

ESRI e-Learning Registration Instructions

September 9, 2019

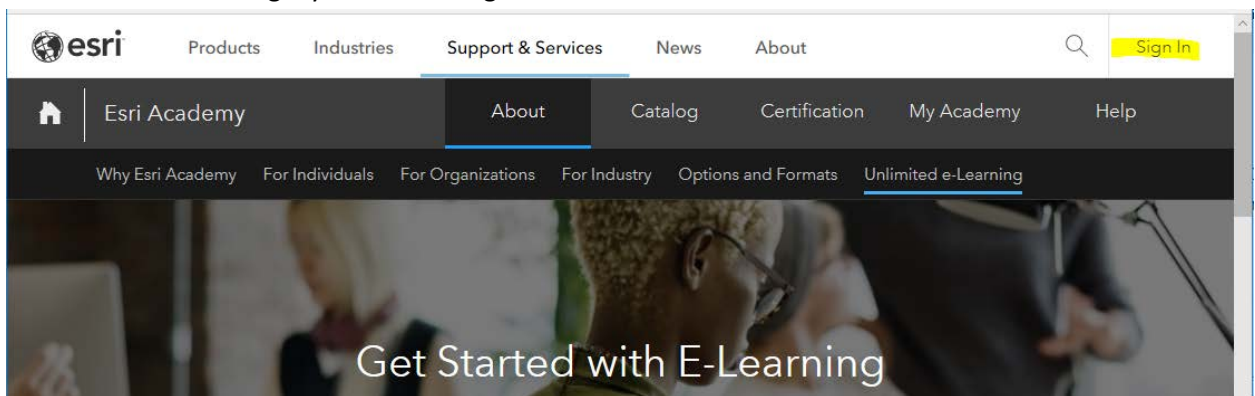
All WSDOT employees may now take advantage of ESRI's large collection of authoritative learning resources for the ArcGIS platform. Effective August 15, 2016, ESRI customers with a qualifying product with current maintenance are eligible for unlimited access to self-paced e-Learning on the [Training website](#). E-Learning access is not tied to a specific product license or named user status.

For e-Learning access to be enabled, individuals simply need to have (or create) a ESRI global user account OR be connected to WSDOT's ArcGIS organization in my.esri.com. Once you become a member of the "State of Washington Department of Transportation" organization permission to access e-Learning is available. Note - access to WSDOT's ArcGIS Online organization at wsdot.maps.arcgis.com is NOT the same as being a member of WSDOT's ArcGIS organization at my.esri.com.

Steps to obtain access to an e-Learning Training site are as follows. This process is only required the first time you access the site. Once you have permissions you will simple 'login' to the eLearning site and search, register for, and take e-Learning courses.

How to Request Access:

1. In Edge Navigate to <https://www.esri.com/training/unlimited-esri-training/>.
2. If you **already** have access to e-Learning, just sign-in by clicking the Sign in link on the top right of the screen and begin your e-Learning.



3. If you need to request access slide down to the **bottom** of the page and follow the [Ready to Learn?](#) link.
4. Sign in with your Enterprise Login or your existing ESRI Global User Account. If using your enterprise login you will be asked to complete the URL to our agencies online account by entering **wsdot**, and then clicking continue.

5. Complete the Request Permissions form; if asked, our ESRI Customer number is 19980. In the permissions needed block add 'request eLearning access' then click Send Request. This sends an email to the system administrator who will respond to your request in 72 hours. **If you don't hear back within 72 hours contact the IT Help desk at ex 7050 and create a ticket for the GIS Support team.**

My Esri / My Organizations / Overview

Request Permissions

Customer Number [i Explain](#)

Organization Name * [i Explain](#)

Department

6. **Note - If you have an ESRI Global User Id login**, you may sign in with your global user id instead of using your WSDOT credentials. After logging in you will be taken directly to the Request Permissions form. Complete and submit it. This will send a notice to the WSDOT ArcGIS Organization administrator, who would then approve your request. You should receive the 'approval' email from our administrator within 72 hours.
7. Note - The access 'Approval' email you will receive from the WSDOT organization administrator will look similar to the one shown here.

My Esri

A Request Was Approved

Hi there:

We just wanted to let you know that tess_starr's request for additional access on My Esri for State of Washington, customer number 19980, was approved.

Hello, You have been granted access to e-learning via the WSDOT organization. Richard Daniels, x7050

You can see a list of users connected to your organization by accessing My Esri from the button below.

If you have any problems or questions, contact the My Esri team at service@esri.com.

Regards,

The My Esri Team

[Go To My Esri](#)

Note - there are **TWO** different forms that you may see depending on your current association with the WSDOT organization, the first will be shown if you are a member of a WSDOT organization in my.esri.com but don't have e-Learning access, and the second when you have a ESRI Global User Id that is not associated with the WSDOT organization.

8. Members of the WSDOT my.esri.com organization will see this screen. Fill out as shown and send your request.

https://my.esri.com/#/request-access

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My Esri

Dashboard My Profile My Organizations ? State of Washington

Organization List Overview Licensing Downloads EDN Training Support Events

My Organizations

- Organization Transactions
- Edit Organization Details
- Edit Maintenance Contact
- Manage Users
- Request Permissions**

My Esri / My Organizations / Overview /

Request Permissions

Complete the form below to request permissions to your organization. ⁱ

Provide as much information as you can so we can properly locate your organization.

Your request will be sent to your organization's administrator or distributor for approval.

Esri Trial software and Student Trial accounts are not managed through My Esri. Please visit [Esri's Trial site](#) or [Student Trial site](#) to activate your software. Students who would like permission to access e-Learning should contact their instructor for assistance.

Your Name: Richard Daniels

Your Email: danielr1@wsdot.wa.gov

Your Username: danielr1

What would you like to do? ⁱ

- ☐ Request permissions to an additional organization
- ☒ Request additional permissions to an organization where I'm already connected

Organization Description: State of Washington *

What permissions do you need? Access to e-Learning *

Examples: Download software. Manage software licenses. View bugs. Access e-Learning.

Send Request Cancel

9. If you are **not a member of the WSDOT my.esri.com organization**, you will see this screen. The organization name is WSDOT and your ESRI Customer Number is **19980**. In the request box enter 'Access to e-Learning'. Once the form is complete send your request. This will send a notice to the WSDOT ArcGIS Organization administrator, who would then approve your request. You should receive the 'approval' email from our administrator within 72 hours

My Organizations

Request Permissions

Licensing Forms

My Esri / My Organizations / Overview /

Request Permissions

Complete the form below to request permissions to your organization. 

Provide as much information as you can so we can properly locate your organization.

Your request will be sent to your organization's administrator or distributor for approval.

Esri Trial software and Student Trial accounts are not managed through My Esri. Please visit [Esri's Trial site](#) or [Student Trial site](#) to activate your software. Students who would like permission to access e-Learning should contact their instructor for assistance.

Your Name: Tess Starr
Your E-mail: starrt@wsdot.wa.gov
Your Username: Tess_Starr

Customer Number: (optional)

Organization Name: *

Department: (optional)

City: (optional)

What permissions do you need?

Examples: Download software.
Manage software licenses. View
bugs. Access e-Learning.

Send Request

Cancel

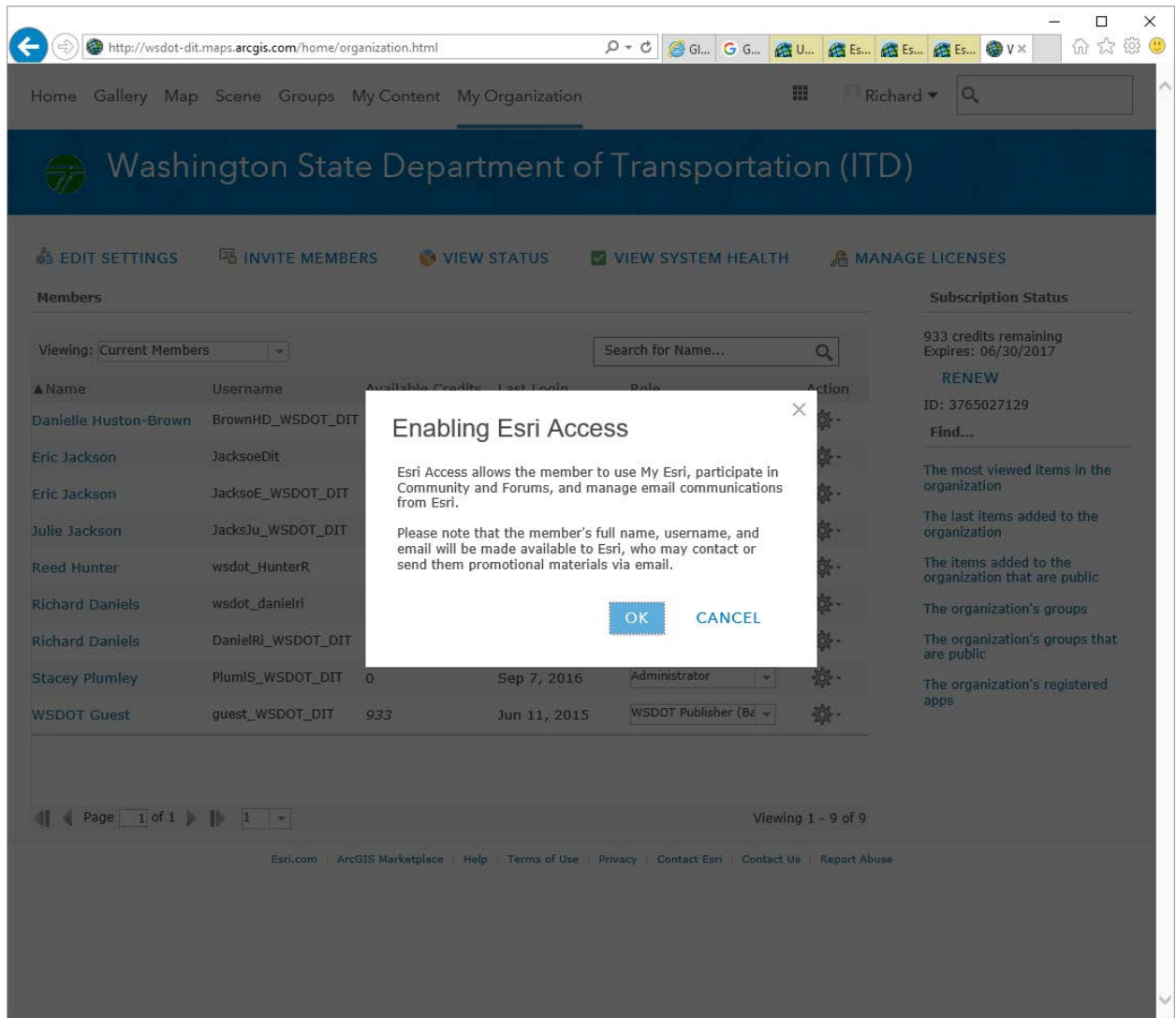
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10. If you have a current WSDOT ArcGIS Online account eLearning access can be enabled from there as well. To request eLearning access using this method contact our ArcGIS Online Organization Administrator (Stacey Plumley, TDGO) and ask them to **Enable Esri Access** for your within the WSDOT ArcGIS On-line organization user management screen. Once this access is enabled you will be able to request access similar to described in step 3-5.



11. The first time you try to login to e-Learning using your Enterprise account you may see the following window, if so completed it and select Update. This information is used to provide information for your course completion certificates.

https://my.esri.com/#/profile/missing

Unlimit...Esri Ac...My ...Google

Edit Contact Information

Your profile is missing some required information. Please complete the fields highlighted below. Once your profile is complete, you will be able proceed.

Username:

wsdot_danielri

First Name:

Richard

*

Last Name:

Daniels

*

Primary Email:

danielri@wsdot.wa.gov

Alternate Email:

(optional)

Phone:

3607057654

*

Phone Extension:

(optional)

Organization Name:

WSDOT

*

Street Address:

P.O. Box 47430

*

Street Address 2:

(optional)

City:

Tumwater

*

Country:

United States

*

State/Province/Region:

Washington

*

Postal Code:

98501

*

Job Title:

(optional)

Functional Role:

Select Functional Role

(optional)

Industry:

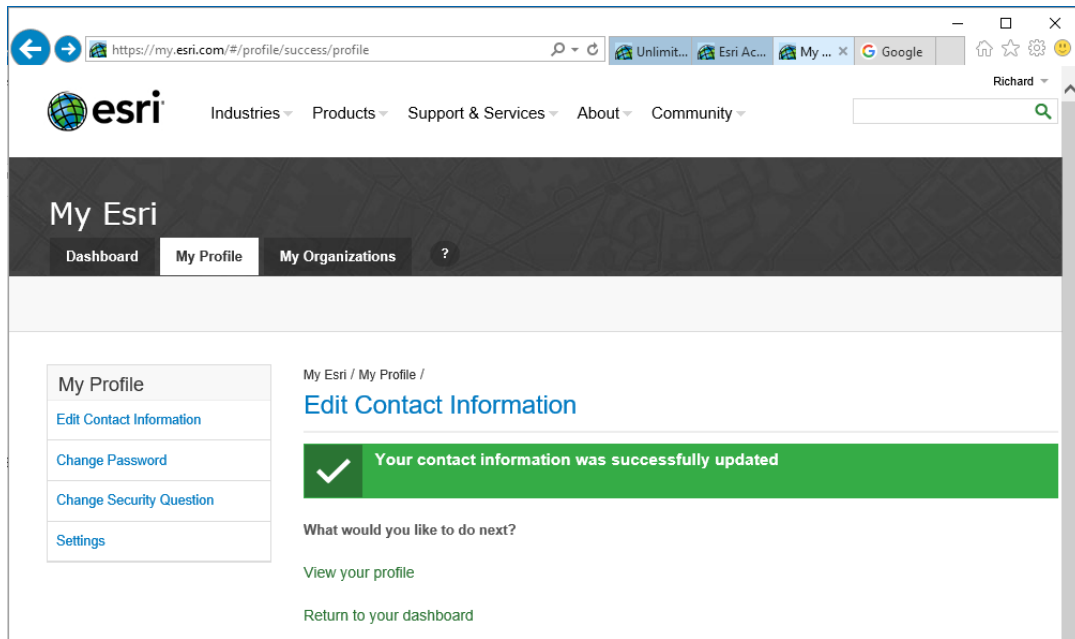
Select Industry

(optional)

Update

Cancel

☒ Feedback on this page?



12. Logout and Go back to step 1 to login to begin your first eLearning course.

Questions?

Contact the IT Help Desk at x7050.