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, the university operates its own ArcGIS Online portal specifically for our faculty, staff, and students. **K-State’s ArcGIS Online Portal** supports teaching, research, and outreach activities at the university.

Users who create an Esri account linked to K-State are granted access to this portal, a personal named user license for ArcGIS Pro (and all of its extensions), and complementary access to Web-based learning modules through the Esri Academy.

This guide is designed to assist users in creating an Esri account which is linked to Kansas State University.
Decide How to Create an Esri Account and Link it to K-State

Linking your account is important because it grants you (1) access to K-State’s ArcGIS Online Portal, (2) a personal named user license for ArcGIS Pro and its extensions, and (3) free access to Web-based learning modules from the Esri Academy.

There are two options for creating an Esri account that is linked to the university. For the vast majority of K-State users, **Option 1 is strongly recommended.**

1. **Option 1**—For those who have never created a personal Esri account, or those who already have a personal Esri account but want to create a new one to support work at K-State. All that is needed to proceed is a valid K-State eID and password.

2. **Option 2**—For those who already have a personal Esri account and want to link it to the university. This option allows users to access any existing GIS resources that are part of the account after it is linked, but all of your publicly 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.

**Important!**

Effective June 2020, K-State authorized single sign on (SSO) with the university’s ArcGIS Online Portal. This allows students, staff, and faculty with a valid K-State eID and password to create an Esri account “on the fly” that has all of the benefits of linkage with Kansas State University.

**K-State’s ArcGIS Online Portal:**

[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 Portal 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 grants a named user license for 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 publish features as hosted web layers in the portal.

These credentials are 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](https://doc.arcgis.com/en/arcgis-online/reference/roles.htm).
Open a Browser and Visit K-State’s ArcGIS Online Portal Website

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

https://kstate.maps.arcgis.com
Option 1

Sign in to Kansas State University with Your K-State eID and Password

Click on the blue “Kansas State University” button...

...which will then open an official K-State page where you should enter your valid university eID and password.
Your New Esri Account is Now Linked to K-State!

Now that your account is created and linked to K-State, you can choose “My Profile” to modify your profile settings to include your first and last names, along with a photo.
Run ArcGIS Pro using Your Named User License

Now that your account is created and linked to K-State, you can start ArcGIS Pro and use the named user license created as part of your linked account.

You can now start ArcGIS Pro and run the software using the named user license created as part of your linked account.

Click the Sign In link in the upper right, then enter “kstate” in the Your ArcGIS organization’s URL window, then choose Continue.
Run ArcGIS Pro using Your Named User License, continued

Next, choose the blue “Kansas State University” button then supply your K-State eID and password in the new window that will appear. That’s it!

For IT admins, there’s no longer a need to operate a separate license server and update concurrent license files each year. However, that is still an option.
Option 1

ArcGIS Pro is the latest professional desktop GIS application from Esri. With ArcGIS Pro, you can explore, visualize, and analyze data; create 2D maps and 3D scenes; and share your work directory to ArcGIS Online or your ArcGIS Enterprise portal.

Connect to a Different ArcGIS Online Portal Website

Now that you are successfully signed into ArcGIS Pro, look again at the upper right corner. Here you can see that I am signed in and, by default, connected to Esri’s ArcGIS Online portal (https://www.arcgis.com). If you’d like to connect to a different portal site—like K-State’s—find and click on the Settings button in the lower left of the ArcGIS Pro intro window.
Connect to a Different ArcGIS Online Portal Website, continued

In the Settings menu, choose Portals. A list of portals that are available for you to connect to, including the active https://www.arcgis.com which is Esri’s ArcGIS Online, are now visible.

To add a new portal like the one for K-State, choose Add Portal then enter the URL for the portal site (https://kstate.maps.arcgis.com). After clicking OK, the K-State portal now appears in your list. To make it your default portal, click on the three dots to the right of the URL and select Sign In then Set as Active Portal.
Authorized users of K-State’s ArcGIS Online Portal are also granted permission to take Web-based training modules free of charge through the Esri Academy (https://www.esri.com/training). To get started, just click on the sign in button.
Next, 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.
Once you are signed into the Esri Academy, you may click on the Catalog button and search for courses by name or topic.
Option 2

The K-State GIScience Virtual Collaboratory serves as the campus gateway to GIS education, research, and software.

The site also serves as our home page for our membership in the University Consortium for Geographic Information Science (UCGIS).

Browse to the K-State GIScience Virtual Collaboratory

Option 2 is the least preferred way to create a linked account and has important ramifications regarding any existing GIS resources controlled by your account. See page 3 of this guide for a further explanation. If you still want to proceed with Option 2, direct a 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.**
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)