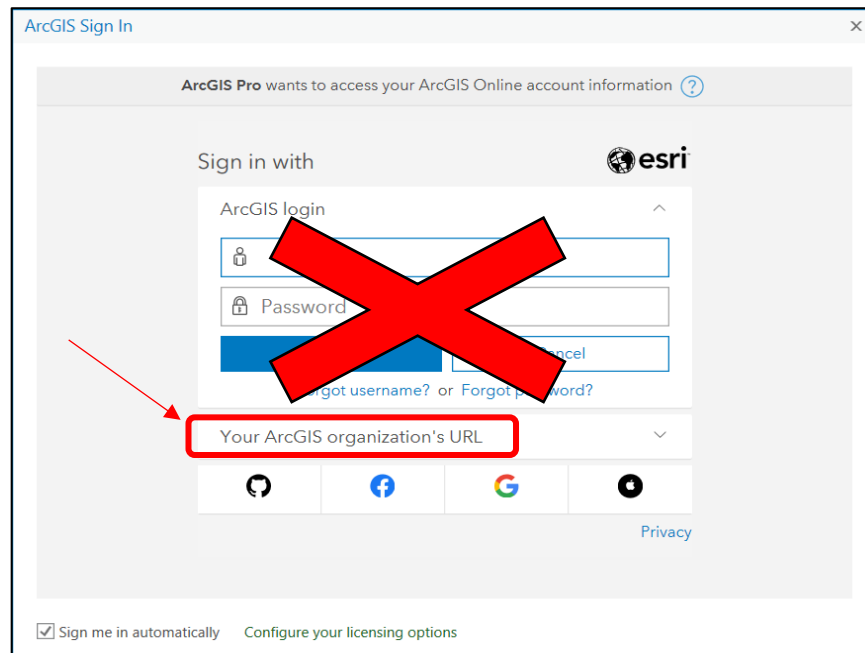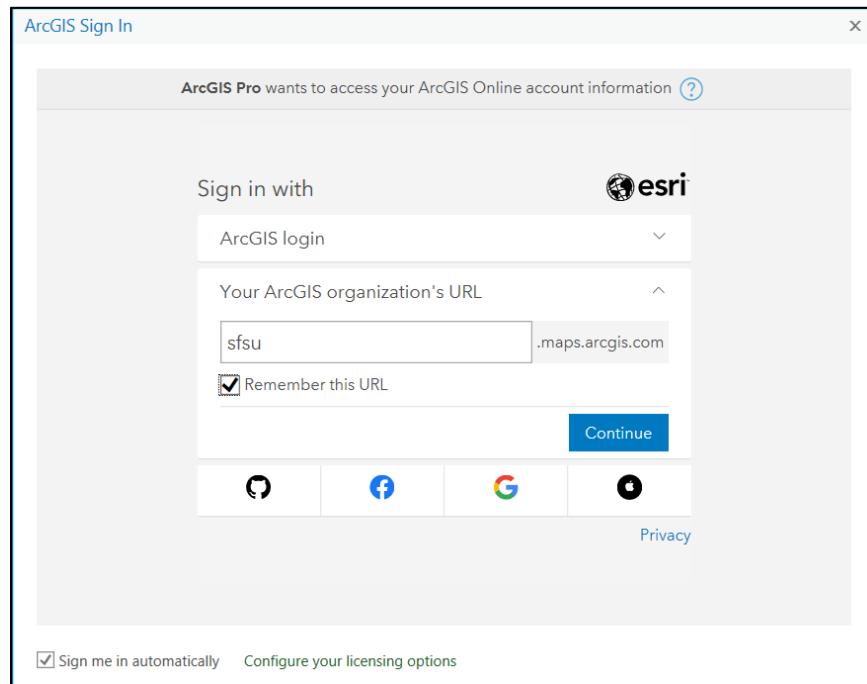# Licensing ArcGIS Pro

ArcGIS Pro uses "cloud-based licensing," which means that it is necessary to log into a user account whenever using the software (i.e. **you need to have internet** to use ArcGIS Pro even though it is desktop software). SFSU has an enterprise account that all faculty, staff, and students can use easily <u>so long as you're within internet range</u>. If you know you need to be away from internet for an extended period of time, contact your *ESRI Site License Administrator for a single use license. This guide assumes you have already downloaded and installed ArcGIS Pro to your computer and are now ready to license the software.

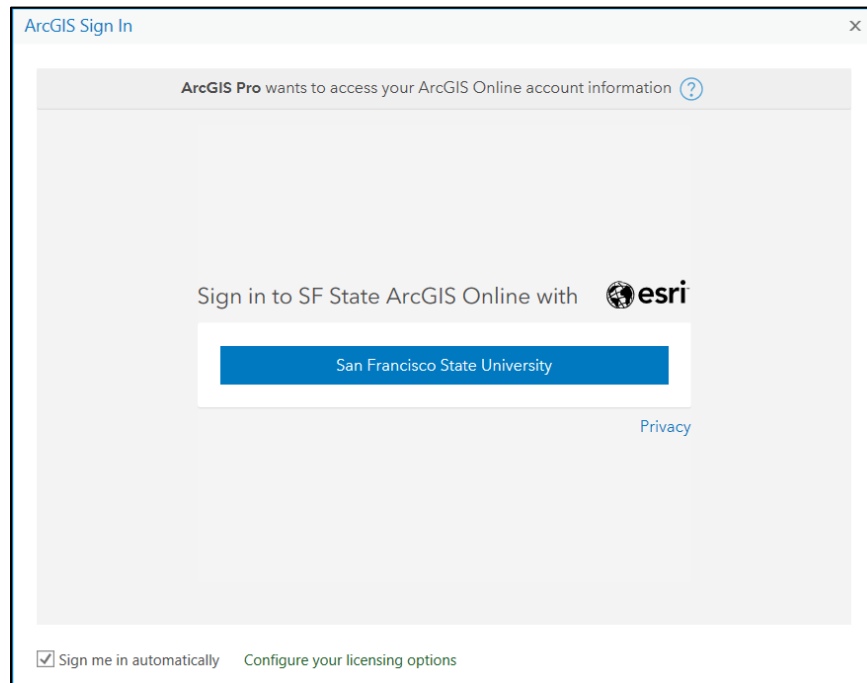Sign in to (i.e. license) ArcGIS Pro:

- Go to the Start menu in Windows

- Locate and select the Desktop App for ArcGIS Pro (you may need to type it in if it is not already in the start screen menu)

- After ArcGIS Pro starts initializing, it will prompt you to sign in. **Do not** enter a Username or Password in this first window, click **Your ArcGIS organization's URL**

- Enter **sfsu** in the next window, check **Remember this URL**, check **Sign me in automatically,** then **Continue**
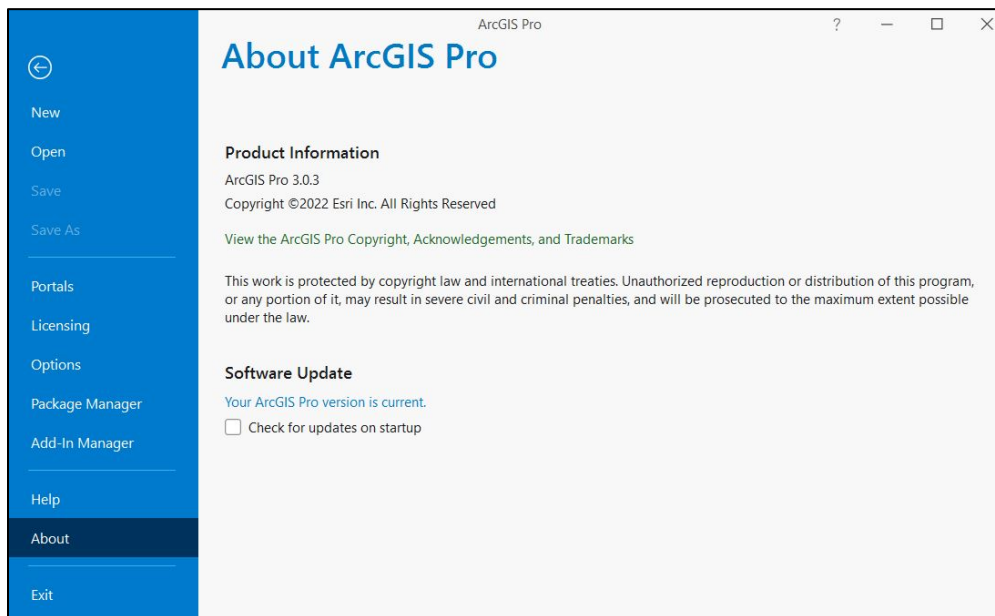

- Next, choose the only option **San Francisco State University**
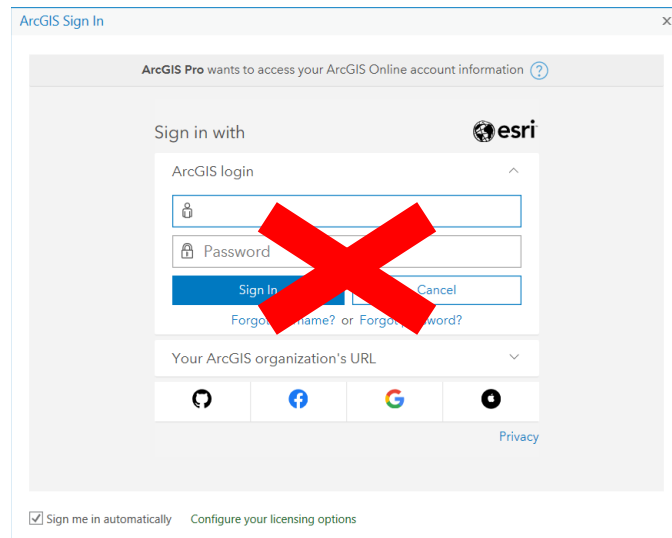
- Enter your 9-digit SFSU ID and password, then click Login

- Note—if you are SF State Faculty or Staff, you'll need to use 2-Factor Authentication after this point (either the DUO app or a token). Students, you should be done after entering your 9-digit ID and password and are ready to use Pro now.

- Open ArcGIS Pro from the Start Menu again and create a new project. You'll see your assigned username in the upper righthand corner that will take the form of something like the following: **912345678@sfsu.edu_SFSU**

- Go to 'Settings' in the upper left then choose 'About' and **<u>uncheck</u>** the box for 'Check for updates on startup' (you want to stick with ArcGIS Pro 3.0.3 because this is the version faculty are teaching with this year and we know it's compatible with other software you're likely to need in other classes)

- All done! Enjoy ArcPro!

- If you log out, remember to log back in using '**Your ArcGIS organization's URL**.' **DO NOT** use your username 912345678@sfsu.edu_SFSU to login through the regular ESRI portal, it will not work.

*ESRI License Administrator: Quentin Clark (qclark@sfsu.edu)