

Enrolling students in ArcGIS Organizational Accounts

Using this method, the Organization Administrator and the teacher collaborate to enroll students in the account. The students do not receive an email nor is the name automatically generated by the school's account. Consider adding the school's initials in the user name.

Watch out for students that may have the same initials.

The emails do not have to be unique, but the username and passwords must be unique.

1. First prepare the spreadsheet in Microsoft Excel.
2. Be sure all of the headers have the same capitalization and spellings as illustrated below.

1	Email	First Name	Last Name	Username	Password	Role
2	ghribar@odu.edu	VGA1	Training1	VGA_train1	geography1	User
3	ghribar@odu.edu	VGA2	Training2	VGA_train2	geography2	User
4	ghribar@odu.edu	VGA3	Training3	VGA_train3	geography3	User
5	ghribar@odu.edu	VGA4	Training4	VGA_train4	geography4	User
6	ghribar@odu.edu	VGA5	Training5	VGA_train5	geography5	User
7	ghribar@odu.edu	VGA6	Training6	VGA_train6	geography6	User
8	ghribar@odu.edu	VGA7	Training7	VGA_train7	geography7	User
9	ghribar@odu.edu	VGA8	Training8	VGA_train8	geography8	User
10	ghribar@odu.edu	VGA9	Training9	VGA_train9	geography9	User
11	ghribar@odu.edu	VGA10	Training10	VGA_train10	geography10	User

3. The student email address could be used and user name that is predetermined.
4. Assign a password such as geography1. When the student logs in he or she will be prompted to change the password and set a security question.
5. Consider having a notecard for each student that you give to the student that lists the initial user name and password and then have the student record the password they set on the card. Collect the cards and keep them in a safe place. That will provide both the teacher and the student with a record of the password. Suggest using the same password with an underscore, e.g., geography_9.
6. There is a recovery system, but the cards may prove easier to use. If the password recovery fails, the Org Administrator can reset the password for the student.
7. Save the file. Then save the file as a .csv. Excel will generate an error message about multiple sheets not being supported, ignore it.

Phase 2: Enrolling the students using the .csv. This must be done by the Org Administrator.

1. Log into the Org.
2. From the My Organization selection, select Invite Members.

- Select Invite members
- Choose the first option.

CANCEL

Step 1 of 3
 How would you like to invite or add members to your organization?

☒ Add members automatically without sending an email.

☐ Send invitations to preestablished user names.

☐ Send invitations for existing users.

NEXT

- From the next screen, click the From a file, tab.

Step 2 of 3
 Create new ArcGIS logins one at a time or in batch from a file. Select any role without administrative privileges for the member to be a part of. An invitation email is not sent. You must inform the member of their user name and password. If you do not have an email address for a particular user, use the administrator's email address.

One at a time
 From a file

Email:
 First Name:
 Last Name:
 Username:
 Password:
 Role:

BACK
 ADD ANOTHER
 ADD AND REVIEW

- Navigate to the .csv file prepared earlier.

CANCEL

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One at a time
 From a file

Upload a CSV file that contains a list of individuals to establish new ArcGIS member logins for. Note that the CSV file must contain a header (first line) with these field names: Email,First Name,Last Name,Username>Password,Role.

File:
 Choose File
 No file chosen

UPLOAD FILE AND REVIEW

- Select upload file and review.
- The users are now added to the Org.