



ArcGIS Online: How to Invite Users

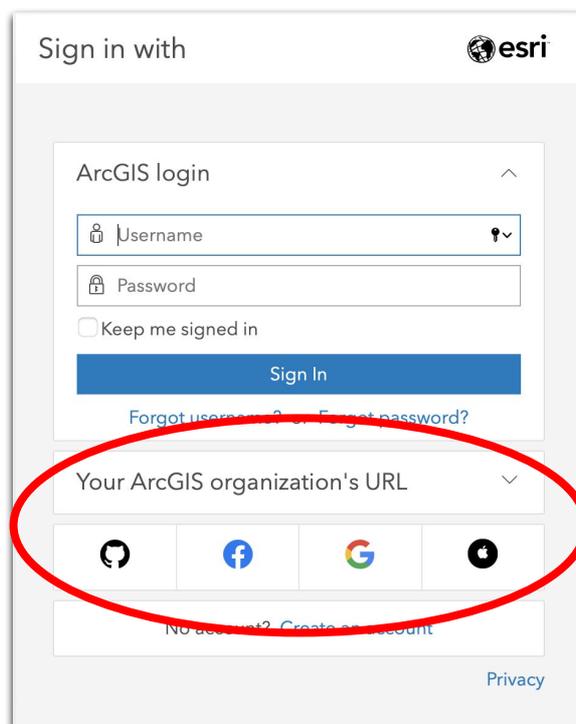
**GUIDE FOR
PERSONS-IN-CHARGE**

How to Invite Users to ArcGIS Online

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

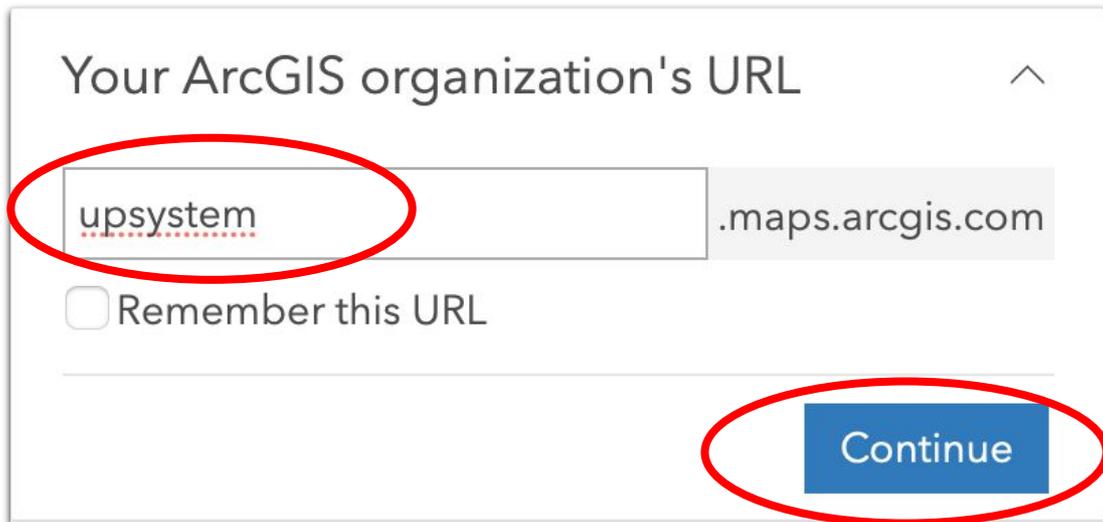


2. Click on your ArcGIS organization's URL.



How to Invite Users to ArcGIS Online

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



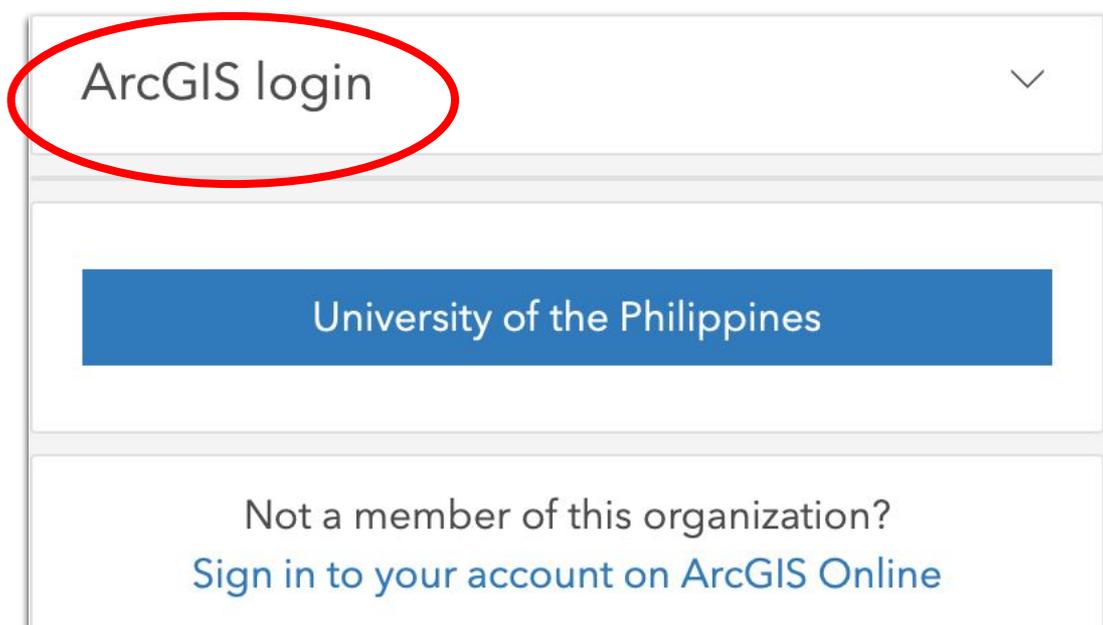
Your ArcGIS organization's URL ^

.maps.arcgis.com

Remember this URL

[Continue](#)

4. Click "ArcGIS login."



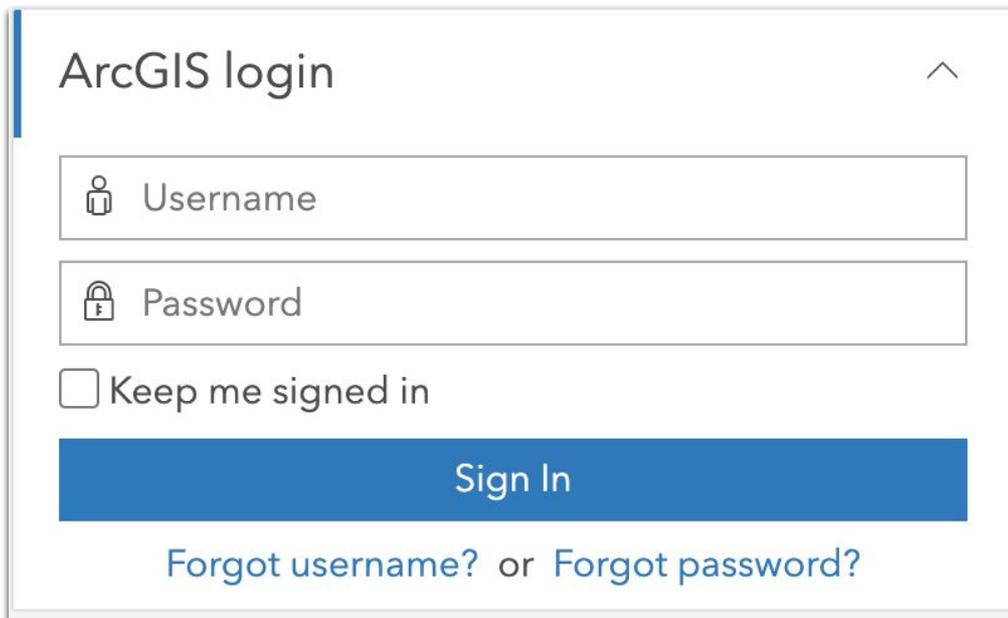
ArcGIS login v

[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.



ArcGIS login

Username

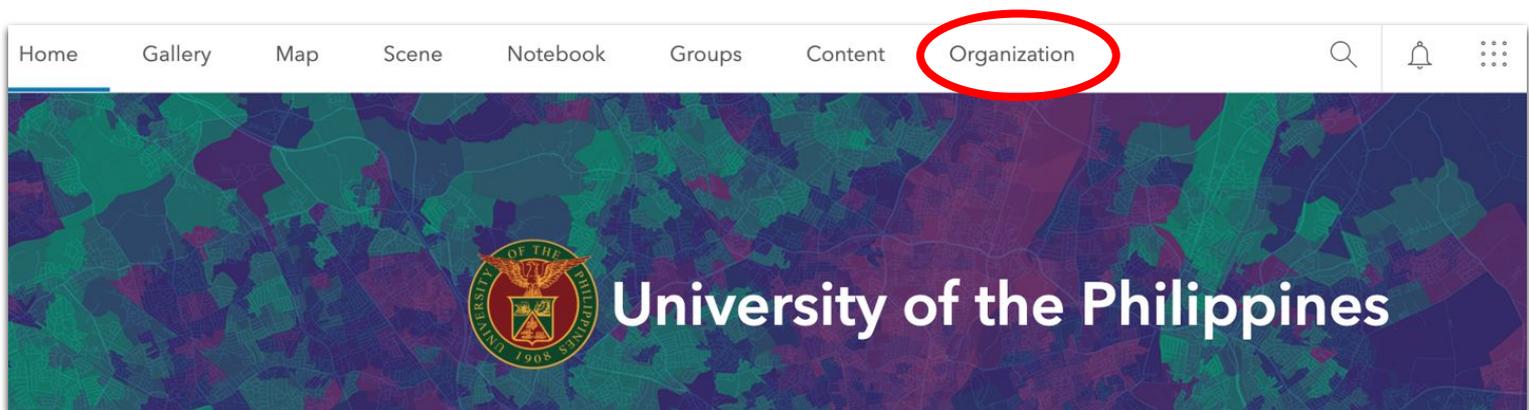
Password

Keep me signed in

Sign In

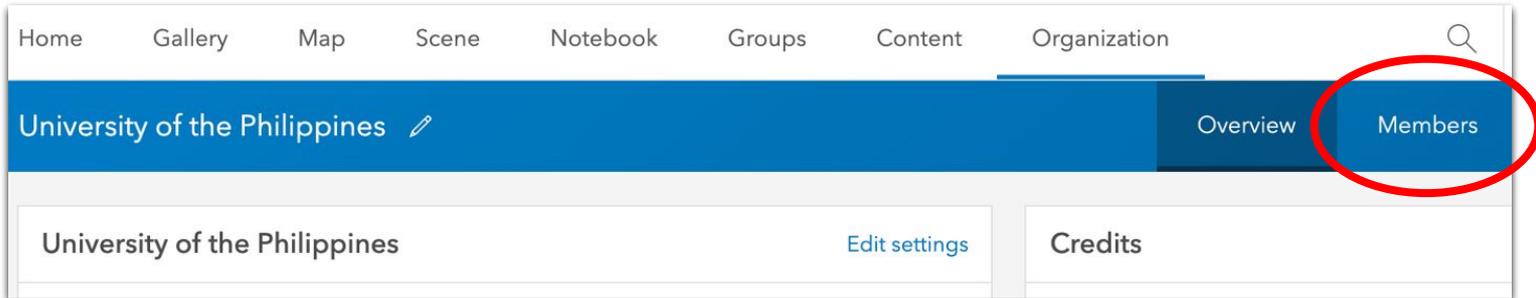
[Forgot username?](#) or [Forgot password?](#)

6. Click the "Organization" tab.

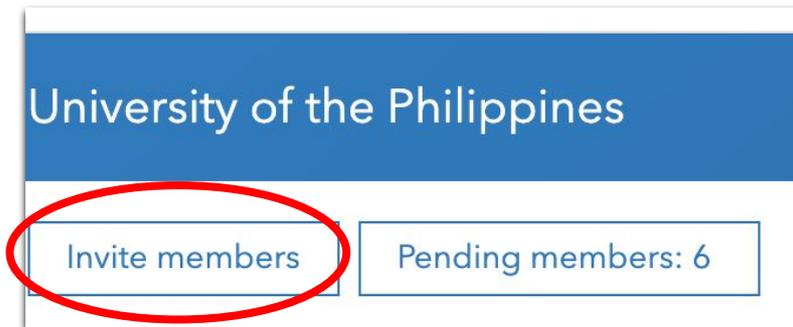


How to Invite Users to ArcGIS Online

7. Then, click "Members."



8. Then click the "Invite members" button.



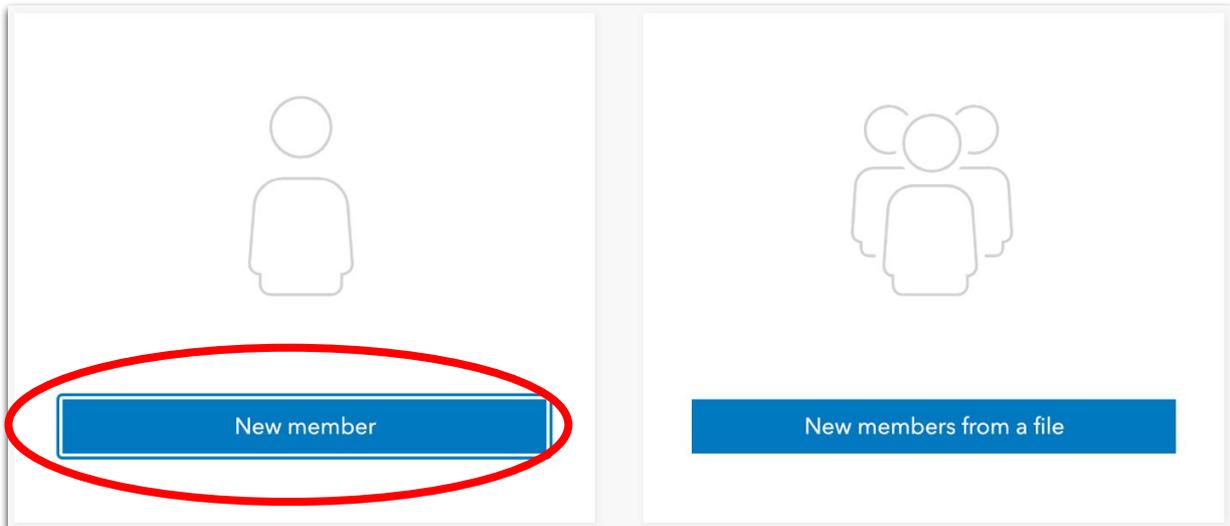
9. Choose the option "Invite members to join using their organization-specific logins."

Invite members to join using their organization-specific logins

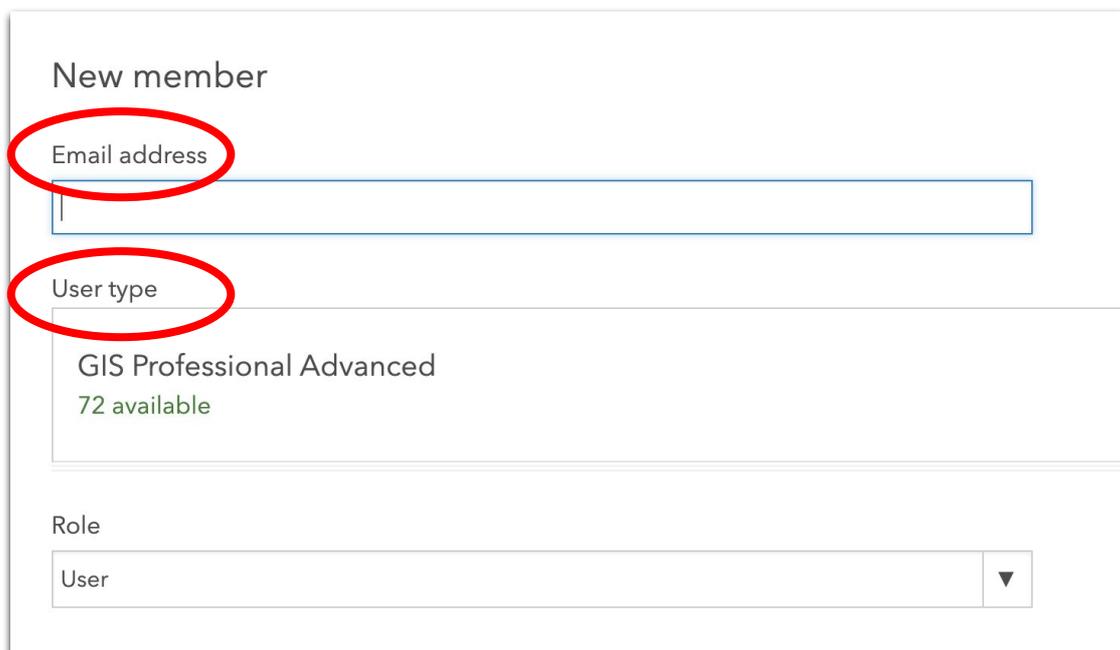
You will be providing an email address for each member. Members will have to respond to an email invitation sent to them by ArcGIS Online to join the organization by creating a new account using their SAML or OpenID Connect login as configured by your organization.

How to Invite Users to ArcGIS Online

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' and contains the following fields: 'Email address' (circled in red), 'User type' (circled in red), and 'Role'. The 'User type' dropdown is currently set to 'GIS Professional Advanced' with '72 available' listed below it. The 'Role' dropdown is currently set to 'User'.

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

