Trent University Library& Archives
Maps, Data & Government Information Centre
Email: madgichelp@trentu.ca
Web Site: https://www.trentu.ca/library/madgic/contactmadgic

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- Activate your Trent University Esri Enterprise Account
Section 2- Getting Started with ArcGIS Online
Section 3- Getting Started with ArcGIS Story Maps
Section 4- Download, install and authorize ArcGIS Pro software
Section 5- Access Esri Academy

Section 1- Activate your Trent Esri Enterprise Account

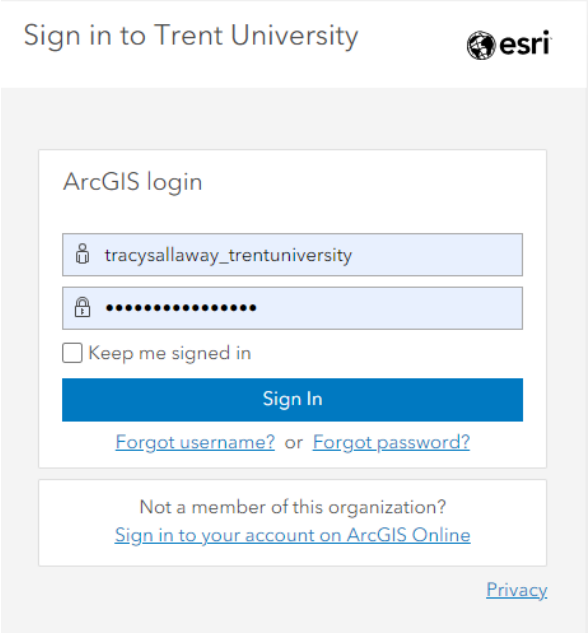
ArcGIS Online is a cloud-based collaborative mapping platform hosted by Esri Inc. As part of Trent's subscription to Esri products, registered members of Trent University qualify for ArcGIS Online Enterprise accounts. These accounts provide greater functionality than ArcGIS Online Public Accounts, including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

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.

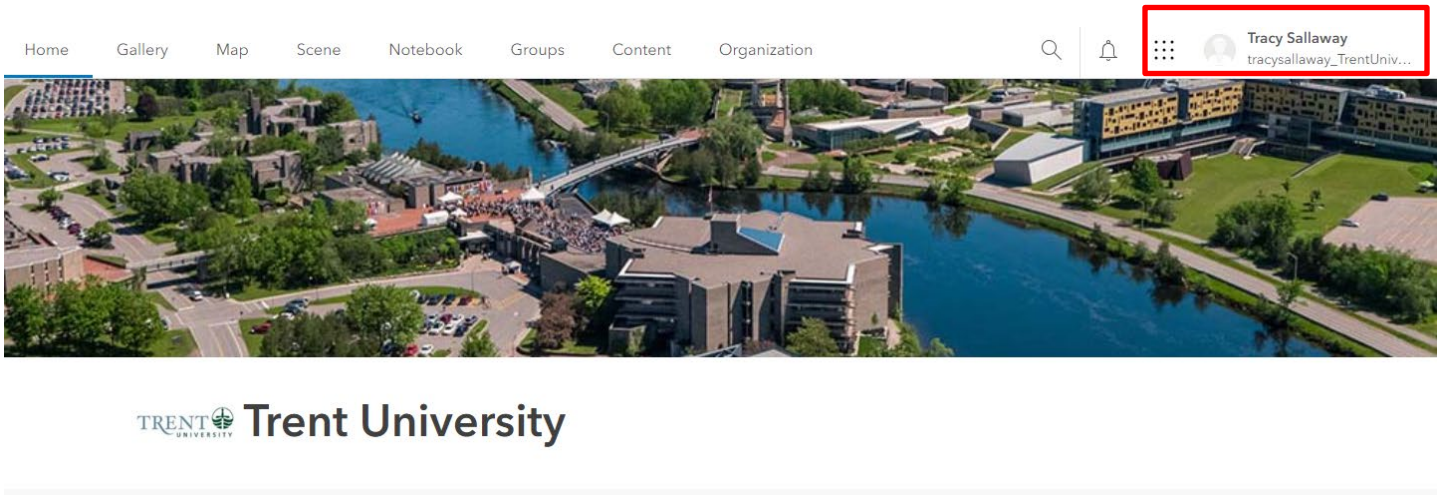
Follow these steps to activate your Trent Esri enterprise account:

a) Visit Trent's ArcGIS Online organizational page at https://TrentUniversity.maps.arcgis.com and sign in with your username and temporary password provided by the Maps, Data & Government Information Centre (MaDGIC).



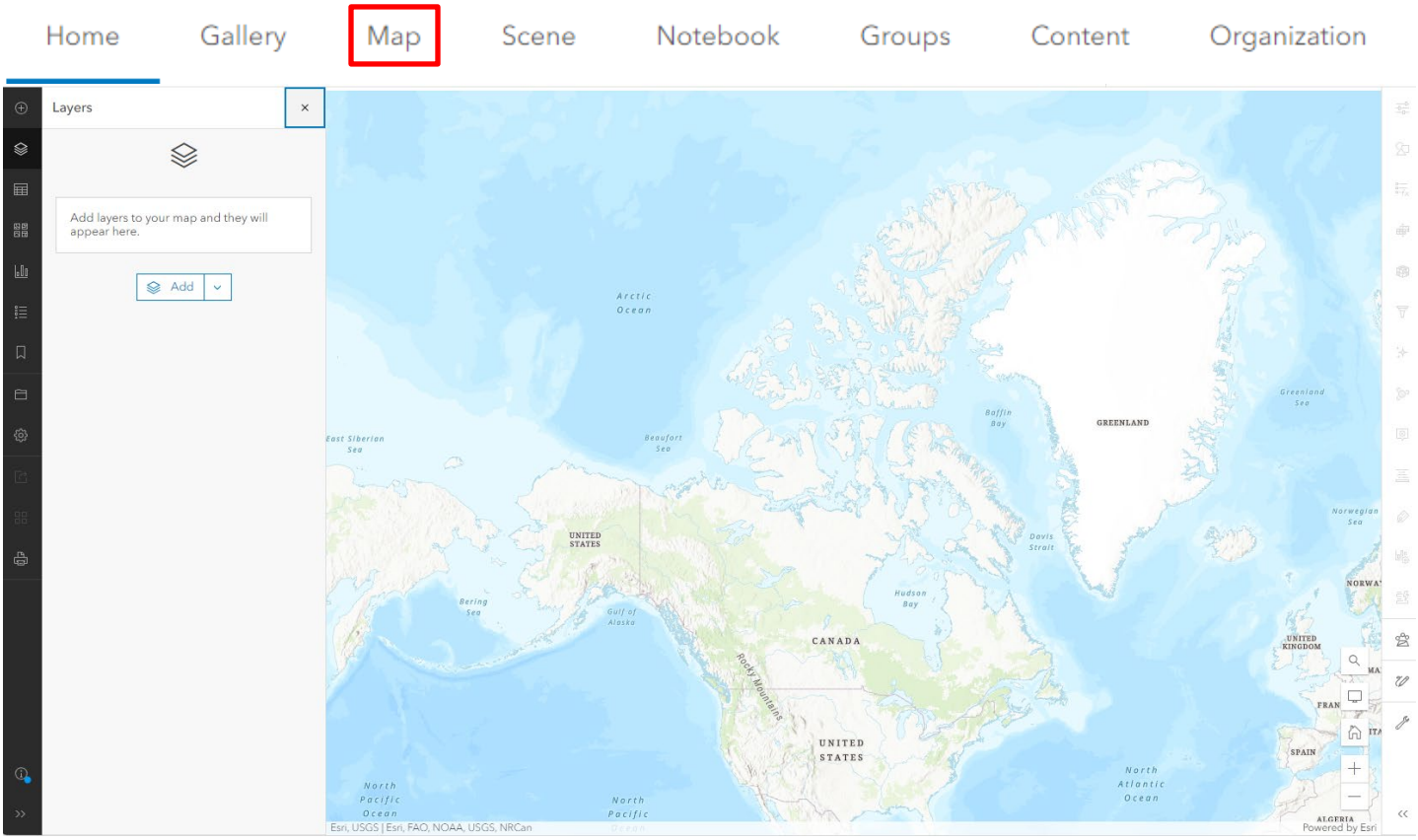
b) You should now have access to Trent University's ArcGIS Online Home page at https://trentuniversity.maps.arcgis.com/home/index.html. If you are signed in correctly, then you should see your username at the top right of the page. Note that you may need to refresh your browser if you don't see the tabs across the top of the page.

c) You have been assigned the user type of GIS Professional Advanced. Click the drop-down menu beside your username to view the apps and licenses available to you.



Section 2- Getting Started with ArcGIS Online

Select the “Map” tab to launch the ArcGIS Online map interface.



ArcGIS Online Credits:

Your account has been assigned: 100 credits

Your account uses a credit-based system, which means that various functions and tools, such as Feature Service Storage, or Analysis tools, consume a certain number of credits. The university receives a fixed number of credits each year and assigns 100 of these to each individual account. This is usually more than enough to cover typical use cases, however processes like large-scale geocoding and tile generation may need to be run in desktop software such as ArcGIS Pro, to avoid maxing out your credits. Contact us at madgichelp@trentu.ca to identify or discuss requirements for alternative workflows. For further information on credit consumption, see: Service Credits by Capability.

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 at madgichelp@trentu.ca with details and include a snapshot or description of any 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

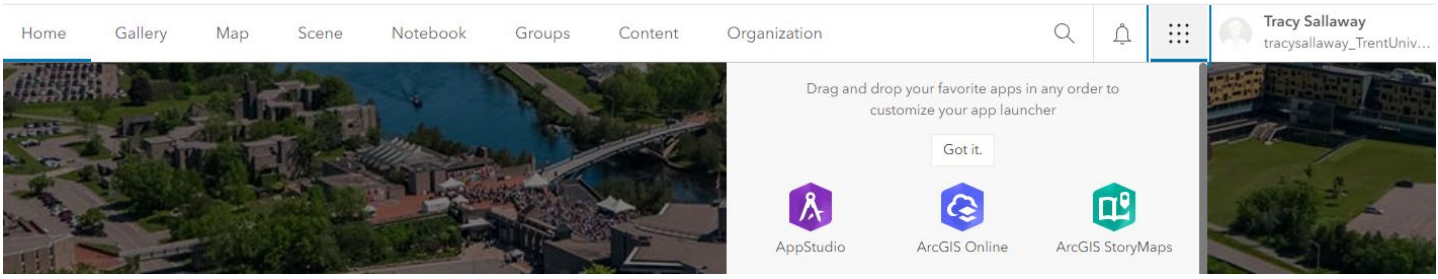
Section 3- Getting Started with ArcGIS StoryMaps

ArcGIS StoryMaps lets you combine maps, text, images, and multimedia content to tell a story, and then publish that story through the ArcGIS Online Cloud. This guide provides a few steps and details to get you started. You can find more detailed information about Story Maps on our web page.

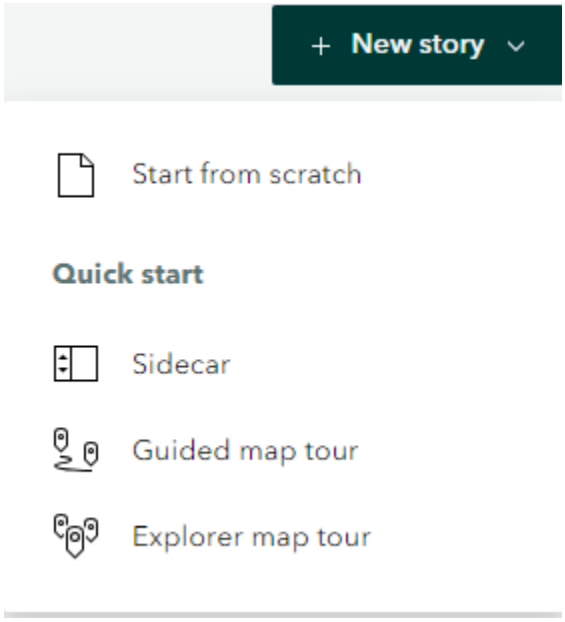
Follow these steps to begin using StoryMaps:

a) Sign in to Trent's University's ArcGIS Online Home Page.

b) Click on the Apps Launcher to the left of your username and select "ArcGIS StoryMaps"



c) Select "New Story" and then select "Start from Scratch". This will open the StoryMaps Builder App. We recommend using the "Start from Scratch" option because it provides a variety of choices taken from different templates. Alternatively, you can select from a list of templates using the "Quick Start" option to apply a formatted template, such as the Guided Map Tour or Sidecar templates.



StoryMap Tutorials and Best Practices

There is an active StoryMaps community and many resources available to support your learning. The following guides are recommended for beginners.

- 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 published 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: How to select a free online web course from the Esri Online Course Catalog:

- Sign in with your enterprise account
- Type “Story Maps” into search tips
- Under “Formats” select “Story Maps”
- Check the “Maintenance” and “Free” options
- Sort by “Recently Added”.

For further information on Esri Academy, refer to Section 5 in this guide.

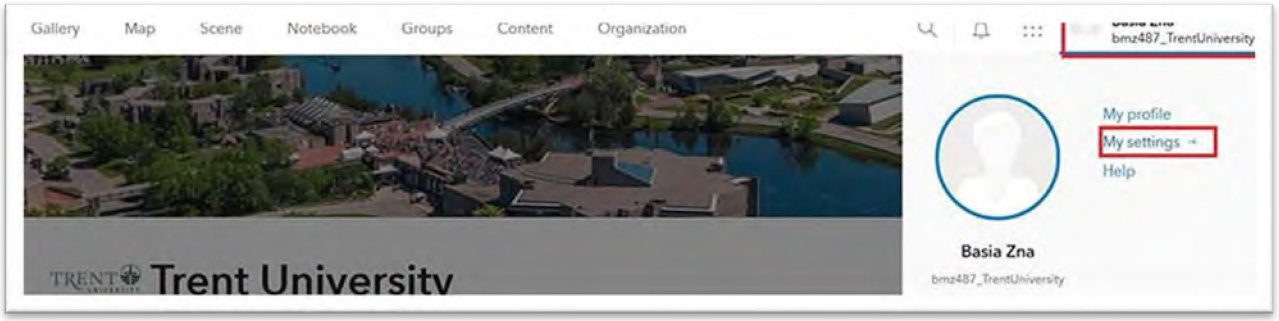
Section 4: Download, Install and Authorize ArcGIS Pro Software

Instructions for installing ArcGIS Pro 3.0 on a Windows operating system:

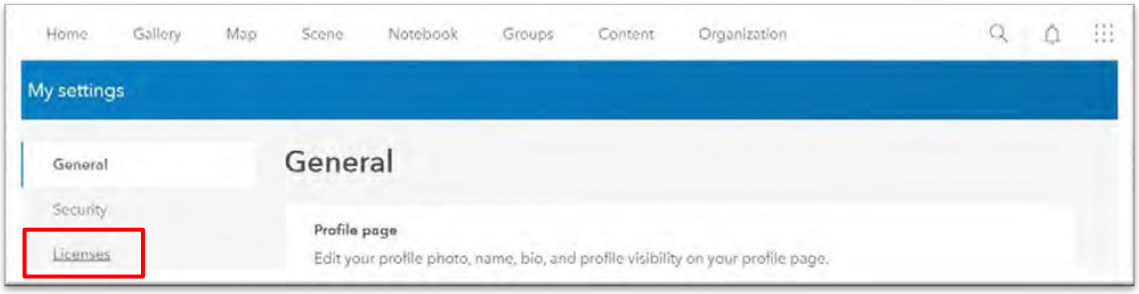
a) Review the ArcGIS Pro Systems Requirements to verify operating system needs and other environmental prerequisites. **Note:** ArcGIS Pro 3.x requires the Microsoft .NET Framework 6.0 .5 or later, which is available from https://dotnet.microsoft.com/en-us/download/dotnet/6.0. It is recommended that you use .NET 6 version rather than .NET 7.

b) Once the .NET application installer has downloaded, open it from "My Downloads" to initiate the installation. Close the application when the installation process is completed successfully.

c) Sign into Trent's ArcGIS Online organization page at https://TrentUniversity.maps.arcgis.com. Select your username at the top of the page and click "My settings".



d) On the "My settings" page, click the "Licenses" tab



e) Scroll down to ArcGIS Pro and select "Download", then select "Download" a second time on the pop-up window that appears. If you'd like, select the link to "View the installation process overview" for more detailed instructions.

f) Once installed, you will need to authorize the software using the following steps:
   i. Start ArcGIS Pro on your machine using the Windows taskbar search option.
   ii. Select "Your ArcGIS organization's URL" in the ArcGIS Sign In pop-up window.
   iii. Enter "trentuniversity" and select "Continue".
   iv. Sign-in with your username and password from Section 1 to launch ArcGIS Online.

Contact madgichelp@trentu.ca for assistance if you have any trouble downloading, installing or authorizing ArcGIS Pro software.

If you are using a Mac:

ArcGIS Pro requires a Windows operating system. If you have a Mac without a Windows operating system installed, then there are a few options for accessing and using ArcGIS Pro software.

1. In person: If you are in Oshawa, you can use ArcGIS Pro in the student computing lab. If you are in Peterborough, Trent Library has several computers with ArcGIS Pro installations, including those located on the main floor.

2. Esri maintains a web page called Run ArcGIS Pro on a Mac. Students who wish to install Windows operating system on their Mac for this purpose must do so independently. Trent University Library does not perform or support these installations.

If you are using ArcGIS Pro 2.x:

ArcGIS Pro 3.x will open files saved in a previous version of ArcGIS Pro 2.x. However, the same is not true in reverse: you cannot open files saved in ArcGIS Pro 3.x using ArcGIS Pro 2.x. Esri recommends saving files as project packages if you are using a 3.x version and attempting to share files with people who are using 2.x versions. See Esri's page on migrating from 2.x to 3.x versions at https://pro.arcgis.com/en/pro-app/latest/get-started/migrate-2x-to-3.htm

Contact madgichelp@trentu.ca if you require a copy of ArcGIS Pro 2.x.

Section 5: Access Esri Academy

Esri Academy provides access to Esri's course catalogue where you can browse and sign up for training. Follow the steps below to access Esri Academy:

a) Select your user profile at the top right corner of the screen and select "Training" from the drop-down menu or go to: https://www.esri.com/training/catalog/search/.
b) To view the wide range of e-learning courses available, select the "Catalog" button, then select "Course Catalog".
c) Most courses are free of charge with your Trent Esri account. Check "Free" and "Maintenance" to view courses available to you at no cost.
d) If you exit a course before completion, you can resume it later. To view your active courses and complete courses with certificates, select "My Academy" from the toolbar and then select "My Learning Activity".