

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

Updated: 2022-04-28

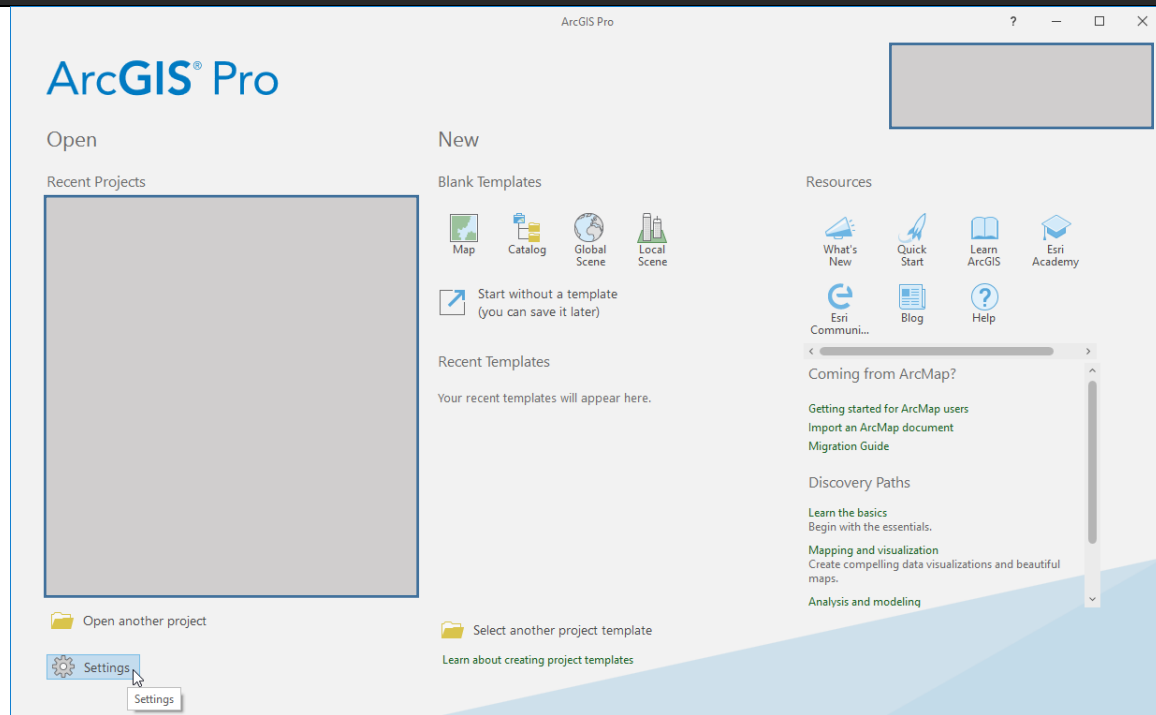
Created by: [gsg@uottawa.ca](mailto:gsg@uottawa.ca)

## Before using this guide:

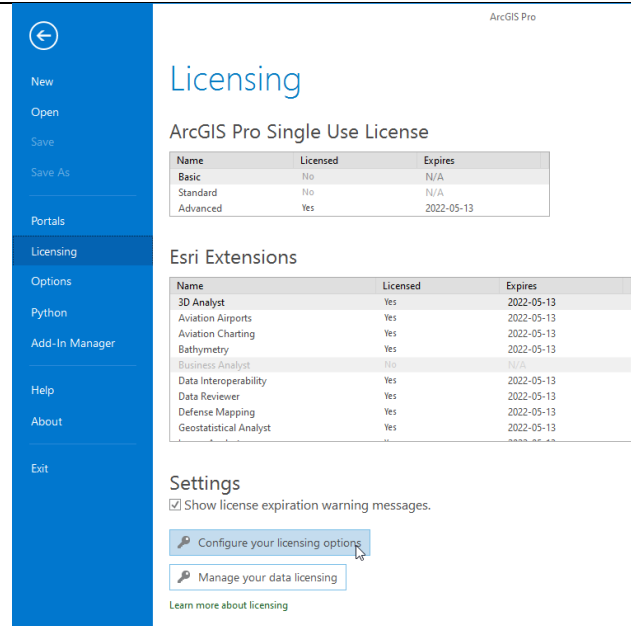
- This guide is meant for current University of Ottawa faculty/staff who need to authenticate their ArcGIS Pro software.
- For information on how to install ArcGIS Pro on your computer, see: <https://uottawa.libguides.com/c.php?g=711914&p=5100817#ArcGIS%20Pro>
- To acquire a single use license file to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

## Steps to authenticate your ArcGIS Pro software

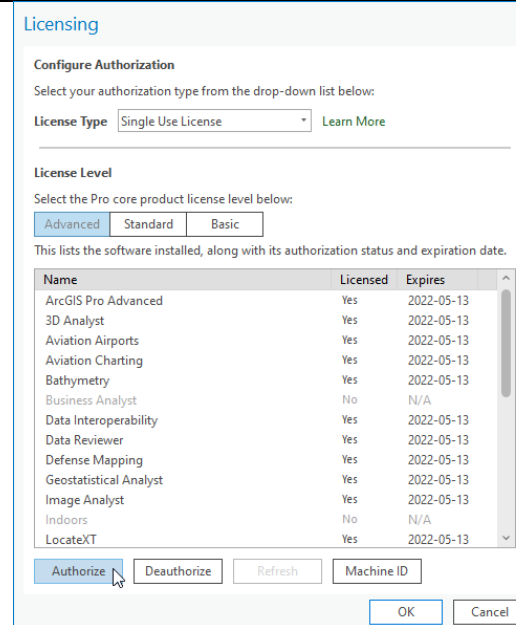
1. Launch ArcGIS Pro, click on Settings at the bottom left.



2. Click on the Licensing tab on the left, then on “Configure your licensing options”.



3. Choose “Single Use License” as the License Type, then click Authorize.



4. 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.

Software Authorization Wizard

**Authorization Options**  
You must authorize the software prior to use. Select from the options below.

Authorization Options

I have installed my software and need to authorize it.

I have already authorized the software and need to authorize additional extensions.

I have received an authorization file and am now ready to finish the authorization process.

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Software Authorization Wizard

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D:\23\EducationSiteArcGISDesktop\_SingleUse\_1168346.prvc

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5. 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: GSG

\*Last Name: uOttawa

\*Organization: University of Ottawa

Department: GSG Centre

\*Address 1: 65 University Private

Address 2:

\*City: Ottawa

\*State/Province: ON

\*Zip/Postal Code: K1N 6N5

\*Location: Canada

\*Phone Number: 6135625800

\*Email: gsg@uottawa.ca

Comment: ArcGIS Desktop Single Use License File - Extension to May 1, Optional user-defined authorization description.

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6. Choose appropriate categories for your organization, industry, and yourself, then click Next. For Software Authorization Number, simply 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: <Please choose a category>

\*Your Industry: <Please choose a category>

\*Yourself: <Please choose a category>

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.

View...

< Back Next > Cancel

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)

ESU451516978

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7. 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.

Software Authorization Wizard

**Authorize Software Extensions**  
Please select an option below.

Options

I do not want to authorize any extensions at this time.

I have authorization number(s) to authorize one or more extensions.

Extensions

Feature	Authorization Number
3D Analyst	
Spatial Analyst	
Network Analyst	
Publisher	
Data Interoperability	
Geostatistical Analyst	
Tracking Analyst	
Schematics	
Full Motion Video	
Workflow Manager	
Data Reviewer	
LocateXT	ESU475894248

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Software Authorization

**Evaluate Software Extensions**

You have not provided authorization information for one or more of the ArcGIS Desktop extensions. If you would like to try an evaluation copy of an extension listed below, select the desired extension and add it to the evaluation list.

Available Extensions

- 3D Analyst
- Data Interoperability
- Data Reviewer
- Full Motion Video
- Geostatistical Analyst
- Network Analyst
- Publisher
- Schematics
- Spatial Analyst
- Tracking Analyst
- Workflow Manager

Evaluation Extensions

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Note: If you have previously authorized any of these extensions, additional evaluations cannot be provided.

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8. Your software should now be authorized. You can click Finish and begin using your ArcGIS Pro software.

