

Add ArcGIS for Excel add-in

Overview

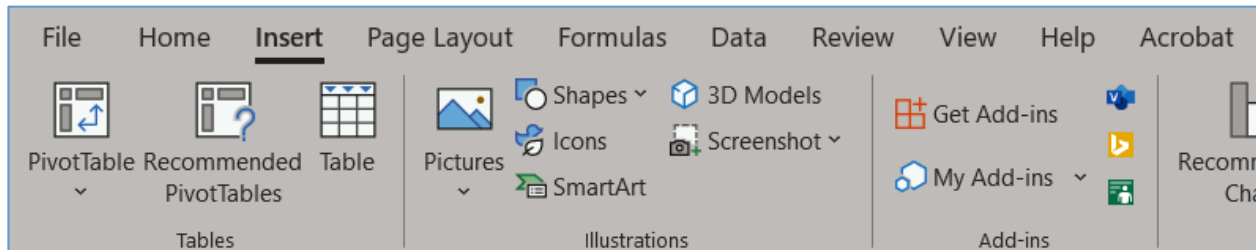
This documentation covers how to request and configure the ArcGIS for Excel add-in to your Microsoft Excel Application. **This requires Microsoft 365 install, Agency participation the in NEGIS cost rates, viewer or higher account access in NEGIS portal.**

The OCIO GIO team provides access and this documentation of how to request and configure this Esri offering. The OCIO GIO team does not provide training on how to use ArcGIS for Excel. Please refer to documentation created by Esri on the use and function of the application add-in.

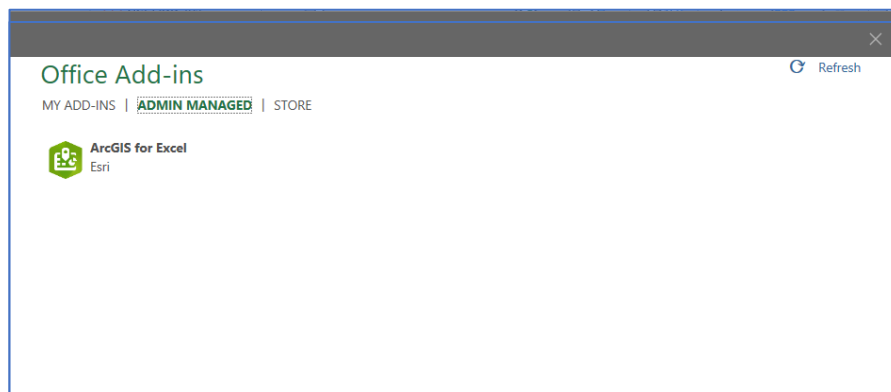
- <https://doc.arcgis.com/en/excel/latest/design-and-use/arcgis-for-excel-ui.htm>

Process

1. Submit a GIS Service ticket to have the add-in enabled and pushed.
 - a. The GIO team will then request user be added to the install group.
2. Once deployed, open excel.
3. Then in the 'Insert' Ribbon, select 'My Add-ins'. (not the √ next to the button)

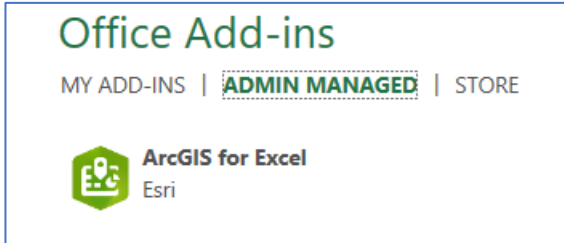


4. The 'Office Add-ins' pop-up will appear. You will likely start on the 'MY ADD-INS' tab. Select the 'ADMIN MANAGED' Tab.



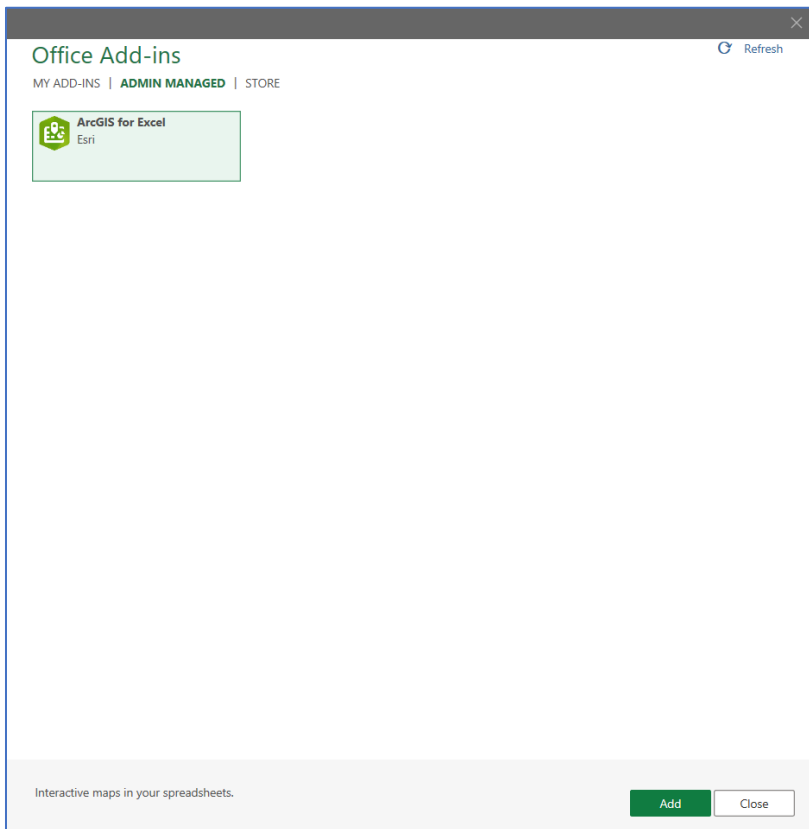
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5. If the add-in was enabled successfully, you will see the 'ArcGIS for Excel' add-in



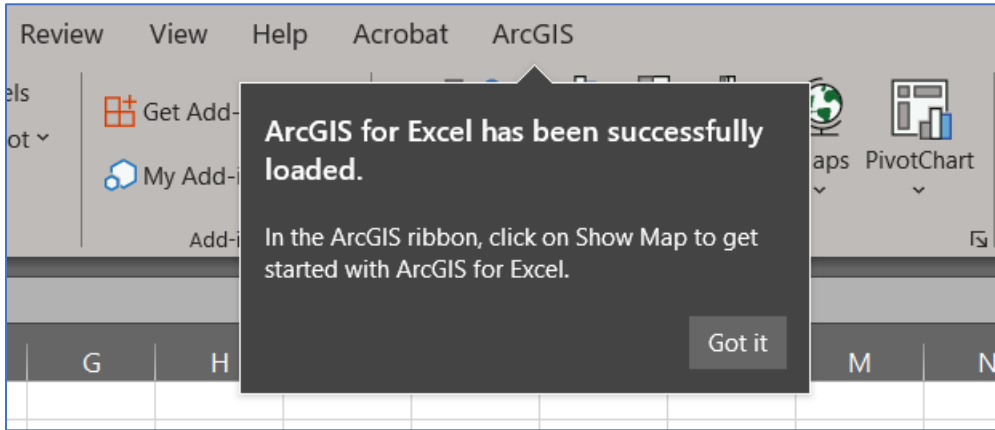
on this tab.

6. Select the add-in, and click 'Add'

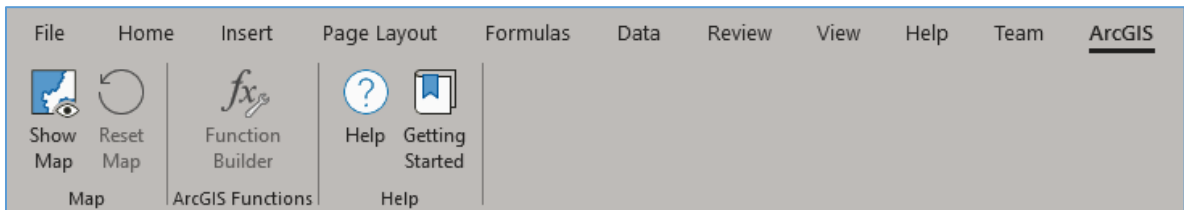


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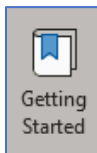
7. A pop-up will appear. Now an 'ArcGIS' tab has been added to the top ribbon.



8. Open the 'ArcGIS' tab.

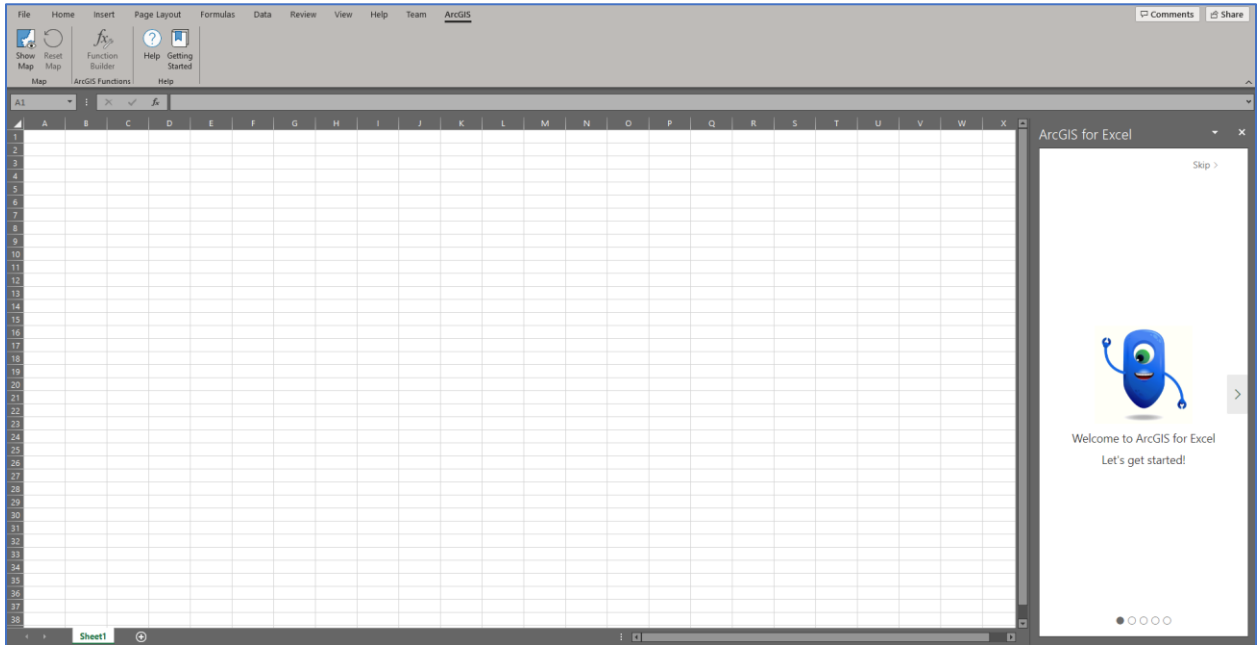


9. To connect to the NEGIS Portal select 'Get Started'

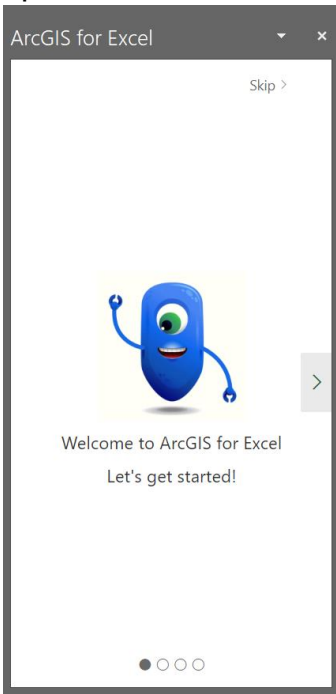


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10. A new window on the right will open.

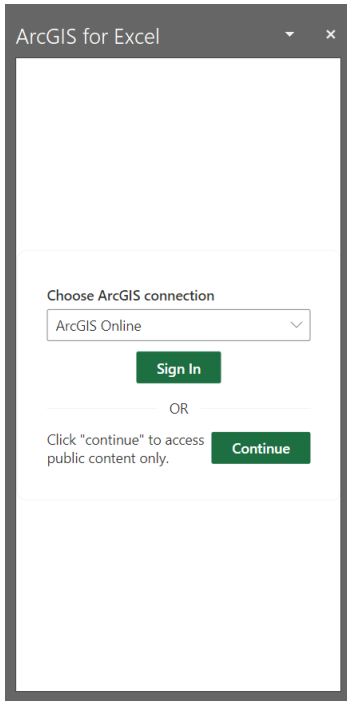


11. 'Skip' or click through the get started/introduction cards until you get to sign in options.

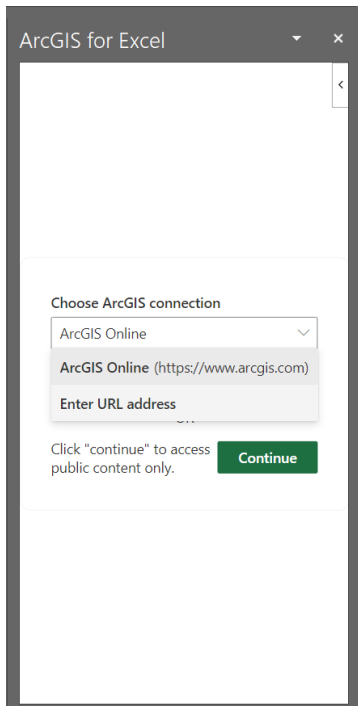


12. If a pop-up appears with the single sign-in credentials. 'X' out or close that pop-up and go back to the ArcGIS for Excel Section listed above. *See note at the end of this document.

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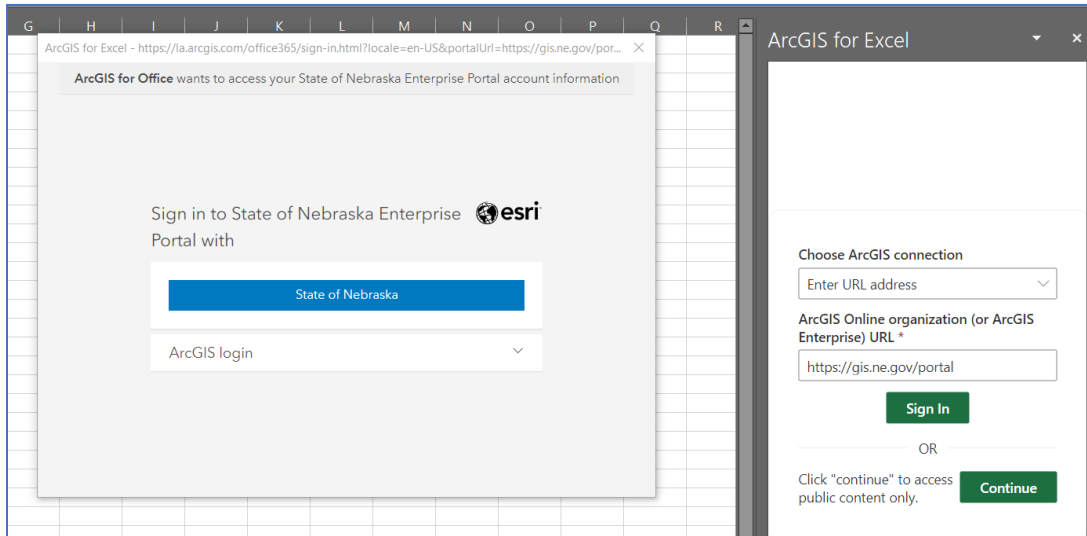
13. To access the NEGIS portal, open the drop-down menu to select the 'Enter URL Address' Option.



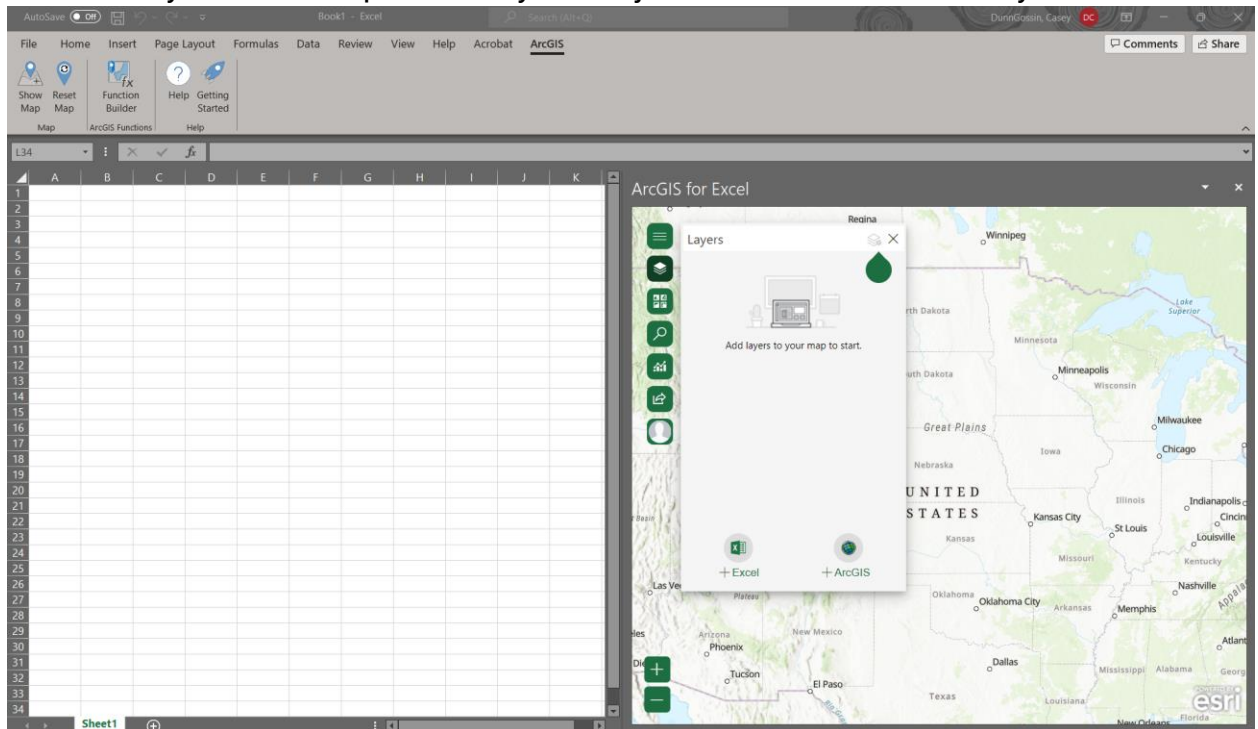
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14. Type in the portal URL. NEGIS Production: <https://gis.ne.gov/portal>

15. Sign-in with your single sign-on credentials, by selecting the 'State of Nebraska' blue button.



16. Now add layers from the portal that you can join to excel tables for analysis.



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**Note: if you see a window like this. Close the window and start at number 12.*

