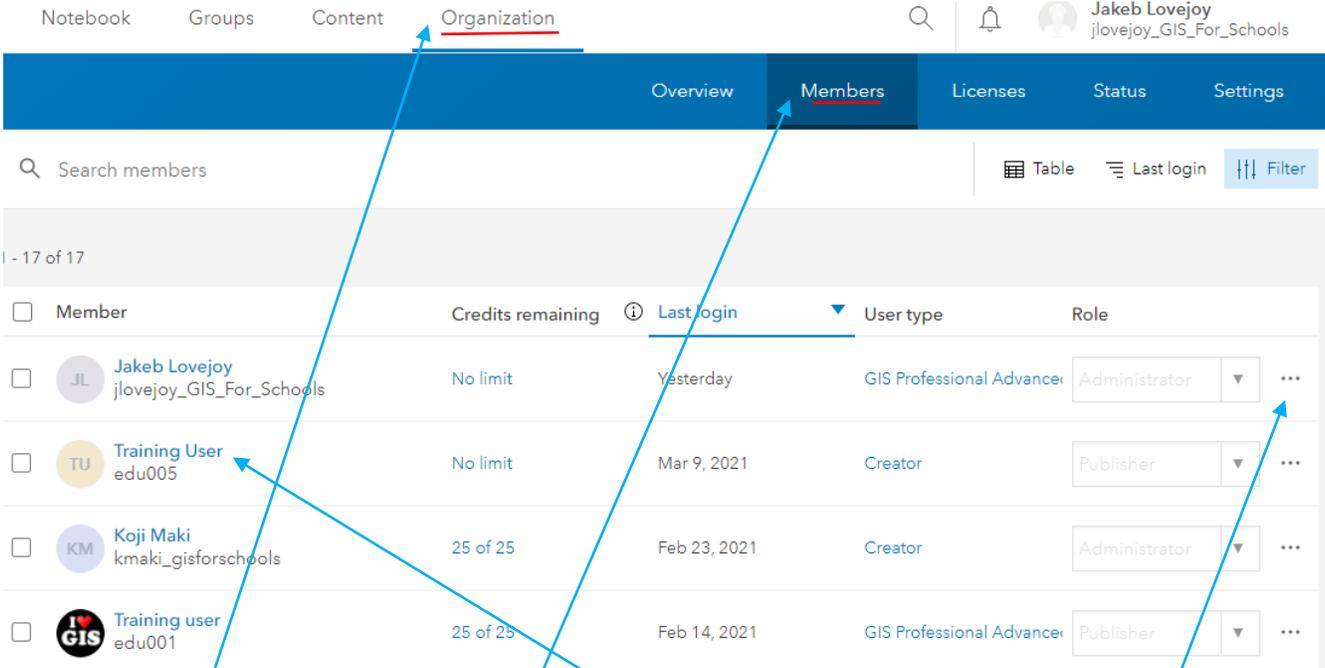


How to link your ArcGIS school subscription to My Esri

This document contains step-by-step instructions on how to link your ArcGIS school subscription to My Esri.

My Esri is a single website for managing all aspects of your Esri subscription including software, downloads and licences. It is the administrative side of your ArcGIS subscription and it is recommended that you (if you are a teacher) invite your IT administrator to link to My Esri as well.

1. Login to arcgis.com
2. Click on **Organisation** and navigate to the **Members** tab. This is a place where you can invite and manage users.
3. Find your name or account on the Members list.
4. Click on the **More Options (...)** symbol to bring up additional options.



The screenshot shows the My Esri interface. At the top, there are navigation tabs: Notebook, Groups, Content, and Organization. Below these are sub-tabs: Overview, Members, Licenses, Status, and Settings. A search bar for members is visible. Below the search bar is a table of members with columns for Member, Credits remaining, Last login, User type, and Role. The table contains five entries. Blue arrows point from the 'Members' sub-tab to the 'Organization' tab, from the 'Organization' tab to the 'Members' sub-tab, from the 'Members' sub-tab to the 'Training User edu005' entry, and from the 'More Options (...)' icon of the 'Training User edu005' entry to the 'More Options (...)' icon of the 'Training user edu001' entry.

Member	Credits remaining	Last login	User type	Role
<input type="checkbox"/> JL Jakeb Lovejoy jlovejoy_GIS_For_Schools	No limit	Yesterday	GIS Professional Advance	Administrator
<input type="checkbox"/> TU Training User edu005	No limit	Mar 9, 2021	Creator	Publisher
<input type="checkbox"/> KM Koji Maki kmaki_gisforschools	25 of 25	Feb 23, 2021	Creator	Administrator
<input type="checkbox"/> I ❤️ GIS Training user edu001	25 of 25	Feb 14, 2021	GIS Professional Advance	Publisher

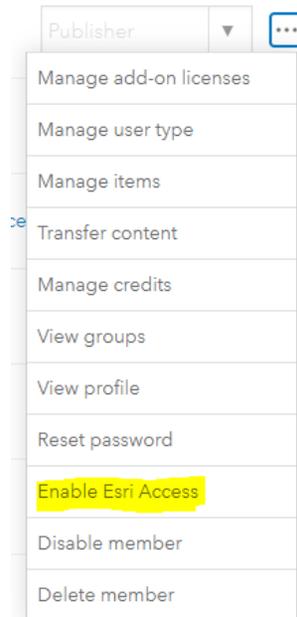
1. Click on **Organisation**

2. Click on **Members**

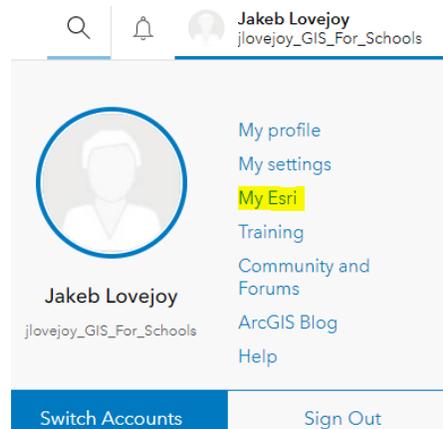
3. Find your name/account in the list.

4. Click on the **More Options (...)** symbol to bring up additional options.

5. Once you have clicked the **More Options (...)** button, click **Enable Esri Access** to turn your account's ability to connect with MyEsri on.

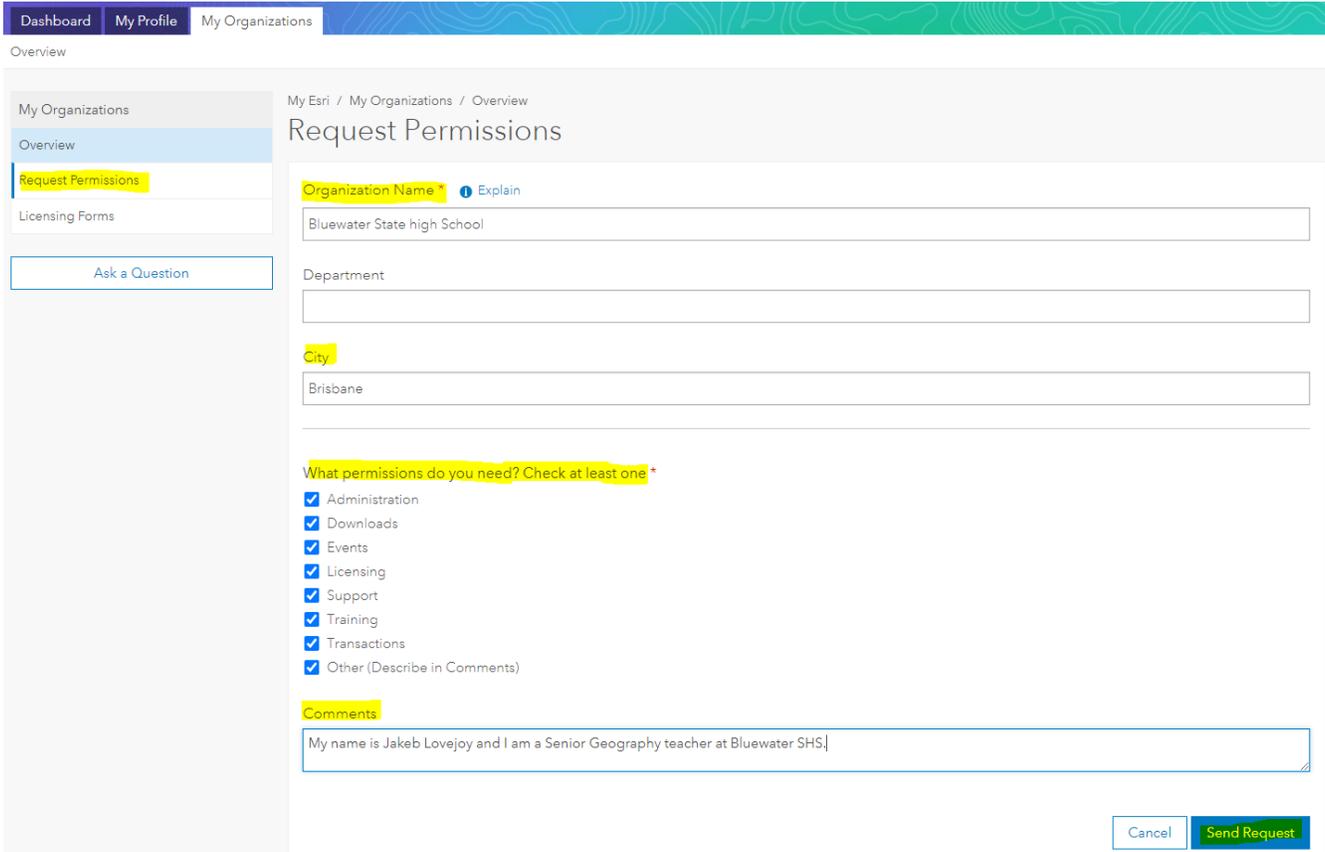


6. From here, go to the top of the page and click on your name in the top-right corner to bring up additional options. Click on **My Esri** to visit the website.



7. This will open My Esri in a new tab. On the left-hand side, click on **Request Permissions** tab.
 - a. Enter your Organisation name. This will be the same organisation name you set for the school's ArcGIS Online subscription (e.g. *Bluewater State High School*).
 - b. Enter the city your school is located in. This is useful to specify as there are sometimes multiple schools with the same name or with more than one campus (e.g. *St Mary's Catholic College*)
 - c. Check all permissions boxes.

- d. Provide a brief comment that outlines your position at the school (e.g. *My name is Jakeb Lovejoy and I am a Senior Geography teacher at Bluewater SHS*)
- e. Click **Send Request**.



Dashboard My Profile My Organizations Overview

My Organizations

Overview

Request Permissions

Licensing Forms

Ask a Question

My Esri / My Organizations / Overview

Request Permissions

Organization Name * [i Explain](#)

Bluewater State high School

Department

City

Brisbane

What permissions do you need? Check at least one *

- Administration
- Downloads
- Events
- Licensing
- Support
- Training
- Transactions
- Other (Describe in Comments)

Comments

My name is Jakeb Lovejoy and I am a Senior Geography teacher at Bluewater SHS|

Cancel Send Request

Your request will be sent to an Esri Australia technical support member who will approve it in 1-2 working days once they have verified that you should be connected.

Alternatively, you can email education@esriaustralia.com.au and notify our education team that you have completed this process for your school and a member of our education team can approve your request.

Next Steps:

Request a free ArcGIS Online Account for your school:

Australian schools can request a free ArcGIS Online account as part of Esri Australia's Classroom GIS Initiative. A school subscription provides additional map layers, content, features and privacy. Learn more about ArcGIS Online, and apply for your ArcGIS Online School subscription at <http://esriaustralia.com.au/education>

Speak to Esri Australia's Education Program Manager:

Australian schools can seek additional support or speak to our Education Program Manager by emailing education@esriaustralia.com.au.