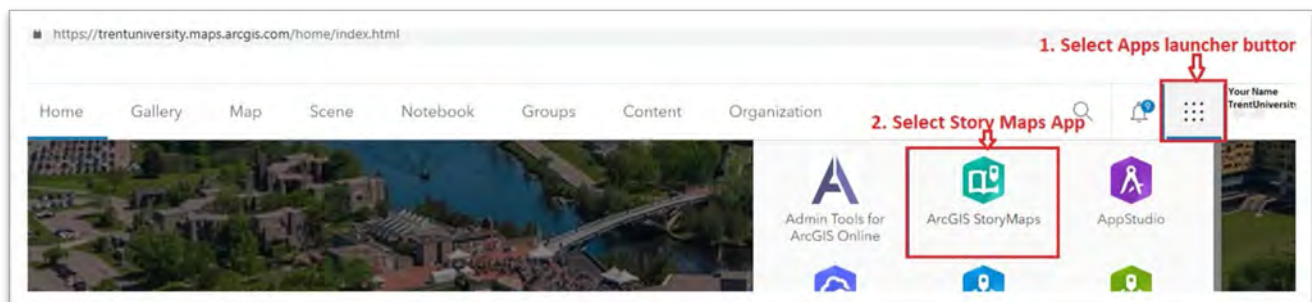
Section 3- Getting Started with ArcGIS StoryMaps

ArcGIS StoryMaps lets you combine maps with text, images, and multimedia content. Your story is published through the ArcGIS Online Cloud. This guide provides brief information on getting started, tutorials, and examples of StoryMaps. See [our web page](#) for more detailed information.

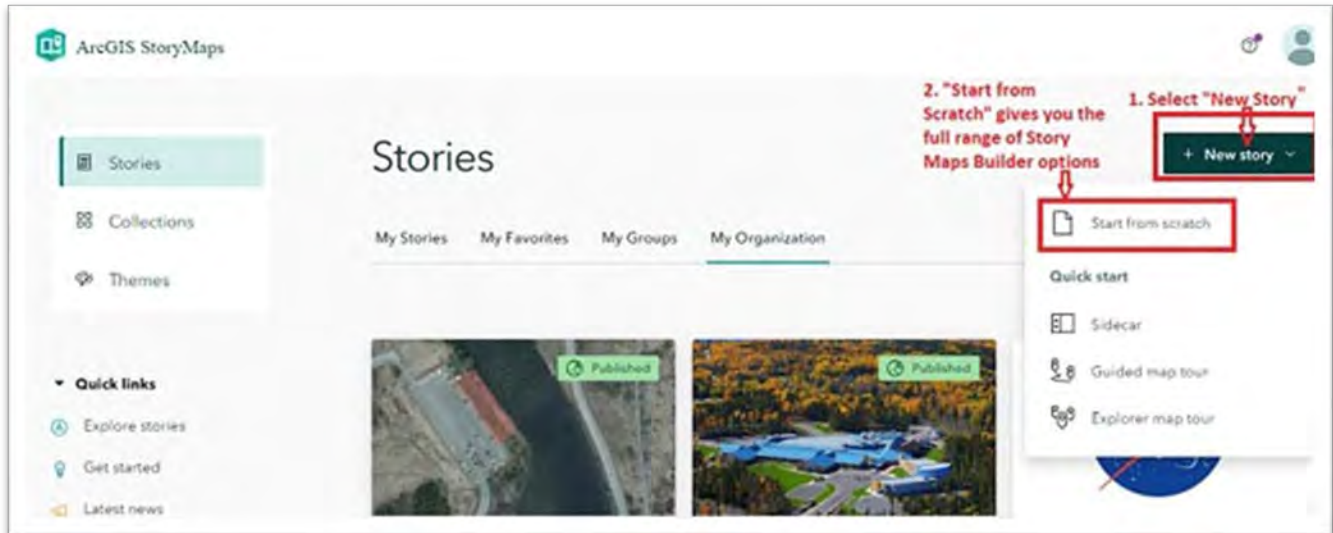
To begin StoryMaps, you must first be signed into [Trent's University's ArcGIS Online Home Page](#). If signed in correctly your Esri Username should appear in the top right corner.



While signed into ArcGIS Online, go to the Apps Launcher button (top left corner of the page, directly left of your username). Click on the Apps Launcher and select **ArcGIS StoryMaps**.



Within StoryMaps, select "New Story" and "Start from Scratch". This will open the StoryMaps Builder App which provides a broad set of options for building your StoryMap. We recommend the "Start from Scratch" option for most users as it provides a variety of options taken from different templates. Alternatively, templates under "Quick Start" can be selected if you wish to restrict the formatting of your story map to one specific template format such as the Guided Map Tour or Sidecar templates.



Further Information: Tutorials and Best Practices

There is an active StoryMaps community available to support your work. The following guides are recommended for getting started:

- [Getting started with ArcGIS StoryMaps](#)
- [The Anatomy of a Story](#)
- [Nine steps to great storytelling](#)
- [ArcGIS StoryMaps resources](#)

You may also wish to look at some examples of story maps:

- [Esri Story Maps Gallery](#)
- [Story Map Series Gallery](#)
- [Get inspired by the 2022 ArcGIS StoryMaps Competition winners - showcase of stunning data viz](#)

Other resources:

- [ArcGIS StoryMaps Blog](#)
- [Tutorials and Best Practices for Story Maps](#)
- [Trent Library MaDGIC Web Site](#)

Tutorials via Esri Academy:

- Select a free online web course from the [Esri Online Course Catalog](#): Hint: > sign in with your enterprise account > Under "Search Tips" enter: "Story Maps"> under FORMATS select "Story Maps" > check "Maintenance" and check "Free", and SORT by "Recently Added" For further information on Esri Academy see Step 3 in this guide.

Section 4: Download, Install and Authorize ArcGIS Pro Software

IF YOU HAVE A MAC:

ArcGIS Pro requires Windows Operating System. Here are some options for Mac users:

1. Virtual Access: You can access Arc GIS Pro remotely through [Trent IT's Information Commons](#).
2. In Person Access: If you are in Oshawa you can access ArcGIS Pro in the Student Computing Lab. And, if in Peterborough Trent Library has several computers running ArcGIS Pro, including student computers located on the entrance floor to the library.
3. Esri maintains a web page "[Run ArcGIS Pro on a Mac](#)." Students wishing to install Windows operating system on their Mac must do so independently. Trent University Library does not perform or support these installations.

Migration from ArcGIS Pro 2.x to ArcGIS Pro 3.x

ArcGIS Pro 3.x will open ArcGIS Pro 2.x files. However an ArcGIS Pro 3.x project cannot be opened in ArcGIS Pro 2.x. Esri recommends saving files as project packages if using 3.0 and sharing with persons using 2.9x.

See: <https://pro.arcgis.com/en/pro-app/latest/get-started/migrate-2x-to-3.htm>

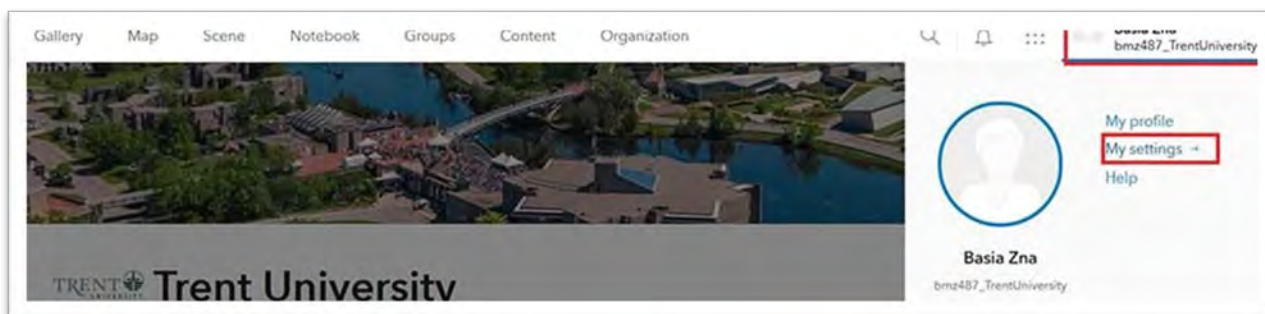
Please contact madgichelp@trentu.ca if you require a copy of ArcGIS Pro 2.9x. The instructions below are for installing ArcGIS Pro 3.0.

- a) **Review the ArcGIS Pro [Systems Requirements](#)** to verify operating system and other environmental prerequisites. **Note:** ArcGIS Pro 3.x requires the Microsoft .NET Framework 6.0 or later. Download .NET 7.0 or later from [here](#).

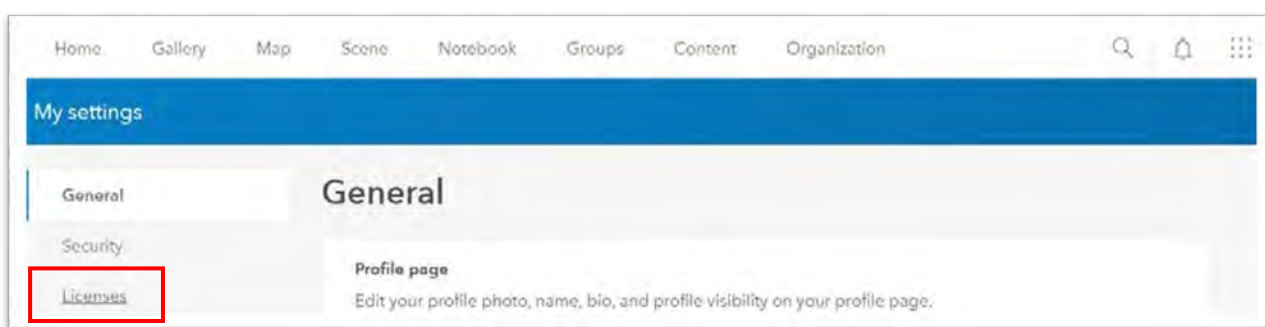


- b) Once the .NET application installer has downloaded, open it from “My Downloads” to initiate the install. Close the application upon a successful install.

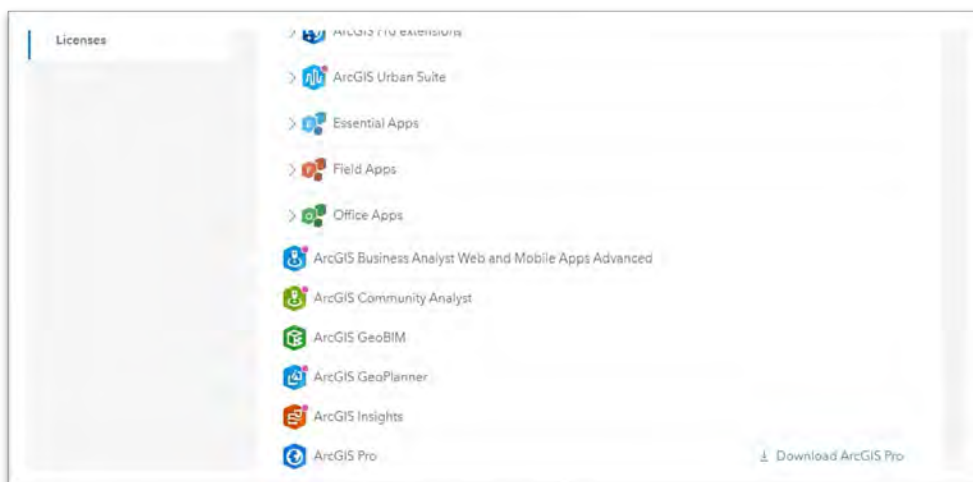
- c) Sign in to Trent's ArcGIS Online organization page with your username and password:
<https://TrentUniversity.maps.arcgis.com>
- d) At the top of the page, click your username and click **"My settings"**.



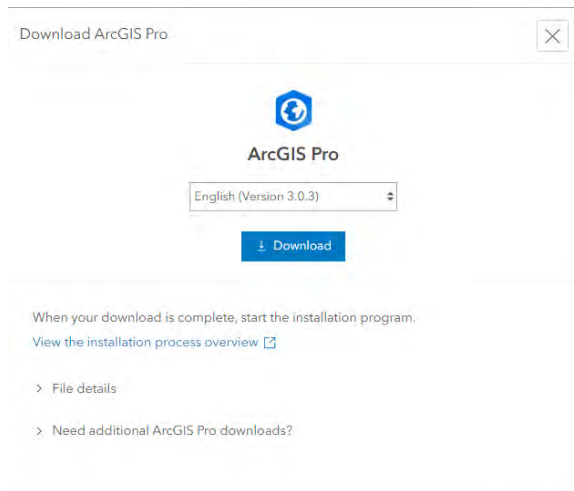
- e) On the **"My settings"** page, click the **"Licenses"** tab.



- f) Scroll down until you see ArcGIS Pro and select the **"Download"** button next to it.



g) A new window will pop-up and select the “**Download**” button again.

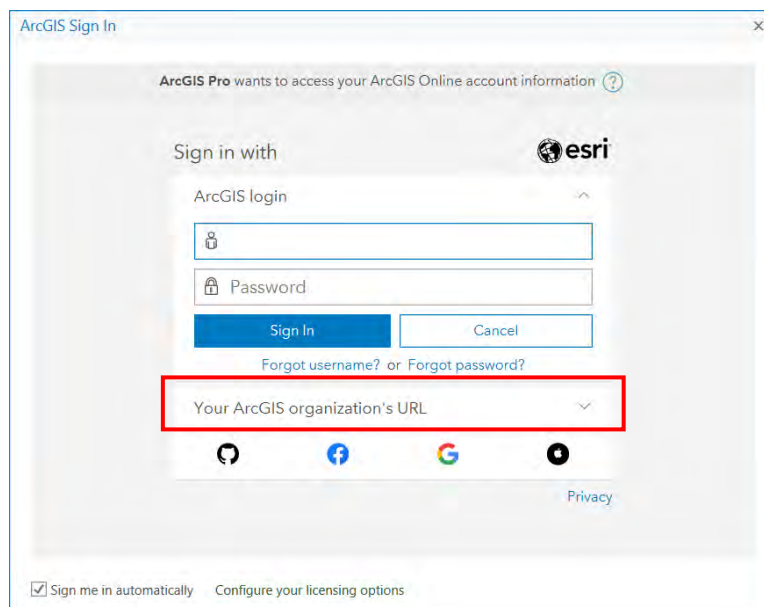


h) Select the link to “[View the installation process overview](#)” for more detailed instructions on installing the software.

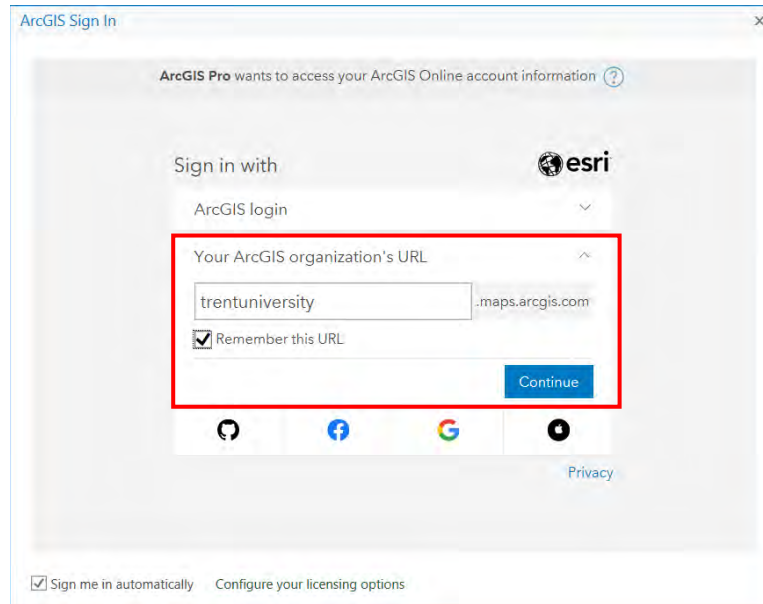
i) Once installed, you will need to **authorize the software** by authenticating it against your named user license.

i. Start **ArcGIS Pro** by clicking the Windows button in the taskbar. Search for **ArcGIS > ArcGIS Pro**.

ii. When the **ArcGIS Sign In** window pops up, select “**Your ArcGIS organization’s URL**”.




- j) Enter “trentuniversity” as shown below. Select “Continue”.



ArcGIS Sign In

ArcGIS Pro wants to access your ArcGIS Online account information ?

Sign in with 


ArcGIS login

Your ArcGIS organization's URL

trentuniversity .maps.arcgis.com

Remember this URL

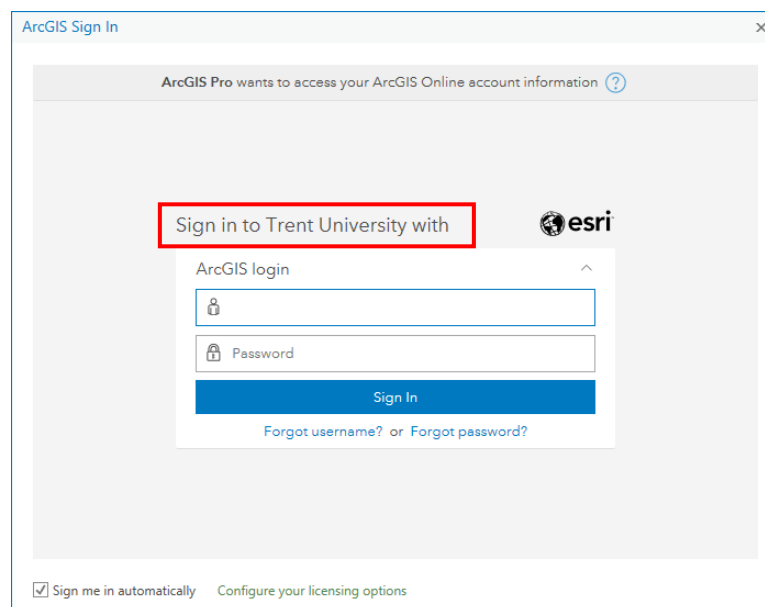
Continue



Privacy


Sign me in automatically [Configure your licensing options](#)

- k) Sign-in to Trent University with your ArcGIS Online login from **Section 1** and with your new password.



ArcGIS Sign In

ArcGIS Pro wants to access your ArcGIS Online account information ?

Sign in to Trent University with 

ArcGIS login

Sign In

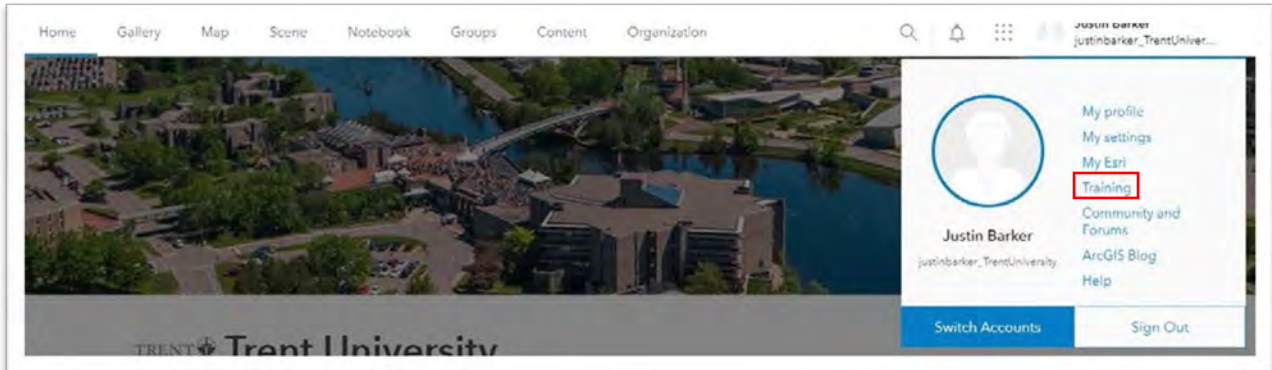
[Forgot username?](#) or [Forgot password?](#)

Sign me in automatically [Configure your licensing options](#)

- i. ArcGIS Pro software is launched.

Section 5: Access Esri Academy

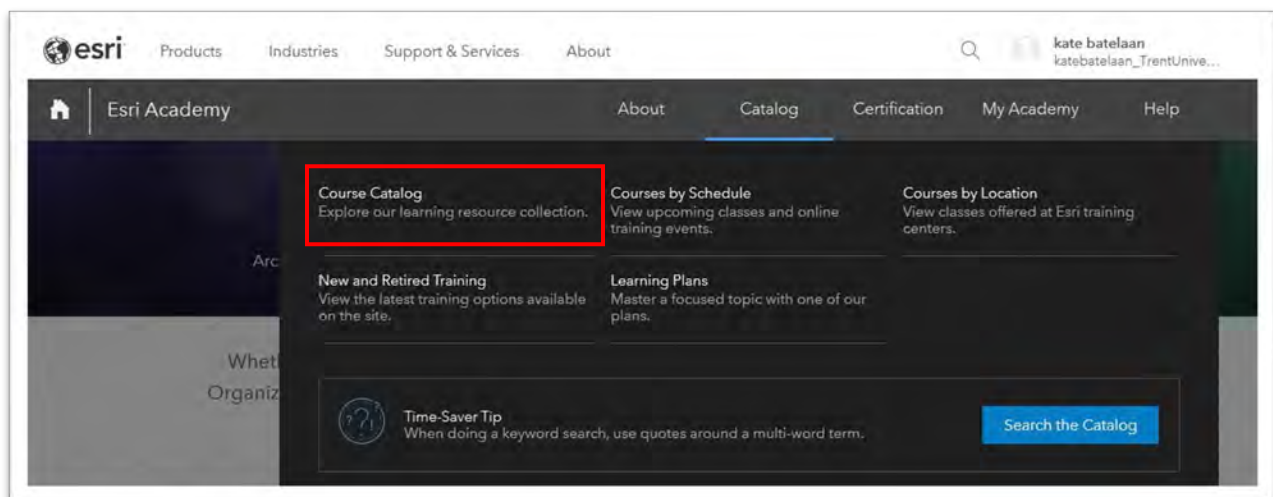
- a) To access Esri Academy (Training), select your user profile at the top right corner of the screen. From the drop-down menu, select **“Training”** or go to: <https://www.esri.com/training/catalog/search/>



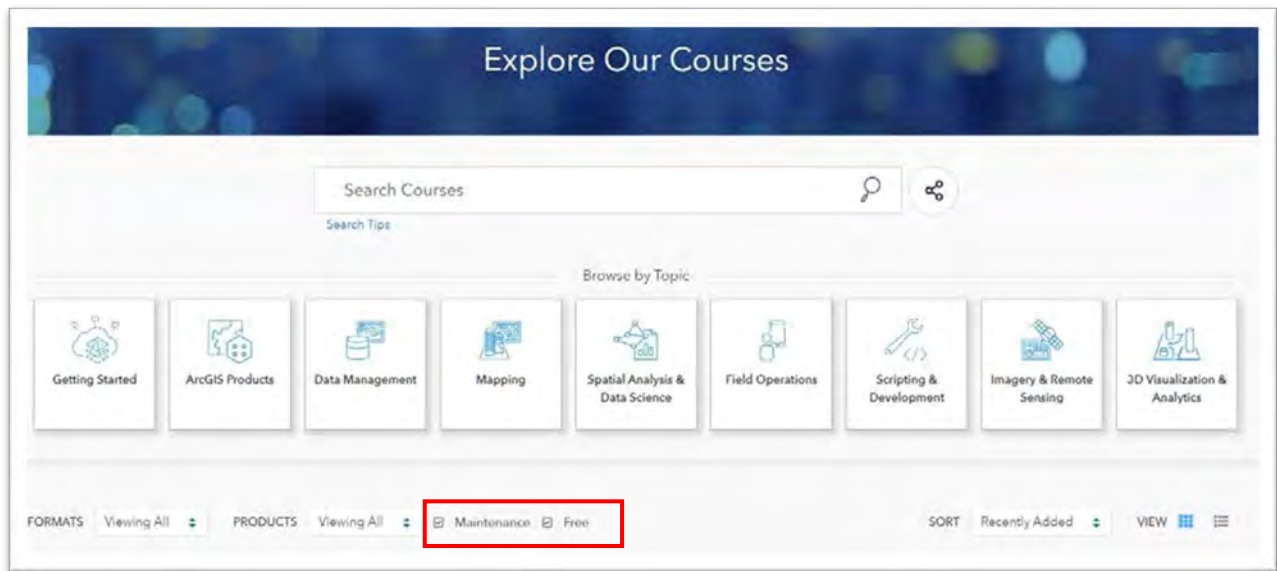
Note: You will be re-directed to the Esri Academy webpage.



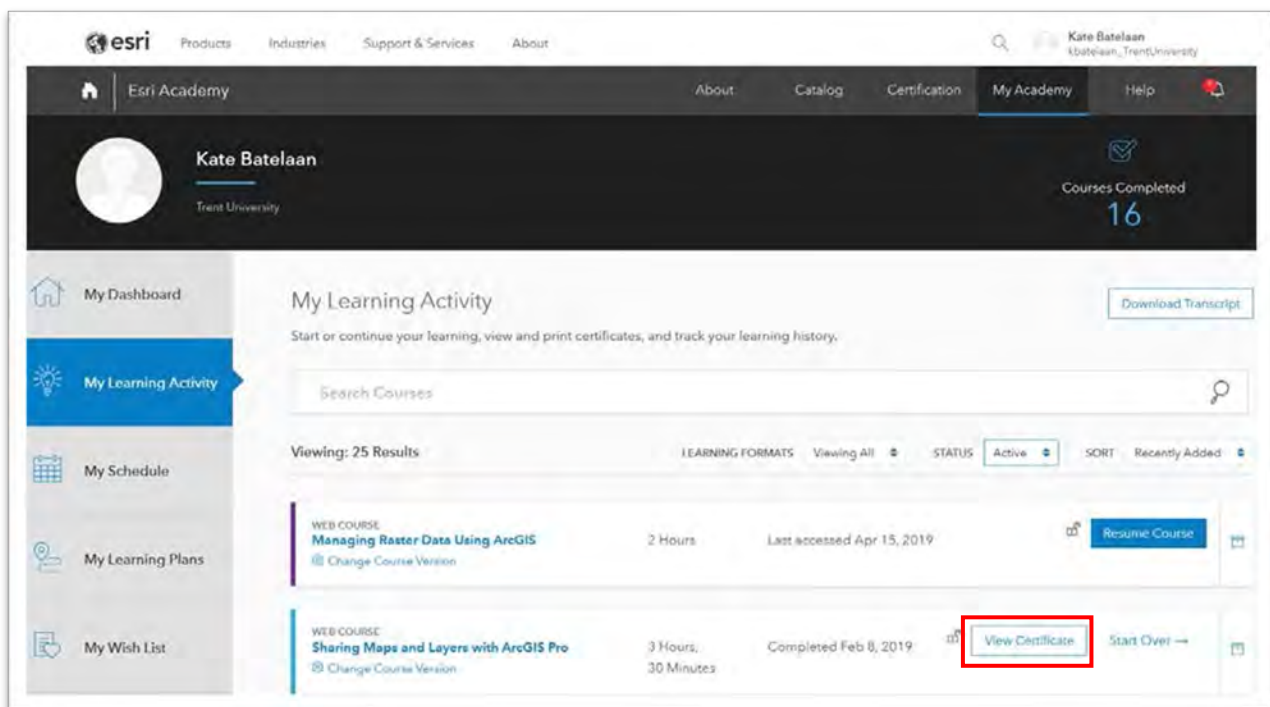
- b) To view the wide range of e-learning courses available, select the **“Catalog”** button, then **“Course Catalog”**.



Note: Most courses are free of charge with an institutional account. Check **“Free”** and **“Maintenance”** to view courses offered to students at no cost.



- c) If you exit a course before completing it, you can resume it later. To view your active courses and complete courses with certificates, select **“My Academy”** from the toolbar, and then **“My Learning Activity”**.



Questions or problems with installation: Contact us at madgichelp@trentu.ca. Please include snapshots of where you got stuck or any error messages, as applicable.

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Web Site: <https://www.trentu.ca/library/madgic/contactmadgic>

Twitter: @Trent_MaDGIC

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