Link Esri Account to K-State

Kansas State University purchases and distributes GIS software through a higher education site license agreement with Esri. This site license is paid for by K-State Libraries. Important changes were made to this agreement effective May 2020.

As part of this site license agreement, university operates an “organizational” version of ArcGIS Online specifically for our faculty, staff, and students. **K-State’s ArcGIS Online for Organizations** supports teaching, research, and outreach activities at the university.

In addition to access to our ArcGIS Online for Organizations sites, those who link an Esri account to K-State are granted **complementary access to Web-based learning modules through the Esri Academy**.

This guide is designed to assist users in establishing a new ArcGIS Online account, or linking an existing personal Esri account, with the K-State organization.

Last Updated: August 14, 2020
Decide How to Connect your Esri Account to K-State

There are two options for linking an Esri account with the university’s ArcGIS Online for Organizations. For most, Option 2 is recommended.

1. If you already have a personal Esri account and want to link it to K-State, choose **Option 1**. This option allows you to access existing GIS resources that are already part of your account after it is linked to K-State (good), but all of your publically-shared items and groups will become private, any members of groups you created will be removed, and you will be removed from any groups that you had previously joined.

2. If you have never created a personal Esri account, but need access to K-State’s ArcGIS Online for Organizations, choose **Option 2**. All you need to proceed is your K-State eID and password.

3. If you already have a personal Esri account, but want to create a new one to support your work at K-State, choose **Option 2**. All you need to proceed is your K-State eID and password.

4. Have your previously linked your Esri account with K-State’s ArcGIS Online for Organizations at any time in the past? If so, you can stop! Your account already enjoys all of the benefits associated with the university’s organizational account.

K-State’s ArcGIS Online for Organizations: [http://kstate.maps.arcgis.com](http://kstate.maps.arcgis.com)
Important Note on User Types and Roles in ArcGIS Online

Effective June 2020, all existing members of K-State's ArcGIS Online for Organizations had their accounts transitioned to the GIS Professional Advanced user type and the Publisher role. Each existing member was also granted 500 credits for personal use and complementary access to web-based learning through the Esri Academy (https://esri.com/training). These credentials will also be applied by default to all future members of the organization.

Among other benefits, the GIS Professional Advanced user type automatically permits use of ArcGIS Pro (with all extensions) and access to the applications including the ArcGIS Urban Suite Bundle (ArcGIS Urban and CityEngine), ArcGIS Business Analyst Web and Mobile Apps, ArcGIS Community Analyst, ArcGIS Insights, GeoPlanner for ArcGIS, and Redistricting Online.

The Publisher role allows users to view GIS resources, edit features, create groups and content, and published features as hosted web layers.

These credentials should be more than sufficient for students, faculty, and staff involved with teaching, research, or outreach activities at Kansas State University. More information about user types, roles, and privileges can be found at https://doc.arcgis.com/en/arcgis-online/reference/roles.htm.
Browse to the K-State GIScience Virtual Collaboratory

Direct your Web browser to the K-State GIScience Virtual Collaboratory website (https://gis.ksu.edu), click on the Esri Software and Resources menu, then choose Request—Link Existing Esri Account to K-State.
Fill Out the Request Form

After choosing **Request—Link Existing Esri Account to K-State**, you will be directed to an online form. Complete this form by providing all required information. Your request will be received and processed by K-State usually within 1 day.

Once processed you will receive an email from Esri.com with instructions on how to link your existing account to the K-State organization. Please note that some email clients may direct this email to your junk or spam folder.

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**Option 1-2**

Members of the K-State community should not request access to anything related to the university from Esri or an Esri website.

Instead, read the information posted on the K-State GIScience Virtual Collaboratory or contact your college’s GIS technical support person for further information.

See the last page of this guide for a list of college points of contact.
Sign Into K-State’s ArcGIS Online

After you have successfully linked your personal Esri account to K-State, you may login to **K-State’s ArcGIS Online for Organizations**. Direct a Web browser to:

https://kstate.maps.arcgis.com

Click on the **Sign In** button located at the top right of the page.

In addition to access to K-State’s ArcGIS Online for Organizations account, K-State users with a personal Esri account can operate their own personal version of ArcGIS Online at https://arcgis.com.
Option 1-4

If you choose to link your personal account to the K-State organization, and you forget your username and/or password, visit https://esri.com, click on the Sign In button, and choose “Forgot Username” or “Forgot Password”.

Your personal account credentials are managed by Esri, not K-State.

Use Your Personal Esri, or ArcGIS, Login

Click on the button ArcGIS login and provide your personal username and password.

[Diagram showing the login process]
You are now connected!

Confirm that you can successfully sign in by clicking on the icon in the top right of the page that has now replaced the Sign In button. You should see your name and your personal Esri account username.

FINAL STEP FOR OPTION 1
Sign In for Esri Academy

Authorized users of K-State’s ArcGIS Online for Organizations are also granted permission to take Web-based training modules through the Esri Academy (https://www.esri.com/training).

To get started, click on the sign in button.

K-State's Esri site license agreement also makes free enrollments available for most courses comprising the Web-based curriculum of the Esri Academy.

These courses are self-paced and typically range from 3 to 21 hours in duration.

Our site license agreement also allows for significant cost savings should someone be interested in traveling to an Esri office for "in person" Instructor-Led training classes.
Next, enter your Esri login and password in the ArcGIS login window.
Once you are signed into the Esri Academy, you may click on the Catalog button and search for courses by name or topic.
Visit K-State’s ArcGIS Online for Organizations Website

Direct your Web browser to the K-State ArcGIS Online for Organizations website and click on the Sign In button located at the top right of the page.

https://kstate.maps.arcgis.com
Use Your K-State eID Login

Click on the button Kansas State University.

The first time you login, you will be taken to a K-State page where you should enter your eID and password.
You are now connected!

Confirm that you have successfully signed in by clicking on the icon in the top right of the page that has now replaced the Sign In button. You should see your name and a very long and cryptic account name. This is normal. Remember, you only need to know your K-State eID and password, not this long computer-generated username.
Sign In for Esri Academy

Authorized users of K-State’s ArcGIS Online for Organizations are also granted permission to take Web-based training modules through the Esri Academy (https://www.esri.com/training).

To get started, click on the sign in button.
Next, and enter “kstate” in the Your ArcGIS organization’s URL window.
Finally, click on the Kansas State University button and when prompted enter your K-State eID and password.
Sign In for Esri Academy, continued

Once you are signed into the Esri Academy, you may click on the Catalog button and search for courses by name or topic.
Faculty, staff, and students in each college at Kansas State University have dedicated faculty members who can help answer questions related to Esri software, the online Esri Academy, and other benefits available through the Esri software sight license agreement.

Only a handful of designated K-State representatives are authorized to obtain software directly from Esri or to contact Esri directly for technical support. Depending on the home college of your academic unit, one of the following people should be your first point of contact for assistance, questions, and troubleshooting technical issues:

- Carl R. Ice College of Engineering—Dr. Aleksey Sheshukov (0044 Seaton Hall, ashesh@ksu.edu)
- College of Agriculture—Dr. Dan Sullins (1602 Throckmorton, sullins@ksu.edu)
- All other K-State Manhattan Colleges, K-State Polytechnic, and K-State Olathe—Dr. Shawn Hutchinson (3018 Seaton Hall, shutch@ksu.edu)