

# Authentication guide for the ArcGIS Desktop software (for faculty/staff)

Updated: 2022-04-28

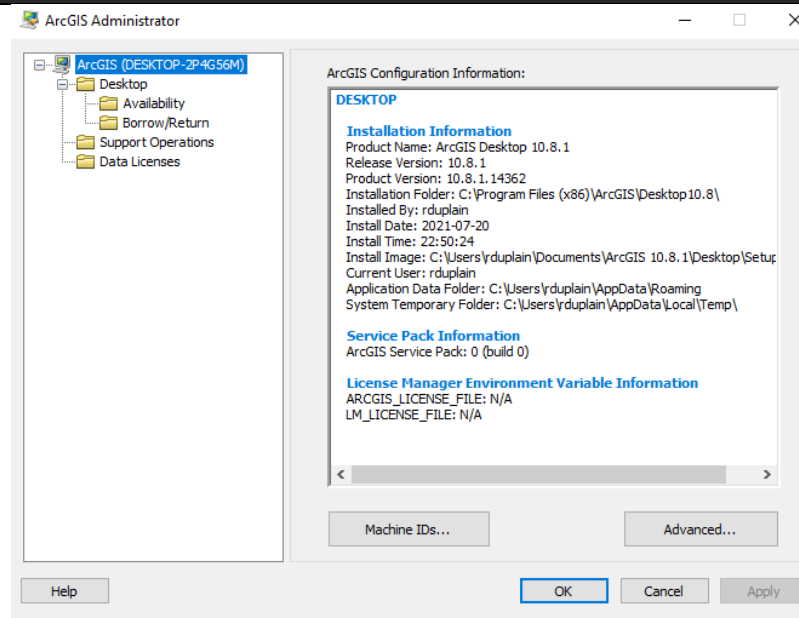
Created by: [gsg@uottawa.ca](mailto:gsg@uottawa.ca)

## Before using this guide:

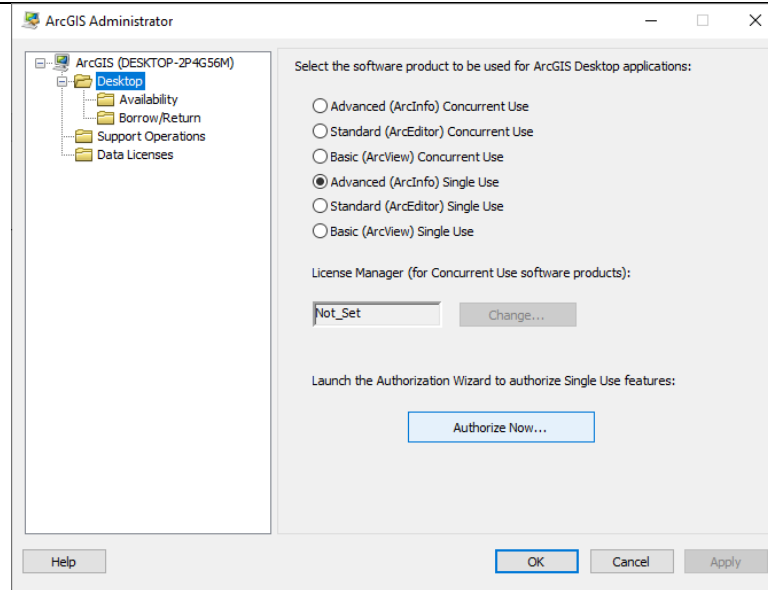
- This guide is meant for current University of Ottawa faculty/staff who need to authenticate their ArcGIS Desktop (ArcMap) software.
- For information on how to install ArcGIS Desktop, see: <https://uottawa.libguides.com/c.php?g=711914&p=5100817#ArcGIS%20Desktop>
- To acquire a single use license file to authenticate your version of ArcGIS Desktop, visit: <https://www.uottawa.ca/about-us/information-technology/services/software>

## Steps to authenticate your ArcGIS Desktop (ArcMap) software

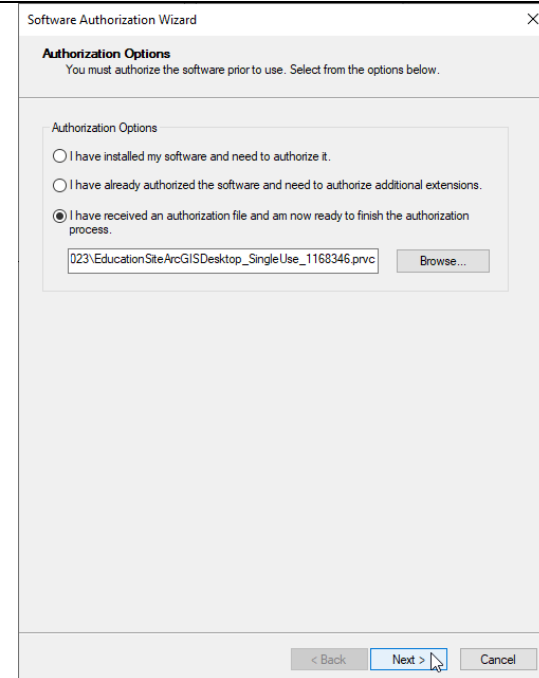
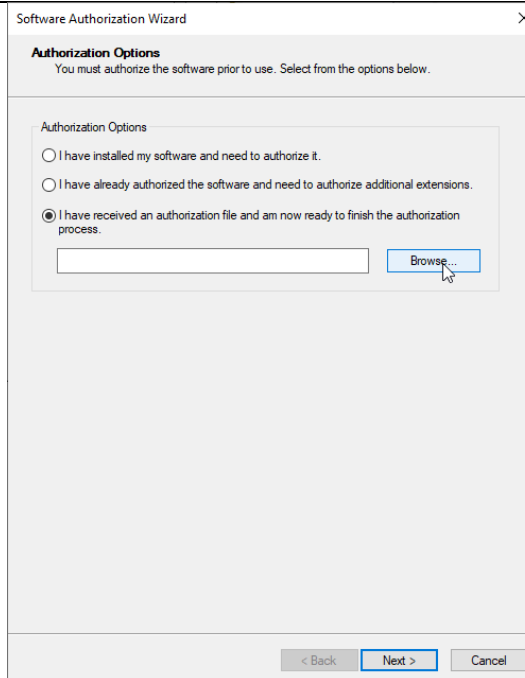
1. In the Start menu, launch the ArcGIS Administrator



2. Click on the Desktop folder in the table of contents, then click on “Authorize Now...” on the main page and OK. This will launch the **Software Authorization Wizard**.



3. Choose “I have received an authorization file and am now ready to finish the authorization process”, then click on Browse, find your authorization file (single use license file), then click Next.



4. Click on “Authorize with Esri now using the Internet”, click Next. For Authorization Information, leave the fields as-is, then click Next.

Software Authorization Wizard

**Authorization Method**  
Select the method you want to use to authorize the software.

Authorize with Esri now using the Internet.  
(This automatic method is the easiest way to authorize. It requires an Internet connection.)

Authorize at Esri's website or by email to receive your authorization file.

Authorize your software from a local license server.

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Software Authorization Wizard

**Authorization Information**  
We will use the following information to verify our records and authorize your use of the software. (\* required field)

\*First Name:

\*Last Name:

\*Organization:

Department:

\*Address 1:

Address 2:

\*City:

\*State/Province:

\*Zip/Postal Code:

\*Location:

\*Phone Number:

\*Email:

Comment:

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5. Choose appropriate categories for your organization, industry, and yourself, then click Next. For Software Authorization Number, leave the default and click Next.

Software Authorization Wizard

**Authorization information (continued)**  
We will use the following information to verify our records and authorize your use of the software. (\* required field)

\*Your Organization:

\*Your Industry:

\*Yourself:

The personal information you supplied is protected under Esri's privacy policy. If you want to view Esri's privacy policy, click the View button below.

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Software Authorization Wizard

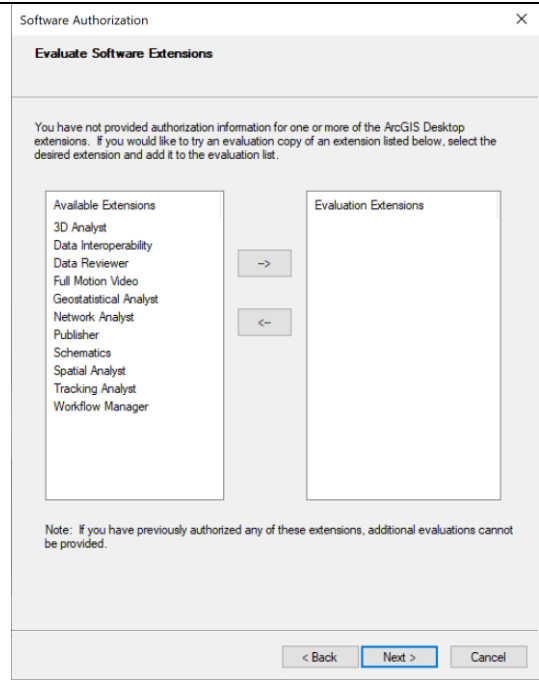
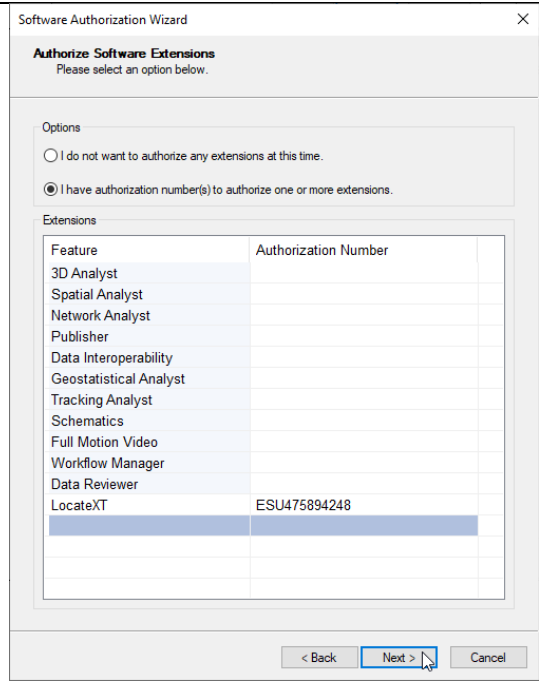
**Software Authorization Number**  
Enter the authorization number for your software product.

The authorization number consists of three letters and a series of numbers; similar to ABC123456789.

ArcGIS Desktop Advanced (Single Use)

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6. Select "I have authorization number(s) to authorize one or more extensions" and click Next. By default, all of these extensions should be included with your software. Click Next again on the Evaluate Software Extensions page.



7. Your software should now be authorized. You can click Finish and begin using your ArcGIS Desktop software. Happy mapping!

