

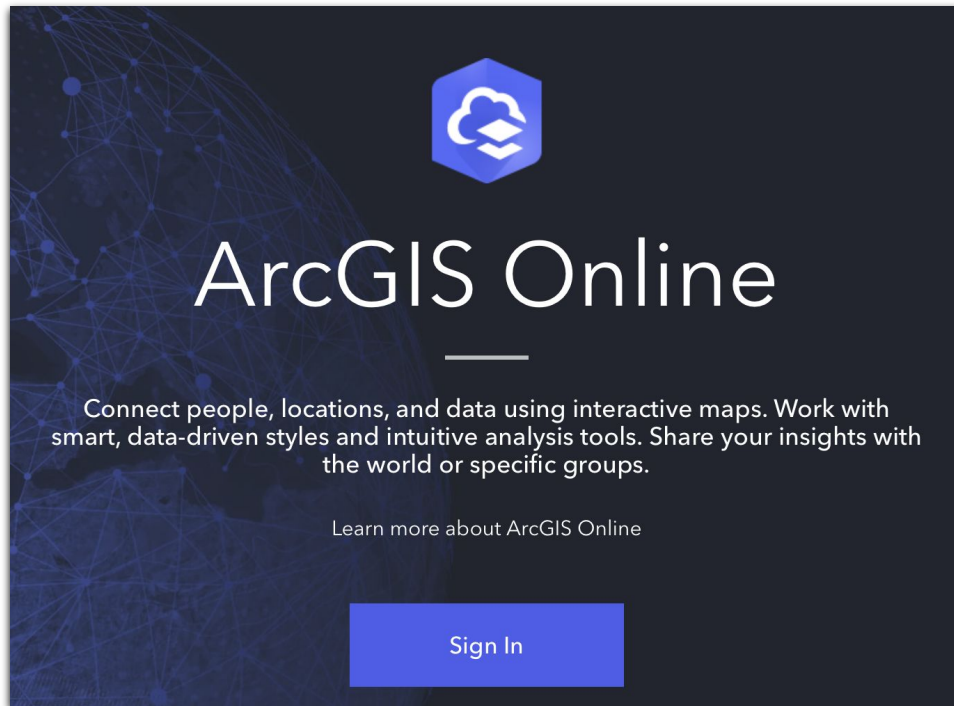


ArcGIS Online: How to Invite Users

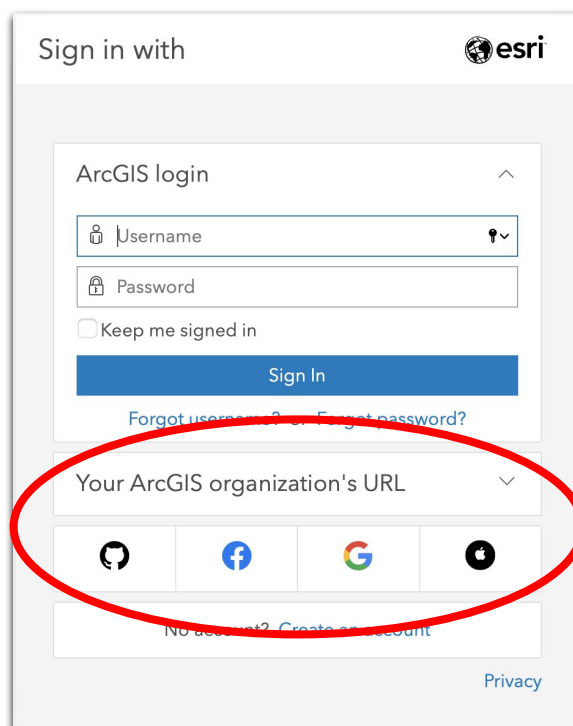
**GUIDE FOR
PERSONS-IN-CHARGE**

How to Invite Users to ArcGIS Online

1. Sign in at <https://www.arcgis.com>

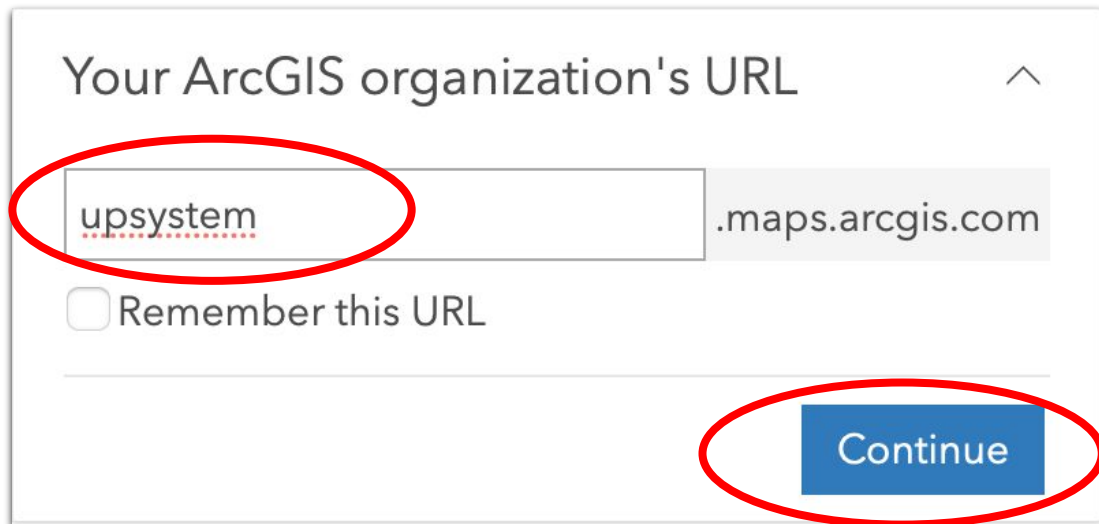


2. Click on your ArcGIS organization's URL.

The image shows the ArcGIS login form. At the top, it says "Sign in with" followed by the Esri logo. Below this is a section titled "ArcGIS login" with a dropdown arrow. Inside this section are fields for "Username" and "Password", a "Keep me signed in" checkbox, and a blue "Sign In" button. Below the button are links for "Forgot username?" and "Forgot password?". Below the login section is a field for "Your ArcGIS organization's URL" with a dropdown arrow. This field and the social login options below it are circled in red. The social login options include icons for GitHub, Facebook, Google, and Apple. At the bottom of the form, there is a link for "No account? Create an account" and a "Privacy" link.

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3. Enter "upsystem" on the space provided, then click the "Continue" button.



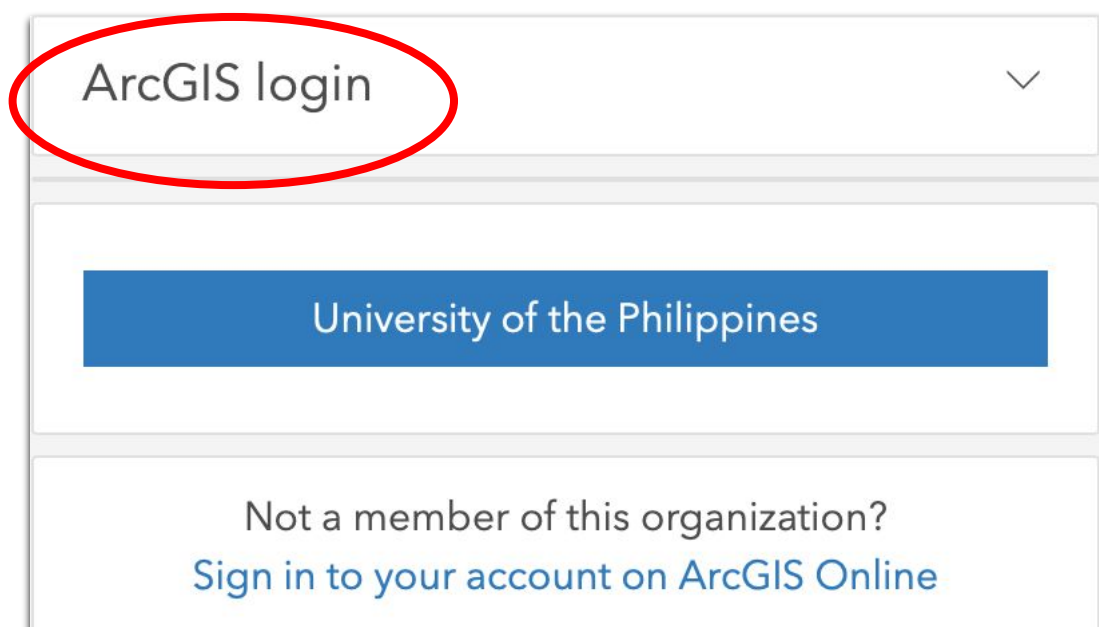
Your ArcGIS organization's URL ^

upsystem .maps.arcgis.com

☐ Remember this URL

Continue

4. Click "ArcGIS login."



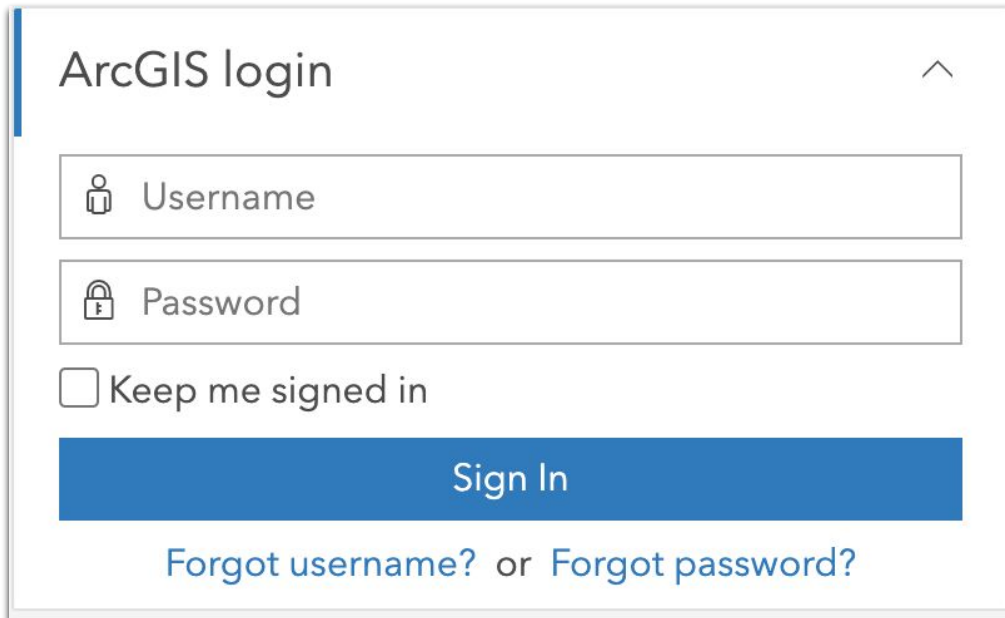
ArcGIS login v

University of the Philippines

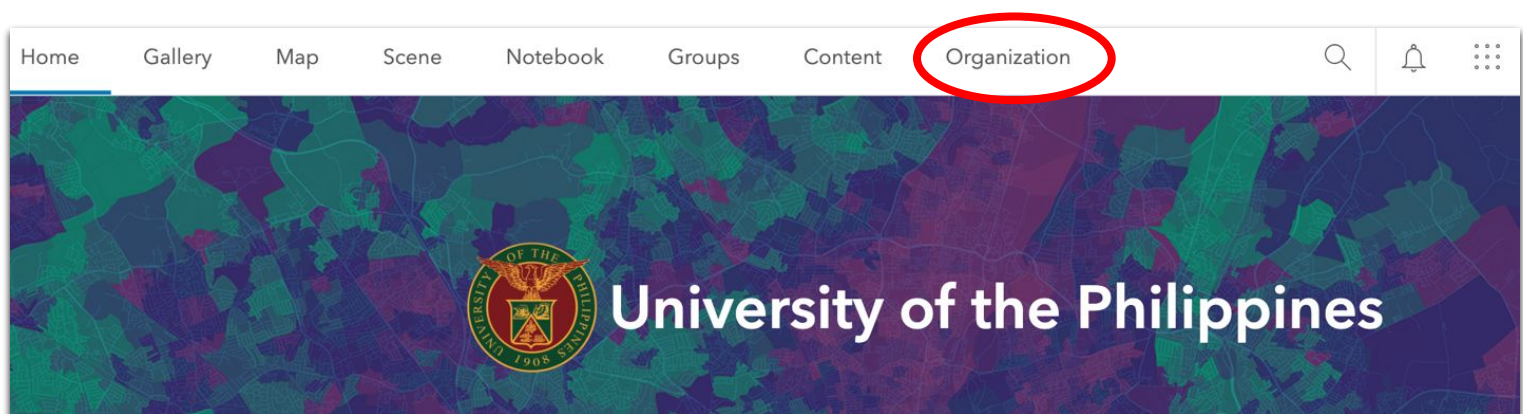
Not a member of this organization?
[Sign in to your account on ArcGIS Online](#)

How to Invite Users to ArcGIS Online

5. Enter your username and password, then click the "Sign-in" button.

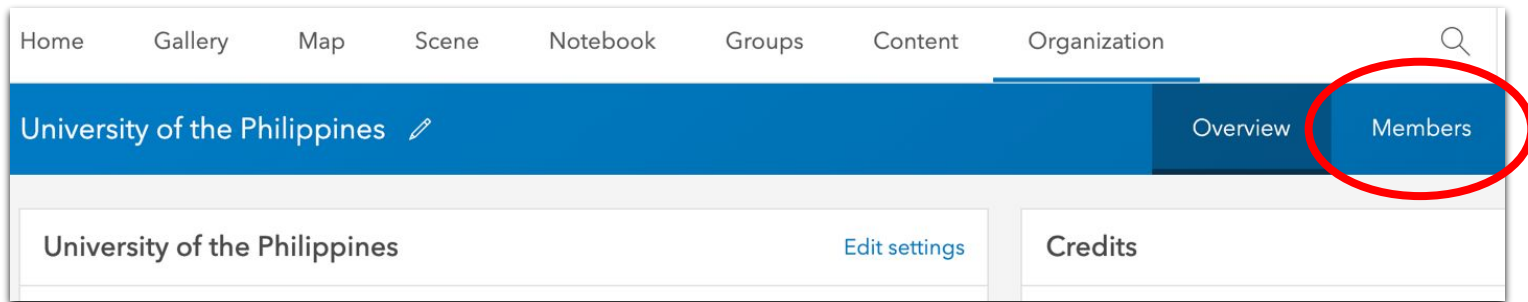
A screenshot of the ArcGIS login interface. It features a white box with a blue border. At the top left is the text "ArcGIS login" and at the top right is an upward-pointing chevron icon. Below the title are two input fields: the first is labeled "Username" with a person icon, and the second is labeled "Password" with a lock icon. Under the password field is a checkbox labeled "Keep me signed in". A large blue button with the text "Sign In" is positioned below the checkbox. At the bottom of the box, the text "Forgot username? or Forgot password?" is displayed in a smaller font.

6. Click the "Organization" tab.

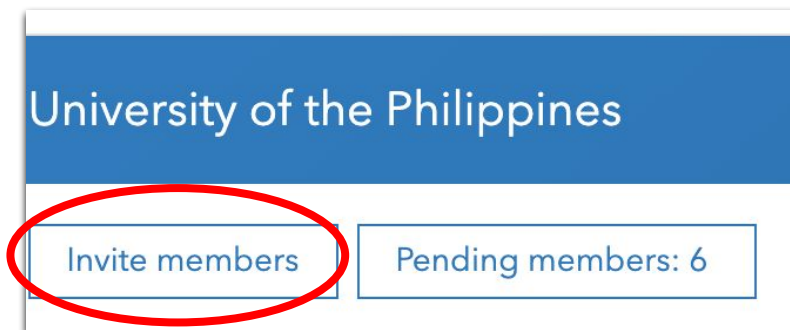


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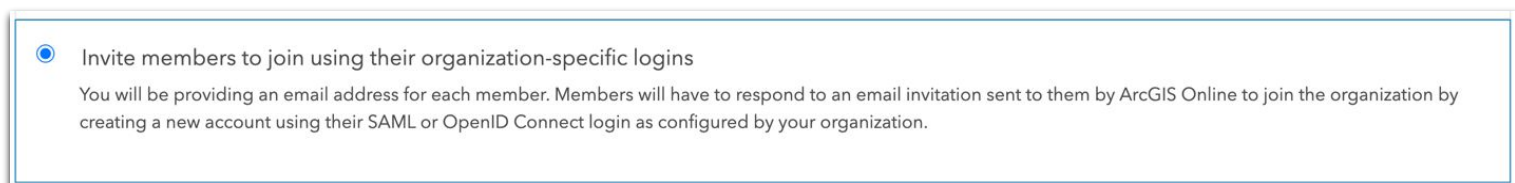
7. Then, click "Members."



8. Then click the "Invite members" button.

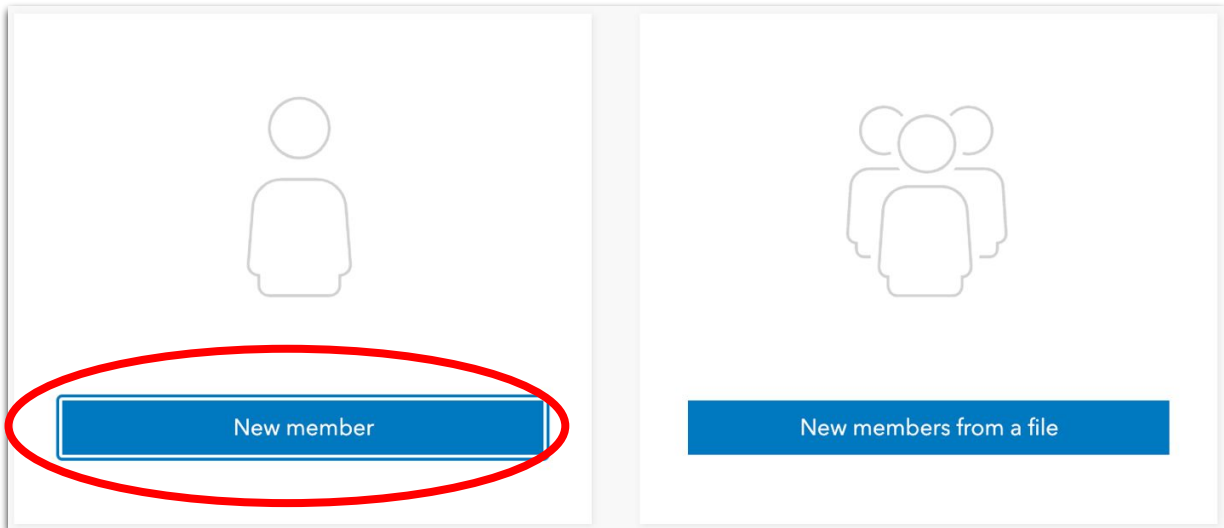


9. Choose the option "Invite members to join using their organization-specific logins."

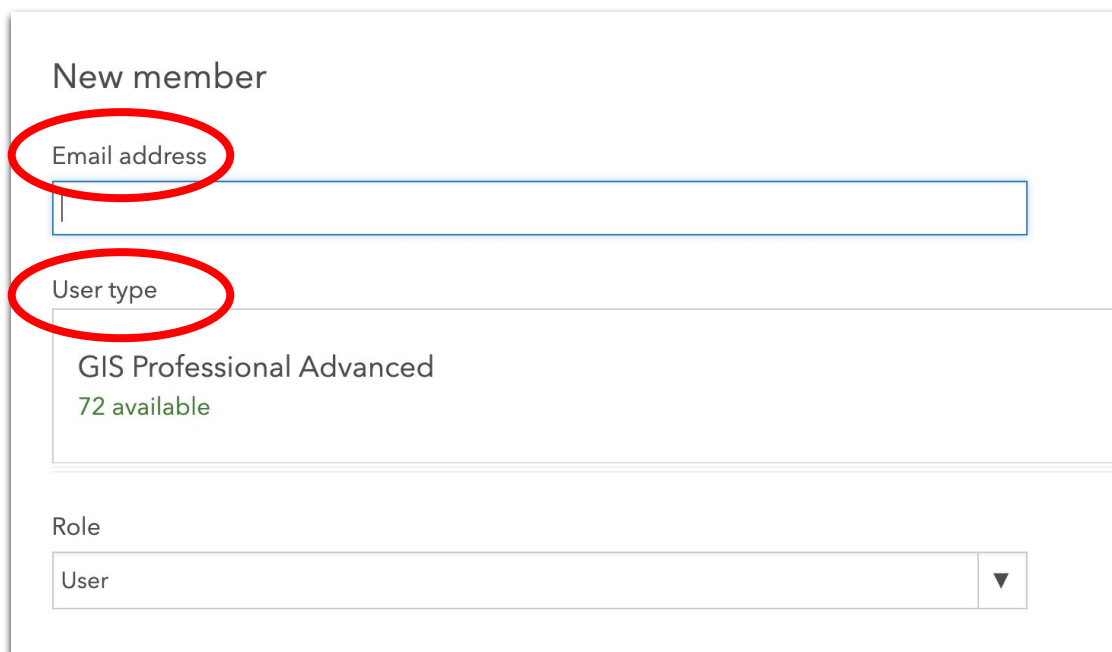


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10. Click "New member."



11. Enter the user's UP Mail email address and indicate the user type.

A screenshot of the "New member" form in ArcGIS Online. The form has a title "New member". Below it, the "Email address" field is circled in red. Below that, the "User type" field is circled in red. The "User type" dropdown menu is open, showing "GIS Professional Advanced" with "72 available" in green text. At the bottom, there is a "Role" dropdown menu with "User" selected.

After that, click "Next," and then "Add member" to invite more users.