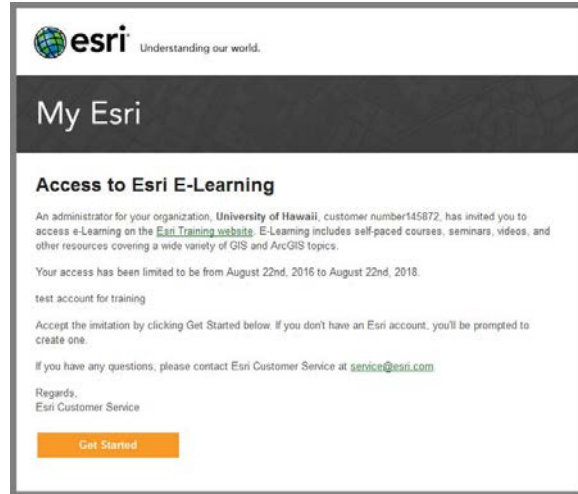


How to Create a UH ESRI Training Account

1. After your request has been approved by the UH ITS Site License Office, you will receive an email from ESRI (service@esri.com). Click on the **Get Started** button to begin.

NOTE: Check your Spam folder if you do not see this in your Inbox.



2. You will be directed to the ESRI Sign In page. If you have a pre-existing account, please log in here (skip to step 6).

The Esri Sign In form. It includes fields for 'Username' and 'Password', a 'Keep me signed in' checkbox, and an orange 'SIGN IN' button. Below the button are links for 'Forgot password?' and 'Forgot username?'. There is an 'OR' separator and a 'Sign in with' button labeled 'ENTERPRISE ACCOUNT'. At the bottom, there are social media icons for Facebook and Google+.

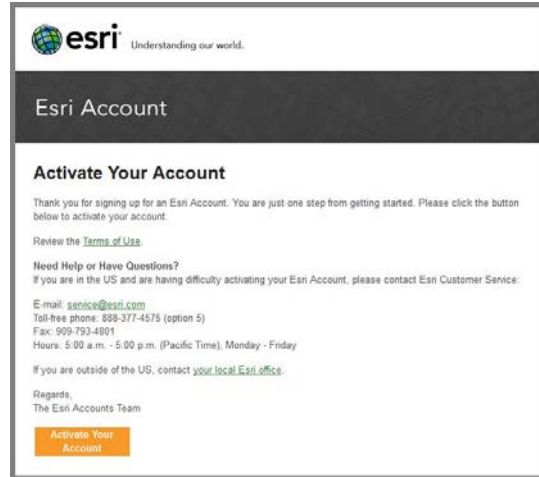
If you **do not** have an account, click on the **Create an Account** tab at the top. Complete the fields and click on **Create an Account** button.

The Esri 'Create an Esri Account' form. It includes fields for 'First Name', 'Last Name', and 'E-mail Address'. Below the fields, it says 'We will send you details on how to finalize your account.' and features an orange 'Create an Account' button. There is an 'OR' separator and a 'Sign up with' button with social media icons for Facebook and Google+.

How to Create a UH ESRI Training Account

3. You should receive another email from ESRI (accounts@esri.com). Click on the **Activate Your Account** button in the email.

NOTE: Check your Spam folder if you do not see this in your Inbox.

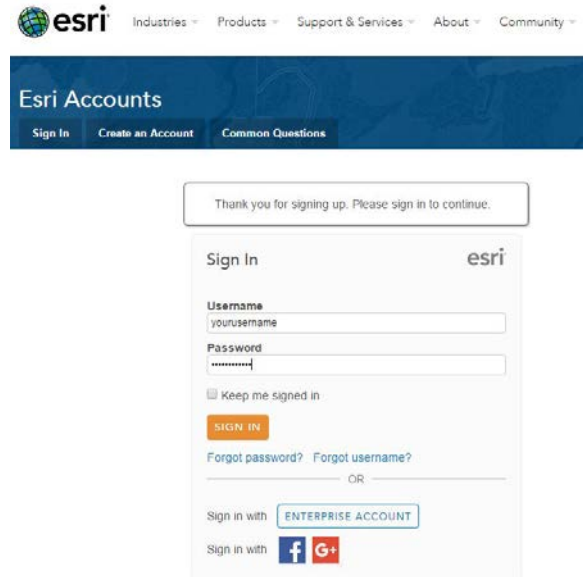


4. Enter all the fields to create your account. Read through the License Agreement, click on the **I accept the terms & conditions** box and click on the **Create** button.

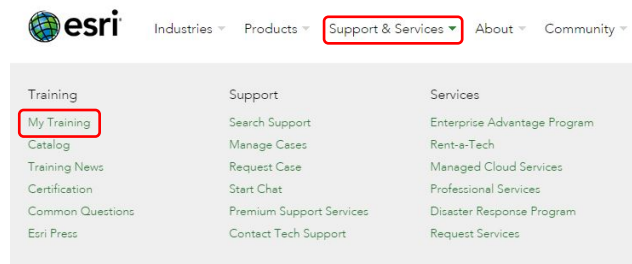
This is a screenshot of the 'Welcome, Site License' account creation form. The form is divided into several sections: 'Your Account Login' with fields for 'Username' (containing 'esriadmin_training') and 'Password', and 'Confirm Password'; 'Profile Information' with fields for 'Organization', 'Address', 'City', 'Country' (set to 'United States'), 'State, Province or Region', and 'Zip / Postal Code'; 'Security Question' with an 'Identity Question' dropdown and an 'Answer' field; and 'License Agreement' which includes a 'Terms of Use' section with a scrollable text area and a checkbox labeled 'I accept the terms & conditions'. A 'Create' button is located at the bottom of the form.

How to Create a UH ESRI Training Account

5. Enter your newly created Username and Password to log in.



6. Click on **Support & Services** in the menu and click on **My Training** to view the available courses.



This free UH ESRI Training Account is valid for a 2-year period starting from the day your request is approved by the UH ITS Site License Office. This can be renewed for 2-year periods for members with an active UH affiliation.

If you encounter any trouble creating or logging into your account, please contact the UH ITS Site License Administrator at sladmin@hawaii.edu for assistance.