



**HEALTH
GEO LAB
COLLABORATIVE**

Supporting countries to use geospatial data and technologies to achieve SDG 3

Starter kit - Unlimited Access to Esri's e-Learning

Version 1.1 (03.09.2018)



In collaboration with and with the support of:



esri

Revision History

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Purpose and audience

The purpose of this document is to guide new users on how to access Esri's e-Learning and therefore benefit from all the training resources available from Esri's website.

The audience for this document is any user of Esri qualifying products with a subscription to the Esri Maintenance Program.

Please refer to the Resources page on the HGLC website for more information in this regard.¹

Abbreviations

ADB	Asian Development Bank
AeHIN	Asia eHealth Information Network
AGOL	ArcGIS Online
Esri	Environmental Systems Research Institute
GIS	Geographic Information System
HGLC	Health GeoLab Collaborative
SDGs	Sustainable Development Goals
WHO	World Health Organization

¹ <https://healthgeolab.net/resources/access-to-proprietary-geospatial-technology/>

1. Background

The Health GeoLab Collaborative (HGLC)² is a collective of institutions and individuals sharing the same vision - for low- and middle-income countries in Asia and the Pacific to fully benefit from the power of geospatial data and technologies to reach the health related SDG 3 - and ready to engage their respective skills, experience, and resources to achieve it.

The HGLC has been established and builds on the work done as well as the network and documents developed through the activities of the AeHIN GIS Lab over the 2016-2017 period.

The HGLC uses the 4Ts (Training, Tooling, Testing and Teaming) approach to strengthen in-country capacity. The present starter kit has been developed as part of this approach and with the objective to be used by the largest number of users possible.

This starter kit is a living document made to evolve based on the inputs received from the users. Please don't hesitate to contact us at info@healthgeolab.net if you have any suggestions for improvement.

Should you use this document as part of your activities and would like to have your organization recognized as one of document's users, please contact us at the email address provided above.

2. Introduction

Through the partnership established with Esri, the HGLC not only has the capacity to lend licenses to eligible institutions for a period of up to 6 months³ but can also provide access to highly discounted software bundles to Ministries of Health in countries.

Over the years, Esri has developed a large amount of resources and events to promote and strengthen the use geography, geospatial data, and technologies. One such resource is all the training materials Esri has developed and made available to users.

Such resource is available from Esri's dedicated training website⁴. The trainings are professionally developed and curated, have contents suitable for different roles and skill levels, and available in multiple options and formats. There are instructor-led trainings, teacher resources, books, technical certification, documents, and e-Learning.

² <http://healthgeolab.net>

³ <https://healthgeolab.net/resources/access-to-proprietary-geospatial-technology/>

⁴ <https://www.esri.com/training/>

The present kit focuses on how to benefit from the unlimited, organization⁵-wide access to their large collection of e-Learning resources as part of the Esri Maintenance Program⁶.

3. What is Esri e-Learning?

Esri's e-Learning is a collection of online learning resources about different GIS topics. e-Learning is part of Esri's Training suite and users can choose to learn from five different formats: web courses, training seminars, massive open online courses (MOOCs), videos, tutorials, and story maps.

The web courses, videos, and tutorials are self-paced trainings. The training seminars are scheduled seminars you can either watch live or through the recorded versions in the Catalog. The MOOCs are online classes that run for a few weeks and require you to study for only a few hours per week. Esri's MOOC Program can be accessed from <http://www.esri.com/mooc>.

There are some insightful story maps that have been developed by Esri to provide 'how-to' learning for specific skills, such as "How to Smart Map with Clustering," and specific topics that may be new to the GIS community.

Some of e-Learning's resources are free to anyone who has a My Esri account and can directly be accessed by scrolling through the Catalog of training options accessible from <https://www.esri.com/training/>. The trainings in question will have a **FREE** text appearing at the bottom right part of the training option like presented here:

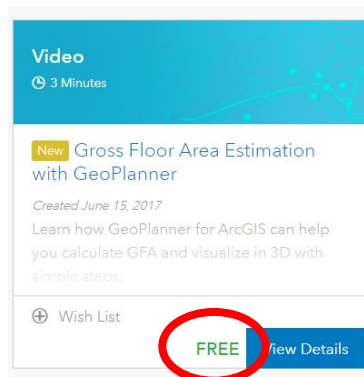


Figure 1

A lock icon will appear on those who require access to the unlimited e-Learning:

⁵ The term *organization* as used in the present document makes reference to the My Esri definition as a place of business, school, governmental organization, or other entity. Each organization on My Esri has one customer number. Please look here for more information on this concept: <https://my.esri.com/#/no-connections>

⁶ <https://www.esri.com/training/unlimited-esri-training/>

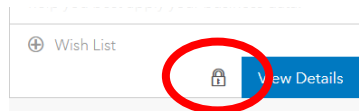


Figure 2

The unlimited access is available to Esri customers, either individuals or organizations, who have an Esri qualifying product with a subscription to the Esri Maintenance Program.

4. Getting unlimited access to Esri's e-Learning

To be able to have unlimited access to the e-Learning resources, you or your organization must have an Esri qualifying product with current maintenance. Contact your GIS unit or IT department, check the Esri Maintenance Program page⁷, or contact your local Esri distributor to find out if this is the case.

The next sections describe how to:

- create a My Esri account
- connect your My Esri account to your Esri organization and ask permission to have unlimited access to the e-Learning capability
- invite colleagues to your organization for them to have similar access

4.1 Creating a My Esri account

A My Esri account is necessary to access any of the e-Learning resources. Follow the succeeding steps to create an account if you do not have one.

1. Go to <https://my.esri.com/>
2. Go to *Create An Account* tab.

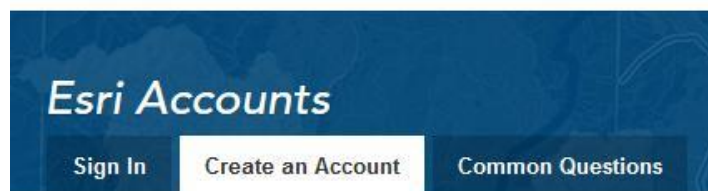


Figure 3

3. Type in your first name, last name, and email address. Click *Create an Account*.

⁷ <http://www.esri.com/software/maintenance>

Create an Esri Account

First Name
Enter First Name

Last Name
Enter Last Name

E-mail Address
Enter a valid E-mail Address

We will send you details on how to finalize your account.

Create an Account

OR



Sign up with  

Figure 4

4. You will receive an email to through the address you provided. Go to your email account and open the email. Click the *Activate Your Account* button. You will be directed to the Esri accounts page.

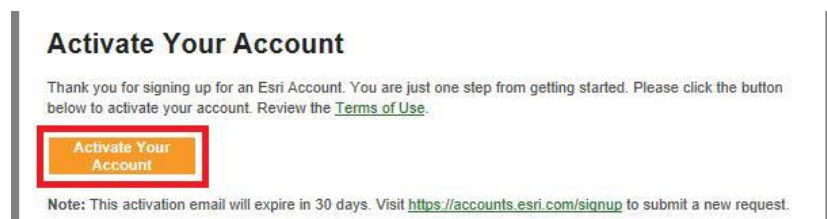


Figure 5

5. Fill out the form and click the *Create* button at the bottom.

You now have a My Esri account to use for the next sections.

4.2 Connecting your My Esri account to your organization

Individual access to unlimited e-Learning can be done by connecting your My Esri account to an organization with an Esri qualifying product. This can be done by requesting permission to the organization or by being invited to one.

4.2.1 Requesting permission to your organization

Follow the next steps to request permission to your organization.

1. Sign in to your My Esri account: <https://my.esri.com/>
2. Once signed in, make sure that your profile information is complete. Otherwise, you will not be able to proceed.
3. Once you have completed your profile, go to *My Organizations* tab. Click *Overview* in the menu.

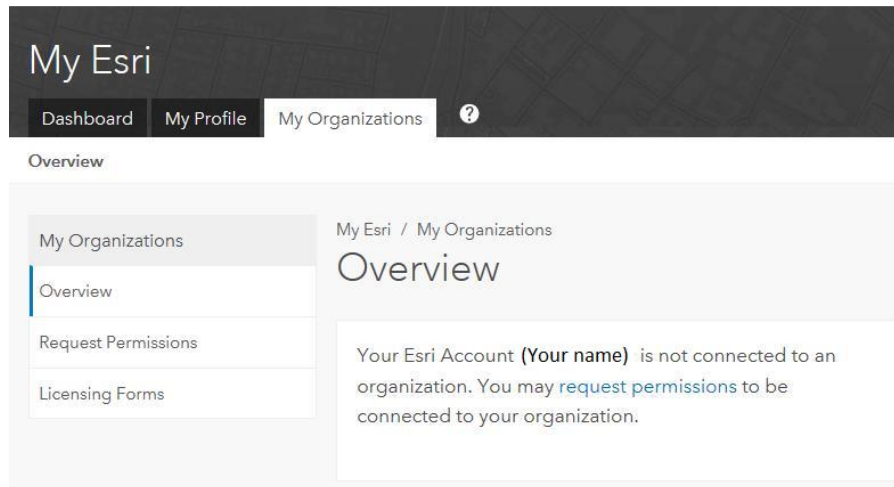


Figure 6

You will note that it says that your account is not connected to an organization.

4. Click *Request Permissions* on the left-hand menu. Then click *Continue* in the *Request Permissions to your Organization* box.

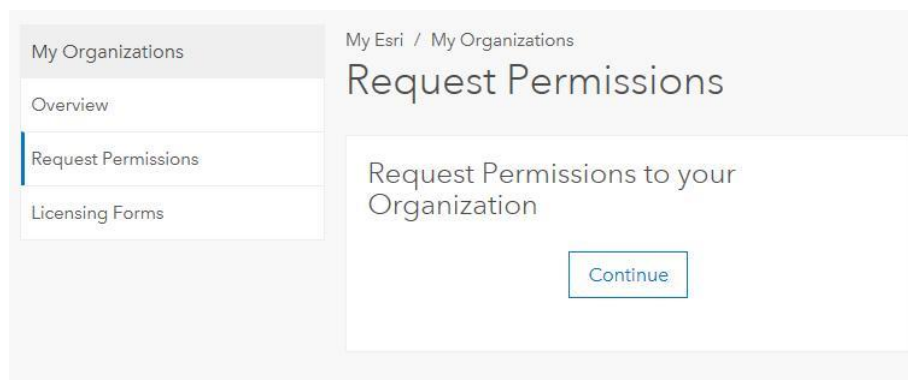


Figure 7

5. Fill out the Request Permission Form.
 - a. Type in your organization name. Optionally, you may enter your department and city.

Note: It is advisable to provide as much information as you can for Esri to properly locate your organization.

b. For “*What permissions do you need?*” type in *Access e-Learning*.

Click *Send Request*.

Organization Name *

Department

City

What permissions do you need? *

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

Cancel Send Request

Figure 8

You will receive an email informing you when your account has been connected to your organization and given access to e-Learning.

4.2.2 Connecting to an organization via email invitation

If you have received an invitation to an organization via email, follow the proceeding steps.

1. Sign in to your email account and open the invitation email you have received. Click the *Connect to my organization* button. You will be directed to the Esri sign-in page.

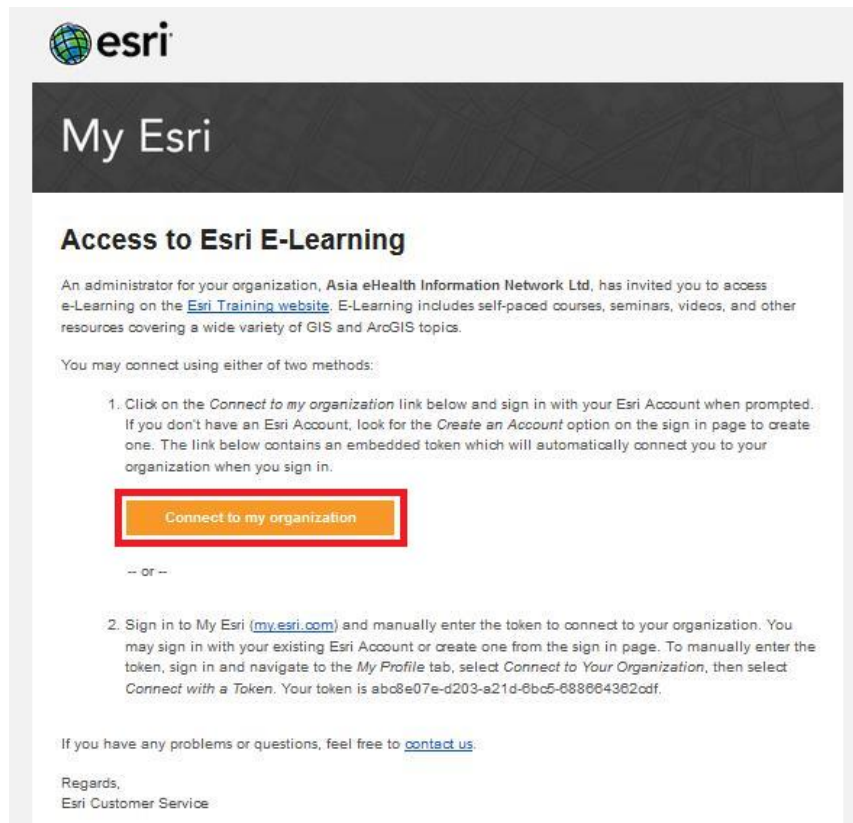


Figure 9

2. Sign in to your My Esri account: <https://my.esri.com/>

Once signed in, you will automatically be directed to the Esri e-Learning page and be able to access the training resources.

Alternatively, you may choose to follow Step 2 in the email:

1. Sign in to your email account and open the invitation email you have received. Copy the 36-character alpha-numeric token in the email.

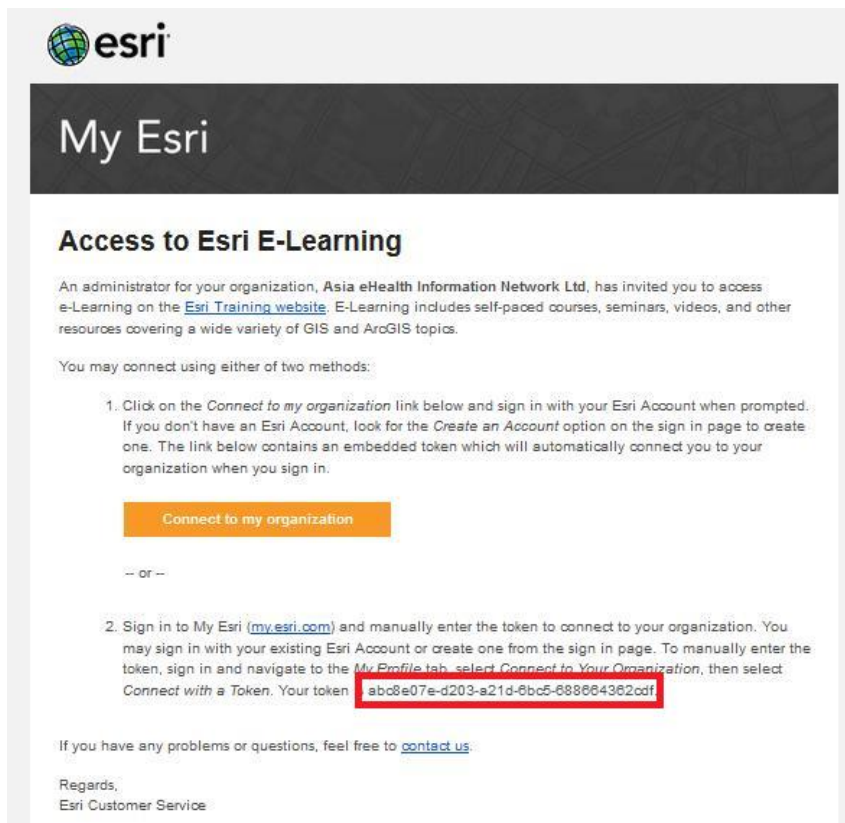


Figure 10

2. Go to the Esri website and sign in to your My Esri account: <https://my.esri.com/>
3. Go to *My Profile* tab. Click *Connect to Your Organization* on the left-hand menu. Click *Connect with a Token* button in the *Connect with a Token* box.

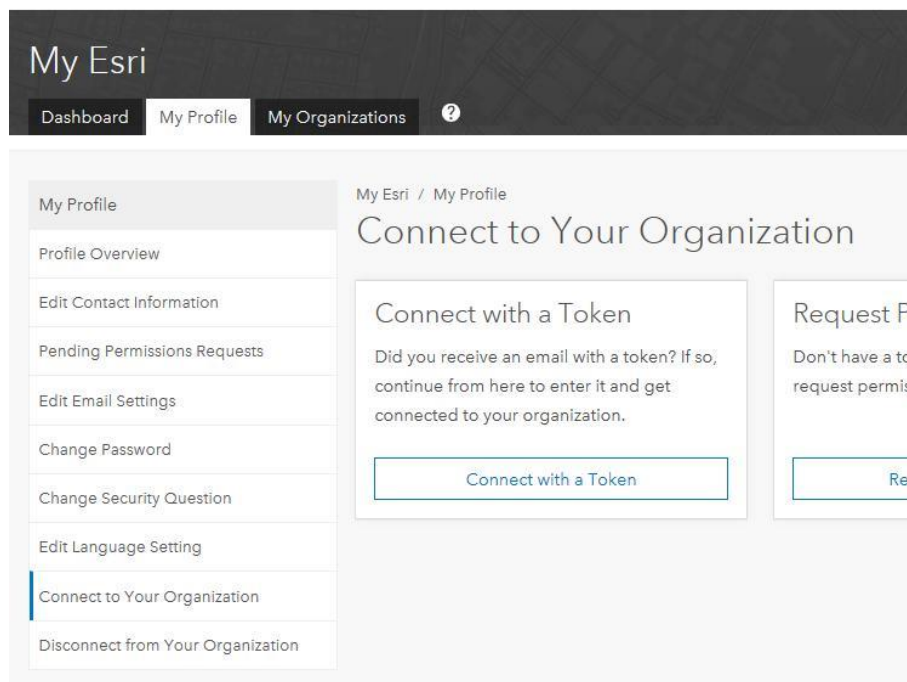


Figure 11

4. Paste the copied token in the field that appears. Click *Continue*.

The image shows a screenshot of a form titled 'Connect to Your Organization with a Token'. The form contains the following text: 'Please enter the 36-character alpha-numeric token you were emailed. Example format: xxxxxxxx-xxxx-xxxx-xxxx-xxxxxxxxxxxx'. Below this text is a text input field labeled 'Token *'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Continue'.

Figure 12

You will automatically be directed to the Esri Training page and be able to access the e-Learning resources.

4.3 Inviting users to access the unlimited e-Learning

You need to have administrator access to your Esri organization to be able to invite other users. Please contact your local Esri distributor to request administrator access if this is not the case.

Once you have administrator access, you are able to invite other users to your organization and permit them to use the e-Learning resources. You may invite any member of your organization through their email addresses. Those invited who do not yet have a My Esri account will be required to create one before they are able to access e-Learning.

You may also invite other people provided that they are connected to an organization which has qualified Esri product with current maintenance.

You can then proceed with the following steps:

1. Sign in to your My Esri account: <https://my.esri.com/>
2. Go to the *My Organizations* tab. Click *Users* in the menu then click *Invite Users* in the left-hand menu.



Figure 13

3. Enter the email address/es of the user/s you want to invite. If you have multiple email addresses to enter, you may instead upload a CSV or XLSX file containing the email addresses.

My Esri / My Organizations / Users

Invite Users

Step 1: Provide Email Addresses to Invite

Enter one or more email addresses

or

Upload a CSV or XLSX file of email addresses

XLS file format is not supported. Contents of every cell will be read, so there is no need for a header row for columns. We recommend having only one (1) column in your file, containing one email address per row.

Figure 14

- The list of email addresses you provided or uploaded will be shown at the bottom of the page. Click *Next*.

1	0	0	0
Total added	Invalid email address format	Matched active user(s)	Matched pending user(s)

Email Address	Action
✓ izay.pentanilla@aehingizlab.net	<input type="button" value="X"/>

Figure 15

- Click the *Set Time Limit* box. You may choose not to set a time limit to the permission you are giving.

My Esri / My Organizations / Users

Invite Users

Step 2: Permissions to Grant

Time Limit

None

Time Range

Figure 16

You may also set a time range for the user to access e-Learning.

My Esri / My Organizations / Users

Invite Users

Step 2: Permissions to Grant < Back

Set Time Limit

Time Limit
 None
 Time Range

Start Date
01/06/2017

End Date
30/06/2017

Use the time limit option to establish an ending date to a user's permissions. This may be useful when employing contractors who only need access for a specified period of time.

Cancel < Back Next >

Figure 17

6. Click *Next*.
7. Choose the language to send the invitation in. You may also type in additional message to your invitation as well as a note that will be stored in the Permission Log for your future reference.

My Esri / My Organizations / Users

Invite Users

Step 3: Send Invitation < Back

Send invitation in *
English

Add message to your invitation

Note for log ⓘ Explain

Cancel < Back Preview Invitation Send Invitation

Figure 18

8. You can click *Preview Invitation* to see the email the invitee/s will receive.

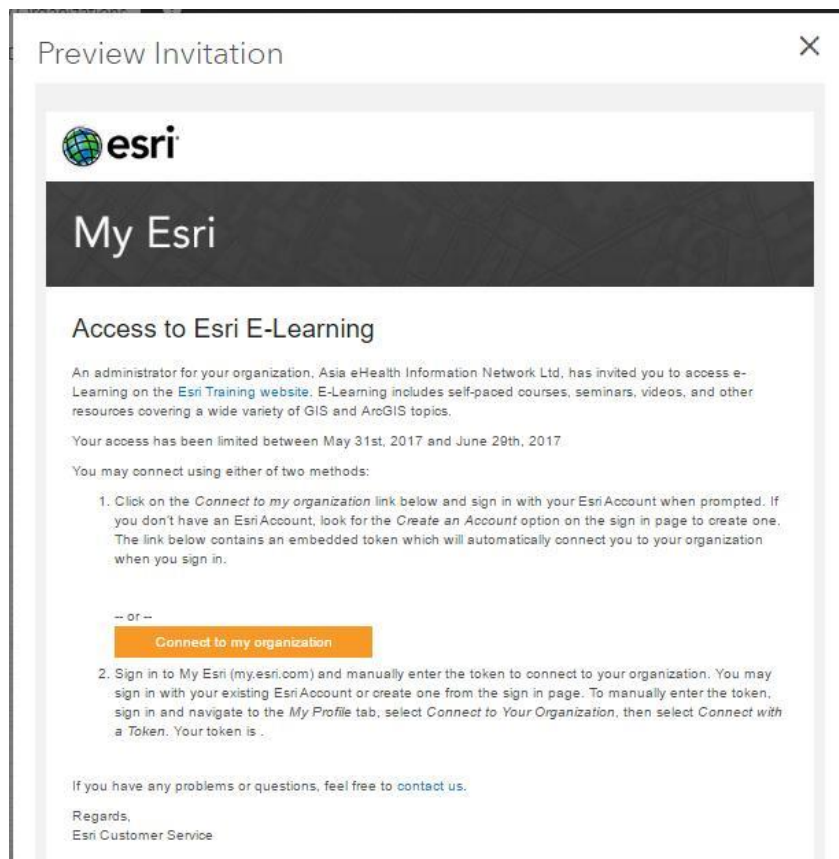


Figure 19

9. Click *Send Invitation*.

Your invitee/s will receive the email on the access to e-Learning you gave them including instructions on how to connect to your organization.

5. Using the unlimited Esri's e-Learning capability

Once you have unlimited access to the e-Learning feature, you can now start exploring and using the different resources made available to you.

1. Sign in to your My Esri account: <https://my.esri.com/>
2. Go to the Unlimited e-Learning page: <https://www.esri.com/training/unlimited-esri-training/>
3. Scroll down the page and you will see a confirmation that you have access to e-Learning and that your account is connected to your organization.



Figure 20

- To explore the available e-Learning resources, go to the *Catalog* drop-down menu and choose *Find Training*.

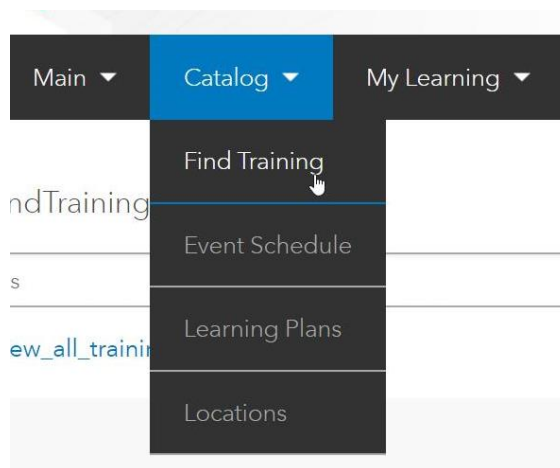


Figure 21

- In the *Learning Format* drop-down menu, check *e-Learning* to filter only e-Learning materials.

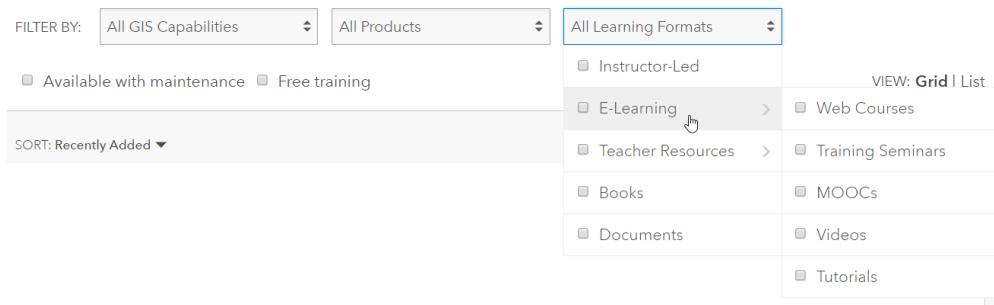


Figure 22

6. You can now choose from the list the topic/s you would like to learn more about.

6. Other Esri Learning Resources

Aside from e-Learning, there are other Esri learning resources you can benefit from such as Learn ArcGIS and Spatial Statistics resources.

Learn ArcGIS is a website that teaches you ArcGIS skills by providing step-by-step lessons on real world problems. You can choose the lesson from the Lesson Gallery depending on the skill you want to learn, duration of the lesson, and the ArcGIS product to use. Learn ArcGIS can be accessed from <http://learn.arcgis.com/en/>.

If you want to learn more about spatial statistics, you can visit <https://blogs.esri.com/esri/arcgis/2010/07/13/spatial-statistics-resources/>. It lists different spatial statistics videos and tutorials for beginners as well as advanced users, tips and tricks, articles and blogs, and more.