

Access My Esri for Training Resources

Overview

This is how agency members request access to the **My Esri** training site. This is a multi-step process, please be sure to complete all of the steps.

Process

1. Submit a SR requesting access for the user(s).
2. The OCIO GIS Team will go into **My Esri** and add the users by state issued email address.
3. The User will receive an email from My Esri no-reply@esri.com that will look like this:

Connecting You to My Esri

An administrator for your organization, **State of Nebraska**, customer number 110428, has invited you to My Esri.

Your access has been limited between June 1, 2024 and July 1, 2024.

Message from your administrator

If you have questions please let the OCIO GIS Team know, or your agency GIS Support group.

My Esri is a website where you can manage all aspects of your organization's relationship with Esri in a single place. As permitted by your admin or distributor, you can download and license your software, renew maintenance, submit support cases, and more.

1. To connect to My Esri, you must sign in first.

You can sign in with your public account, or sign in with any supported social media account.

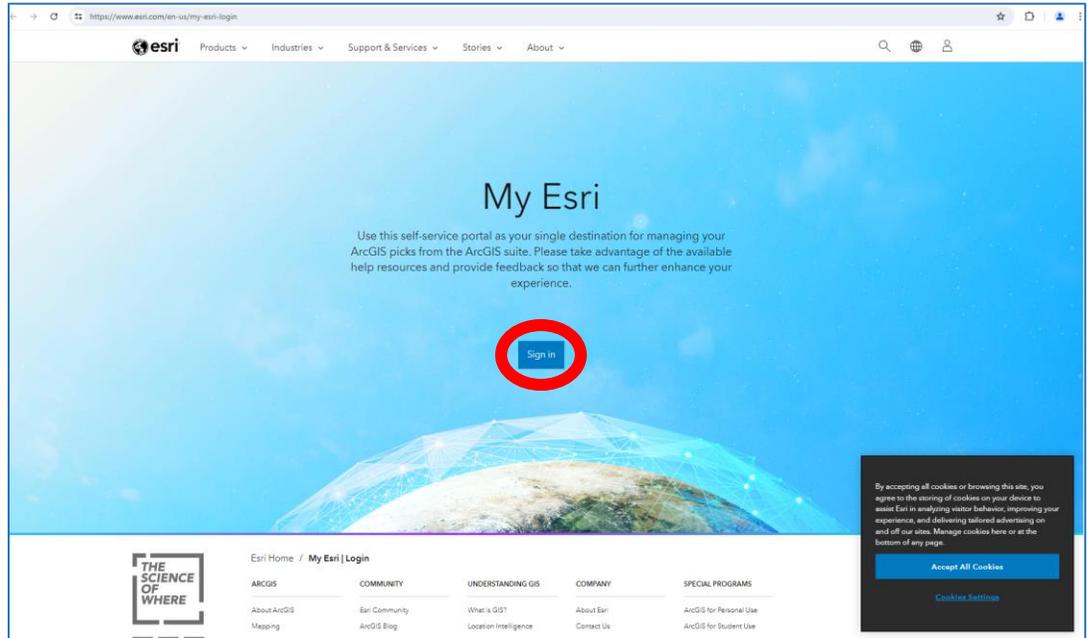
If you don't have a public account, it's easy to create one. Visit [My Esri](#) and click **Sign In**. From there, click the link to create an ArcGIS public account. Follow the instructions to create the account.
2. Once you have your account, sign in to [My Esri](#).

If you use a shared computer, ensure you are signed in with the account you want to connect.
3. Click the button below to get connected to My Esri.

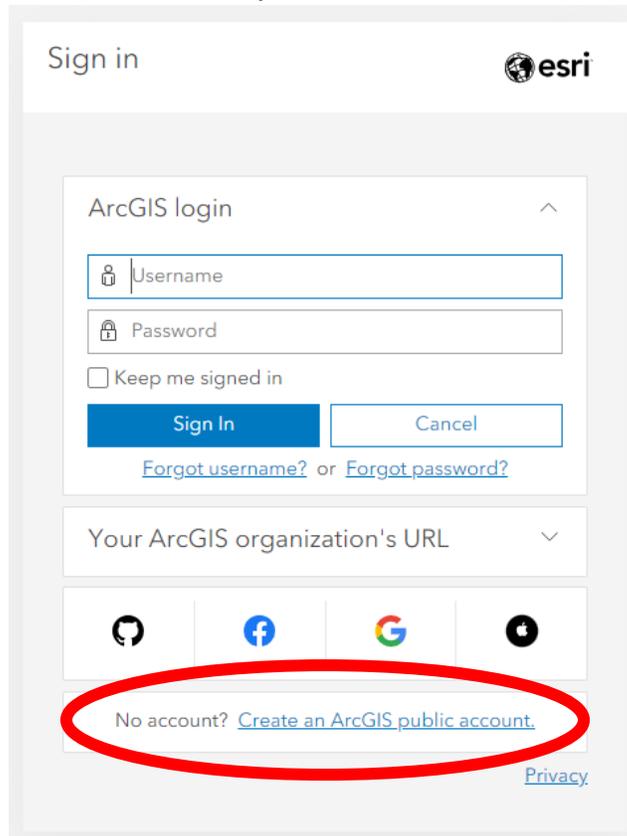
[Connect to My Esri](#)
4. The button contains a single-use token that is used to connect your public account to your organization. You only need to get connected to My Esri once. This token is only valid for six (6) weeks; after that, it will be deleted.

Access My Esri for Training Resources

- 4. The user should then follow the steps in the email.
 - a. First, follow the steps to create a public account on my.esri.com
 - i. Click on the 'Sign In' button.

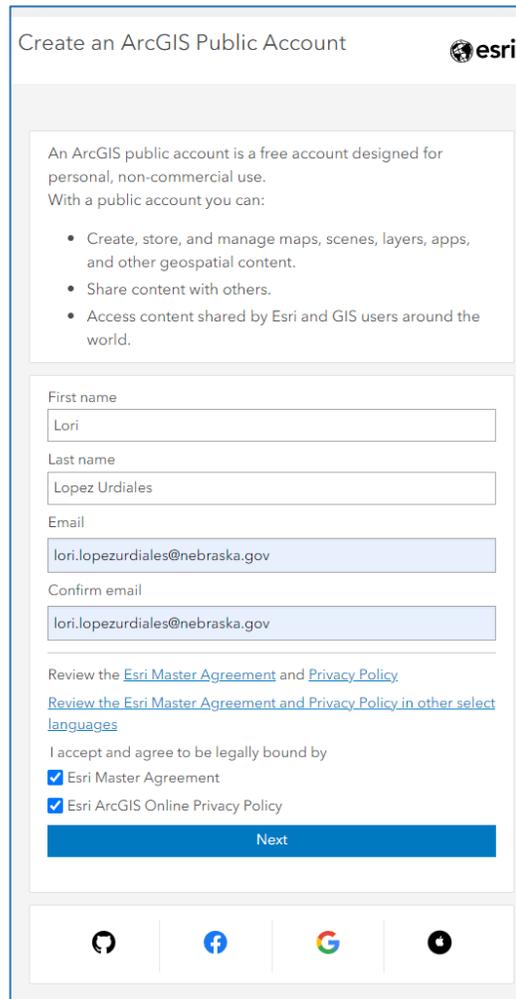


- ii. Create an ArcGIS public Account



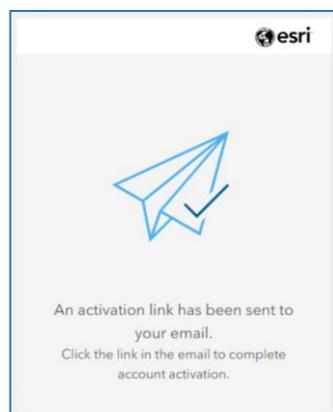
Access My Esri for Training Resources

- iii. User should use their @nebraska.gov email account to create the account.



The screenshot shows the 'Create an ArcGIS Public Account' page. At the top, it says 'Create an ArcGIS Public Account' with the Esri logo. Below this, there is a text box explaining that an ArcGIS public account is free for personal, non-commercial use and lists benefits: creating and managing maps, sharing content, and accessing shared content. The form fields are: First name (Lori), Last name (Lopez Urdiales), Email (lori.lopezurdiales@nebraska.gov), and Confirm email (lori.lopezurdiales@nebraska.gov). There are links to the Esri Master Agreement and Privacy Policy, and a checkbox for 'I accept and agree to be legally bound by' with checked boxes for 'Esri Master Agreement' and 'Esri ArcGIS Online Privacy Policy'. A blue 'Next' button is at the bottom. Social media icons for GitHub, Facebook, Google, and Twitter are at the very bottom.

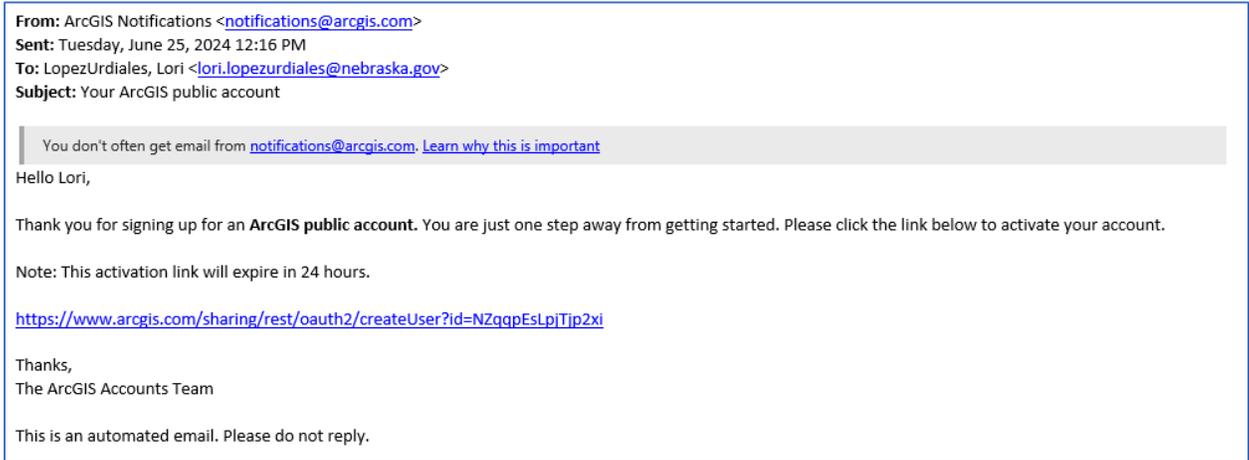
- iv. An Activation link will then be sent to your @nebraska.gov email account.



- v. Go back to your outlook inbox.

Access My Esri for Training Resources

5. The User should receive an email from ArcGIS Notifications notifications@arcgis.com that **includes a 24-hour link** and looks like this:



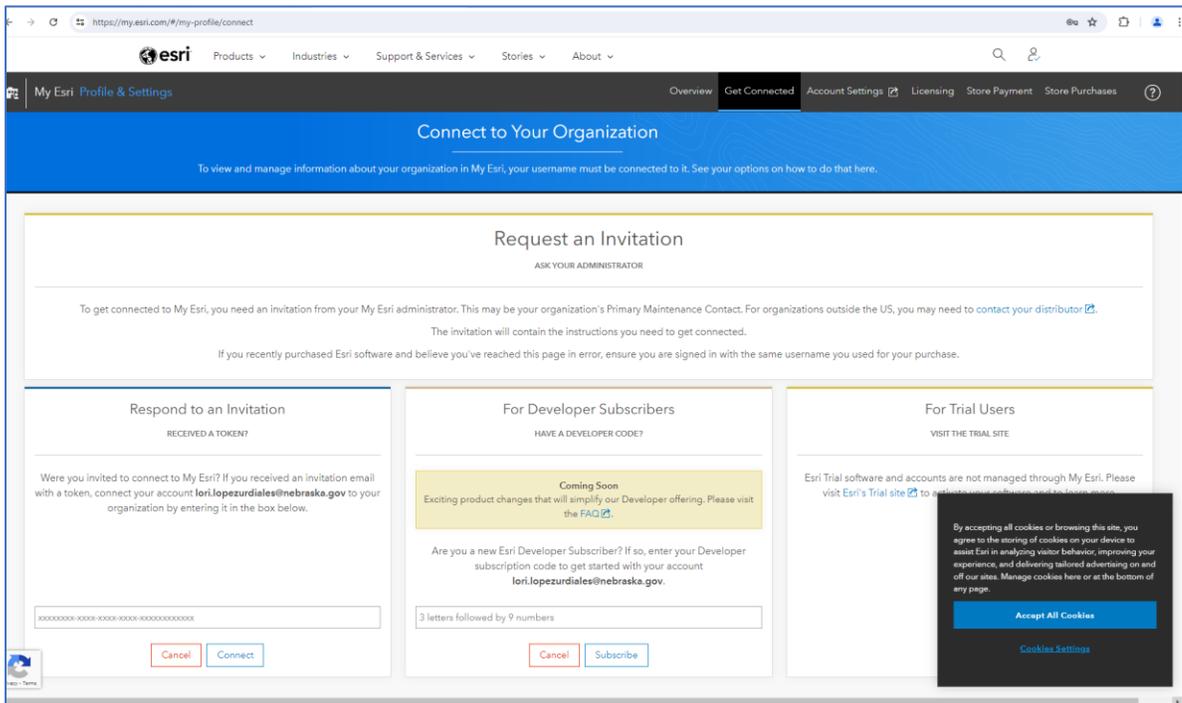
6. Following the activation link the User will be asked to set up their ArcGIS Public Account. **The User will use their @nebraska.gov email account as their username.**

The screenshot shows the 'Set up your ArcGIS Public Account' form. It includes the Esri logo and the following fields and validation rules:

- Username:** Input field containing 'lori.lopezurdiales@nebraska.gov' with a green checkmark.
- Username requirements:**
 - Be between 6 and 128 characters in length
 - Not include special characters other than . (dot), _ (underscore), @ (at sign), and - (hyphen)
 - Not include a . (dot), - (hyphen), _ (underscore) or @ (at sign) as the first or last character of the username
 - Not include spaces
- Password:** Input field with masked characters and a green checkmark.
- Password strength:** A green progress bar labeled 'Strong'.
- Password requirements:**
 - Not match the username
 - Be at least 8 characters long
 - Contain at least 1 letter(s) (A-Z, a-z)
 - Contain at least 1 number(s) (0-9)
- Retype password:** Input field with masked characters and a green checkmark.
- Security question:** Dropdown menu with 'What was your high school mascot?' selected.
- Answer:** Input field with a blacked-out answer.
- Create account:** A blue button at the bottom of the form.

Access My Esri for Training Resources

- Once the Account is created then they will be logged into my.esri. The User can close the page. The page will look like this:



- Go back to the first email received from My Esri no-reply@esri.com and click on the orange 'Connect to My Esri' button.

2. Once you have your account, sign in to [My Esri](#).

If you use a shared computer, ensure you are signed in with the account you want to connect.

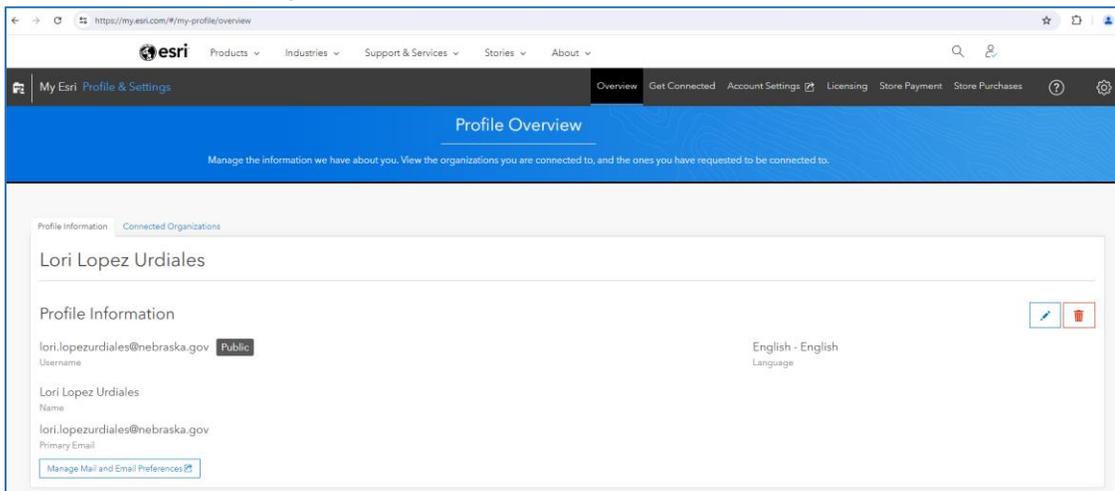
3. Click the button below to get connected to My Esri.



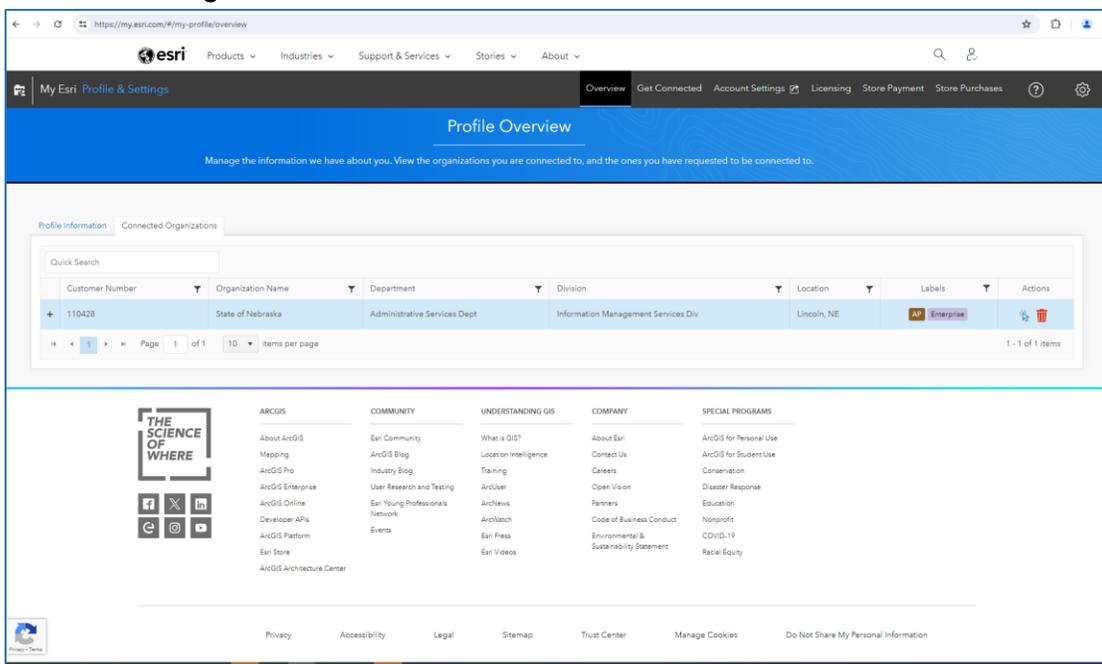
4. The button contains a single-use token that is used to connect your public account to your organization. You only need to get connected to My Esri once. This token is only valid for six (6) weeks; after that, it will be deleted.

Access My Esri for Training Resources

9. A new window will open and will look like this:



10. User can verify what organization they are connected to by selecting the 'Connected Organizations Tab':



11. To access training go to Support & Services, select 'Training' and then you will be able to search the training catalogue.

As part of the NEGIS Enterprise users in participating agencies have access to any **free** courses as well as 'Training Seminars' and 'MOOC' type learning opportunities. Anything requiring enrollment will need to be approved by the agencies and coordinated with OCIO to ensure costs are accurately charged.