1.0

Activating your free ArcGIS Online Account

Introduction

This activity guides you through the set-up of your new ArcGIS Online School account.

It includes how to create a username and password for yourself, how to set up the entire account, and how to add other users to your account.
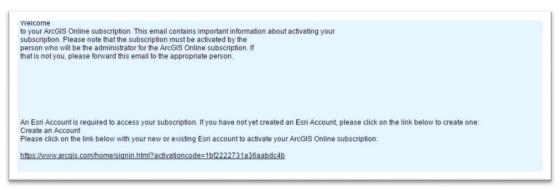
Topics covered

- Activating your account
- Setting up your own named user credentials
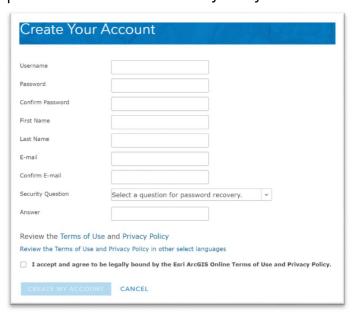- Naming the school account
- Setting security

Activating your ArcGIS Online subscription:

1. Open the email from the Client Services team at Esri Australia with the subject "Esri Australia Delivery Confirmation " and click the activation link URL.

Welcome
to your ArcGIS Online subscription. This email contains important information about activating your subscription. Please note that the subscription must be activated by the person who will be the administrator for the ArcGIS Online subscription. If that is not you, please forward this email to the appropriate person.

An Esri Account is required to access your subscription. If you have not yet created an Esri Account, please click on the link below to create one:
Create an Account
Please click on the link below with your new or existing Esri account to activate your ArcGIS Online subscription:

https://www.arcgis.com/home/signin.html?activationcode=1bf2222731a36aabdc4b

2. The Activate your Organizational Subscription page appears.

3. If you are new to ArcGIS Online and want to create a new account, click Create a New Account.

4. Complete the 'Create your Account' window.

5. Review and accept the Terms of Use and Privacy Policy.

Create Your Account

Username	
Password	
Confirm Password	
First Name	
Last Name	
E-mail	
Confirm E-mail	
Security Question	Select a question for password recovery.
Answer	

Review the Terms of Use and Privacy Policy
Review the Terms of Use and Privacy Policy in other select languages

☐ I accept and agree to be legally bound by the Esri ArcGIS Online Terms of Use and Privacy Policy.

CREATE MY ACCOUNT   CANCEL

6. Click 'Create My Account'

❖ **Please note that the user to activate the account automatically becomes the administrator for the account. Additional administrators can be added or changed later.**

Organisation Set-Up

After you have signed in or completed the sign-up process, the Set Up Your Organization page appears.

1. Provide a name for your organization. We recommend naming it after your school.

2. Provide a short name for your organization, which will appear in your Organization's URL. It can contain between 1 and 16 characters and include letters, numbers, and hyphens (-).
   NB: We recommend a short name that reflects your school's name.

3. Choose the language for members of your organization.

4. Choose the region for your organization.

5. Select the option to allow access to the organization through HTTPS only.

6. Click Save and Continue.

You are now ready to invite additional members to your account.