ArcGIS Online | How to Series

HOW TO SHARE ARCGIS ONLINE CONTENT WITH PARTNERS

Updated 11/30/2020

IMPORTANT:

- It is not possible to access content in ArcGIS Online without having a CRS email or an ArcGIS Online CRS account.
- To allow non-CRS staff to access the content in ArcGIS Online, users need to have an ArcGIS Online CRS account. CRS staff must request the account for partners.
- As part of CRS' Data Protection and Information Security practices, sharing ArcGIS Online content publicly is deactivated. CRS staff must submit a Service Desk request to enable public sharing for each specific item, the URL of the ArcGIS online content must be included, and then ArcGIS Online CRS administrators will verify that the content you want to share does not contain Personally Identifiable Information (PII) or sensitive data.
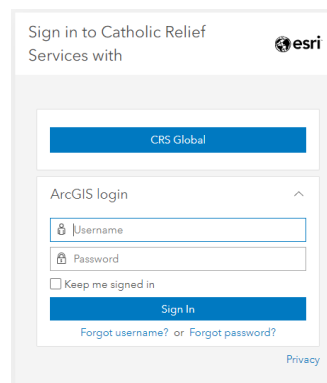
SHARING ARCGIS ONLINE CONTENT

ArcGIS Online has different sharing scenarios: to allow the users to have their content items private or to share it with specific users. The sharing scenarios are:

Private (owner): Only the content owner has access.

Items Shared with your Organization | CRS Staff: All CRS staff have access.

Items Shared with a Group: Specific users; members of an ArcGIS Online group have access and can edit the content if the option is activated.

Items Shared with Everyone (public): Everyone that has the content's URL has access.

Only CRS and non-CRS staff who have an ArcGIS online account can share content. The user must be signed in to the ArcGIS Online site.

Users must enter their credentials on the ArcGIS login screen to be able to share content.
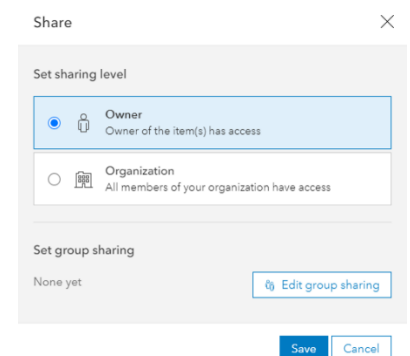
HOW NON-CRS STAFF VIEW ARCGIS CONTENT

To share ArcGIS Online content with Non-CRS Staff, it is necessary to create an ArcGIS Online user on the ArcGIS CRS account.

The steps to be followed are:

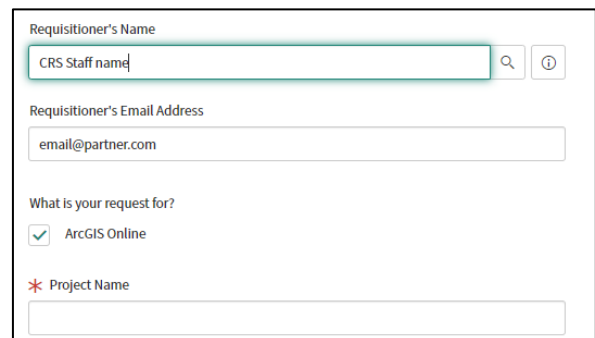## 1. CRS STAFF SEND AN EMAIL TO THE CRS - ARCGIS ONLINE ADMINISTRATOR

CRS Staff have to send an email to Janeen Cayetano janeenkim.cayetano@crs.org, including the following information: **Email Subject:** *Non-CRS Staff ArcGIS Online account*.

VARIABLE		VALUE
ArcGIS Platform Requested (select the license to assign to Non-CRS Staff)		▪ ArcGIS Online ▪ ArcGIS Pro ▪ ArcGIS Desktop ▪ Collector for ArcGIS
Partner	First Name	
	Last Name	
	Email	
CRS Staff (Staff requesting the license for Non-CRS Staff)	First Name	
	Last Name	
	Email	
License end date		

With this information, the CRS ArcGIS Online Administrator will complete the ArcGIS for Partners registry, to monitoring the licenses assigned.

2. CRS STAFF SUBMIT A SERVICE DESK FORM

CRS Staff have to submit a Request ArcGIS Tool/Platforms license form by typing his/her name as the Requisitioner's Name and the Non-CRS staff email as Requisitioner's Email Address. The information submitted in the form (Non-CRS staff email and license | platform requested) will be compared with the data sent in the previous email.

Requisitioner's Name

CRS Staff name

Requisitioner's Email Address

email@partner.com

What is your request for?

☑ ArcGIS Online

✳ Project Name

3. NON-CRS STAFF ARCGIS ONLINE USER CREATION

Non-CRS Staff will receive an email with the details to access the ArcGIS platform.

The username account will have a format like:

CRSrequesterStaffFirstName.CRSrequesterStaffLastName_crsorg#

Where # symbol will be replaced with a correlative number, which will represent the number of users for partners requested by CRS staff.

Example: Janeen.Cayetano_crsorg1 for the first Non-CRS Staff user requested by Janeen Cayetano.

The user created will have in the profile the Non-CRS staff First Name and Last Name.

The Non-CRS Staff user, by default will have the privileges assigned to the Publisher CRS role, with a Creator User Type. Privileges can be changed according to specific cases, to be determinate by the ArcGIS Online CRS Administrator.
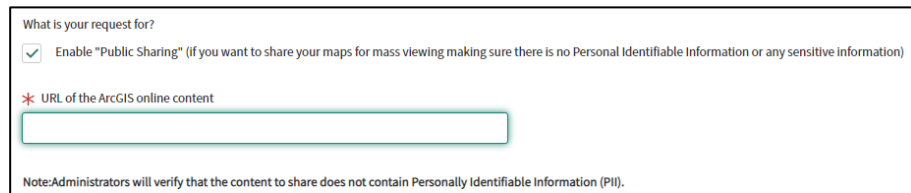
ITEMS SHARED WITH A GROUP

ArcGIS Online allow to the Organization account members to create Groups, this is a collection of maps and apps usually related to a specific area of interest. A Group Owner have control over items shared with the group and can invite others to join who have the same type of account you have—organizational or public—even if your group doesn't accept membership requests.[1] For more details, please visit Create groups guide.

PUBLIC SHARING

To share ArcGIS Online content publicly, it is necessary to submit a Request ArcGIS Tool/Platforms license form by selecting the "Public Sharing" option and including the URL to the content you'd like to share. If the user wants to share a Web app, they must include the specific Web App URL and all the web map or other content will automatically become public too.

The requester must ensure that the content to be shared does not include Personally Identifiable Information (PII), or the request will be denied.

The administrator may schedule a call to review the content to share.

MORE INFORMATION

For more details regarding the ArcGIS Sharing Model, please visit the ArcGIS Blog: Managing Security and Findability of Items with the ArcGIS Sharing Model.

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[1] Source: What is a Group? ArcGIS document