

# ARCGIS ONLINE USER GUIDE FOR DWR

October 2016

## 1. NEW USER REQUEST

### 1.1. Instructions

To request a new user account for yourself or other staff, please follow these instructions:

- In AquaAssist, create a new “Service Request”.
- For Category, select “GIS” then “Enterprise GIS Services”
- On the Supplemental Information page, select “Other” and in the description box, specify reason needed (i.e.: related project), followed by name(s) of staff with user role defined for each (see below). If none, DWR – User will be assigned by default.
- Submit request.

### 1.2. User Roles

- *DWR – User*: can make maps, join groups, view and share content; includes basic integrated analysis tools. This role fits most users’ needs.
- *DWR – Publisher*: user + can create and administrate groups, access to additional analysis tools.
- Note: If user to be added is a consultant, please specify this in addition to user/publisher role so we can ensure their account is administrated properly.

## 2. GROUPS

For content sorting and collaboration efforts, users may create groups in AGOL. Benefits include keeping like content together, restricted access to content (if needed), and ease of sharing between group members. Please note that a minimum role of DWR Publisher is required to create and administrate a group. Instructions on how to do so are here: <https://doc.arcgis.com/en/arcgis-online/share-maps/create-groups.htm>

## 3. CREDITS

By default, each new user will have 25 credits assigned to them. While this is sufficient for most individual uses, a project may require more. If you or a group needs additional credits, please submit an AquaAssist request for more. Include staff name(s) and group name if applicable with an explanation of why credits are needed and how many. If long term, also include an estimated monthly usage. Information on what uses credits is here: <http://www.esri.com/software/arcgis/arcgisonline/credits>