Introduction to Creating and Using an ArcGIS Online Trial Subscription

Welcome to the Essential ArcGIS Task Sheet Series. This series supplements the Iowa State University GIS Geospatial Technology Training Program short course series, "Essential ArcGIS Tutorial Series." The task sheets are designed to provide quick, easy instructions for performing specific tasks in GIS.

ArcGIS Online is a cloud-based platform that allows its members to create, share, store and access maps, applications and data and can also be used to extend the capabilities of ArcGIS for Desktop. ArcGIS Online is based on an annual subscription with varied plans that include the number of users in an organization and service credits. Service credits are used as currency and applied to different functions and analysis done in ArcGIS Online. A few examples of functions that use service credits include: map tile generation, geocoding, network analysis, spatial analysis, and geoenrichment. This task sheet will introduce you to the basics of ArcGIS Online and creating a trial subscription. Refer to publication PM2082-13f for information on creating and embedding an ArcGIS Online map into a webpage.

1. Sign In to ArcGIS Online

a. In a web browser, navigate to the ArcGIS Online website at www.arcgis.com.

b. Sign up for an ArcGIS trail subscription. Click **SIGN IN** and choose **30-DAY FREE TRIAL**. Fill in the required information and click **START TRIAL**. Provide the requested information and click **CREATE MY ACCOUNT**.

c. Setup your organization by filling in the requested information and clicking **SAVE AND CONTINUE**.

d. Sign in using your new username and password.

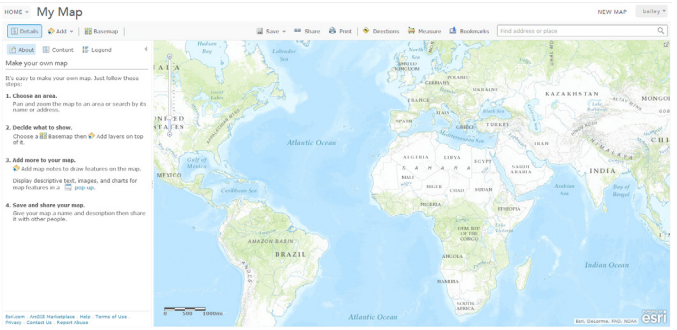
2. Exploring ArcGIS Online

a. Within the **MY ORGANIZATION** section of ArcGIS Online, click on **View Status**. Here you will see statistics on your subscription: when it was created, the number of members in your organization, and your remaining credits. The total number of credits used by the organization is shown broken into categories based on analysis type.

b. Click on **MY CONTENT** at the top of the page. This section is where you will view, and organize your contents in ArcGIS Online. This content can include maps, layers, tools, apps, and files.

c. Click on **GROUPS** at the top of the page. This section is where you will view, create, and manage the groups you are a member of. Groups allow you to share content between group members.

d. Click **MAP** to begin creating content.



3. Adding Data to a Map and Performing Analysis

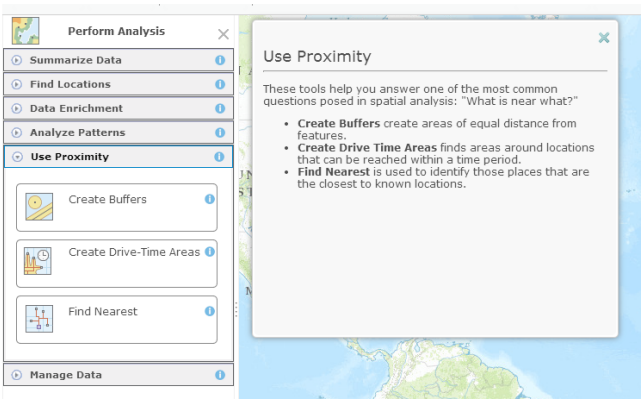
a. With a blank map open click **Add**. A drop-down menu will open providing different options for adding content to the map. Select **Browse ESRI Map Layers**.

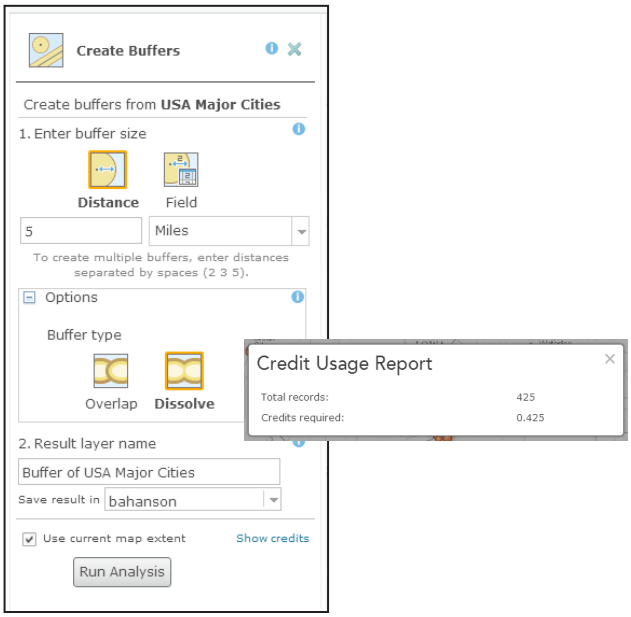
b. Search for **USA Major Cities** in the search bar provided in the **Brose ESRI Map Layers** pop-up . Click **Add to Map** and select **As Layer**. The layer will be added to the map and shown in the **Contents** bar. Close the **Browse ESRI Map Layers** dialog box by clicking **Close**.

c. Click on the **arrow** next to the layer name in the **Contents** bar, then select **Perform Analysis**. Explore the analysis options available. These are organized similarly to how tools are organized within the ArcGIS ArcToolbox.

d. To get more information on the analysis category or on the analysis tools click on the information symbol next to each. Open the **Use Proximity** category and select **Create Buffer**.

e. The **Create Buffers** tool settings will open in the **Contents** bar. Fill out the tool setttings as shown in the image, set the buffer size to **5 Miles**, expand **Options** and choose **Dissolve**, and make sure the result layer name and save location are named appropriately. Check the option to **Use current map extent** and zoom in on Iowa. Click on **Show credits** to review the number of credits this analysis will use. Now click **Run Analysis**. When the analysis is complete the buffers will be added to your map and table of contents. Click **Save** at the menu bar at the top of the map to save your work.





4. Opening ArcGIS Online Layers in ArcMap 10.1

a. Click on **HOME** in the top left corner of page. Select **My Content** from the drop-down menu.

b. Look for the layer, **Buffer of USA Major Cities** and hover your mouse over the down arrow next to the layer name. Click **Open in ArcGIS 10.1 For Desktop**. A file will be downloaded to your computer. double-click on the file to open it in an ArcMap document. *Hint: to convert this file from a lyer file to a shapefile, right click on BufferedFeatures in the ArcMap table of contents and select Data, and Export Data.*

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