

# Authentication guide for ArcGIS Pro software (University of Ottawa)

Updated: 2024-01-17

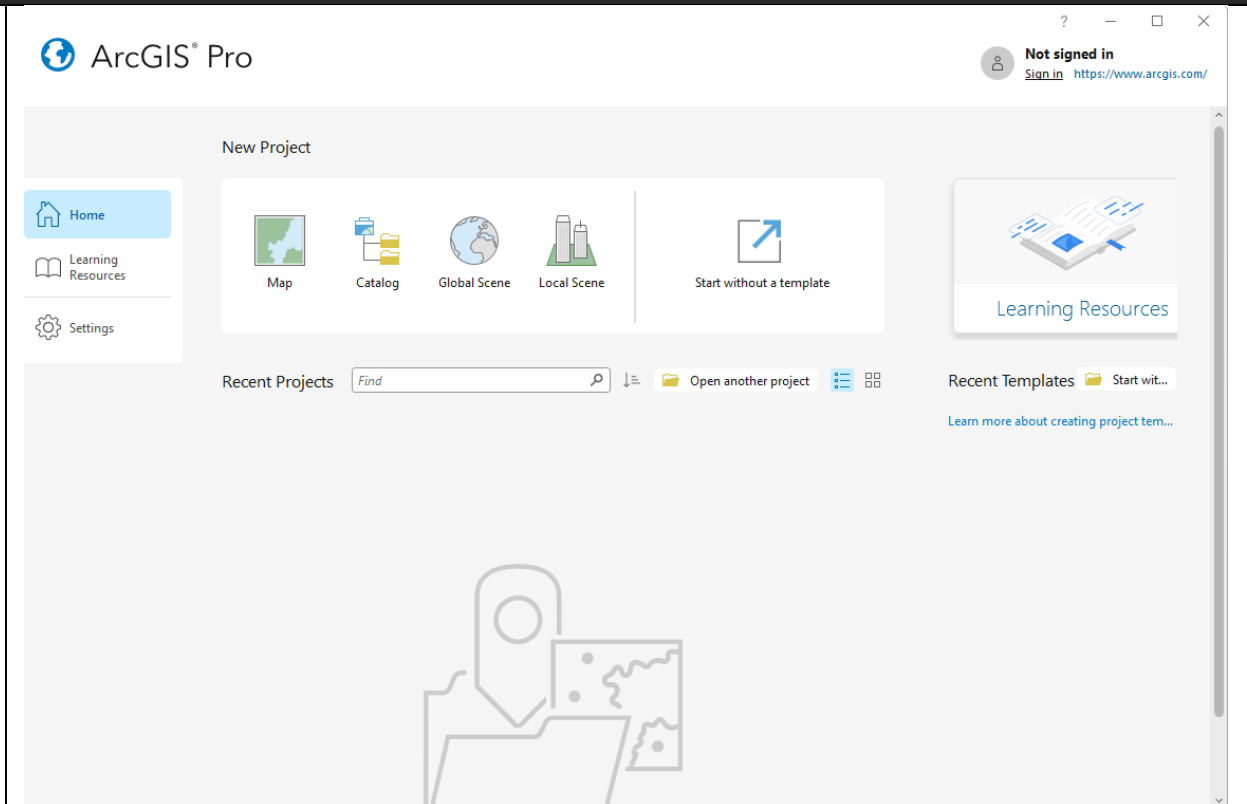
## About this guide:

- This guide is meant for all University of Ottawa users (i.e., students, faculty, and staff) who need to authenticate their ArcGIS Pro software.
- Before using this guide, you should first install ArcGIS Pro on your computer. You can find the download files (.exe) of your version of choice on this GIS guide (<https://uottawa.libguides.com/GIS>). For further instructions on how to install Pro, see this page from Esri: <https://pro.arcgis.com/en/pro-app/latest/get-started/download-arcgis-pro.htm>.
- Once you have installed Pro, follow the steps outlined in this guide to authenticate your software.

## Steps to authenticate your ArcGIS Pro software

### 1. Launch ArcGIS Pro

- a. If this is the first time you authenticate ArcGIS Pro OR if you previously used the Named User account (<https://uottawa.libguides.com/c.php?g=711914&p=5106616>) method to login to Pro, click on **Sign in** on the top-right. You can then skip to **Step 6** of this guide.
- b. If you previously authenticated your ArcGIS Pro using a license file (previously often used by faculty and staff), click on **Settings** on the left and go to **Step 2** of this guide.



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

ArcGIS Pro

## Licensing

ArcGIS Pro Named User License

Name	Licensed	Expires
Basic	No	N/A
Standard	No	N/A
Advanced	Yes	2024-04-30

Esri Extensions

Name	Licensed	Expires
3D Analyst	Yes	2024-04-30
Aviation Airports	Yes	2024-04-30
Aviation Charting	Yes	2024-04-30
Bathymetry	Yes	2024-04-30
Business Analyst	No	N/A
Data Interoperability	Yes	2024-04-30
Data Reviewer	Yes	2024-04-30
Defense Mapping	Yes	2024-04-30
Geostatistical Analyst	Yes	2024-04-30

Settings

- Authorize ArcGIS Pro to work offline ⓘ
- Show license expiration warning messages.

Licensing Portal

<https://www.arcgis.com/>

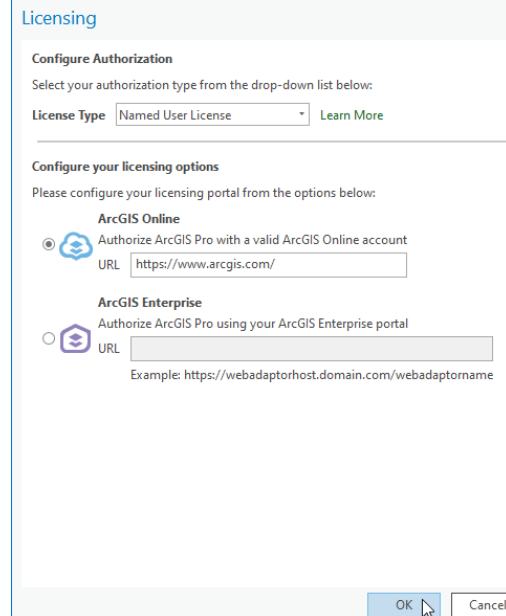
Workstation Alias ⓘ

[ArcGISPro\\_4](#) Edit

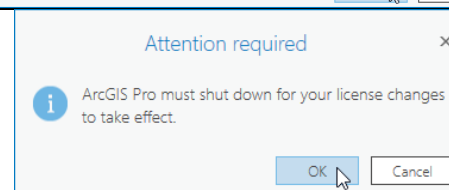
[Configure your licensing options](#)

[Manage your data licensing](#)

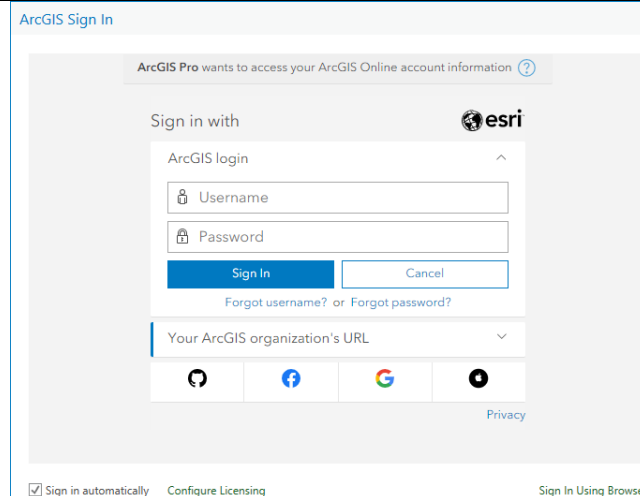
3. Choose "Named User License" as the License Type and select "ArcGIS Online" under the Configure your licensing options. Click OK.



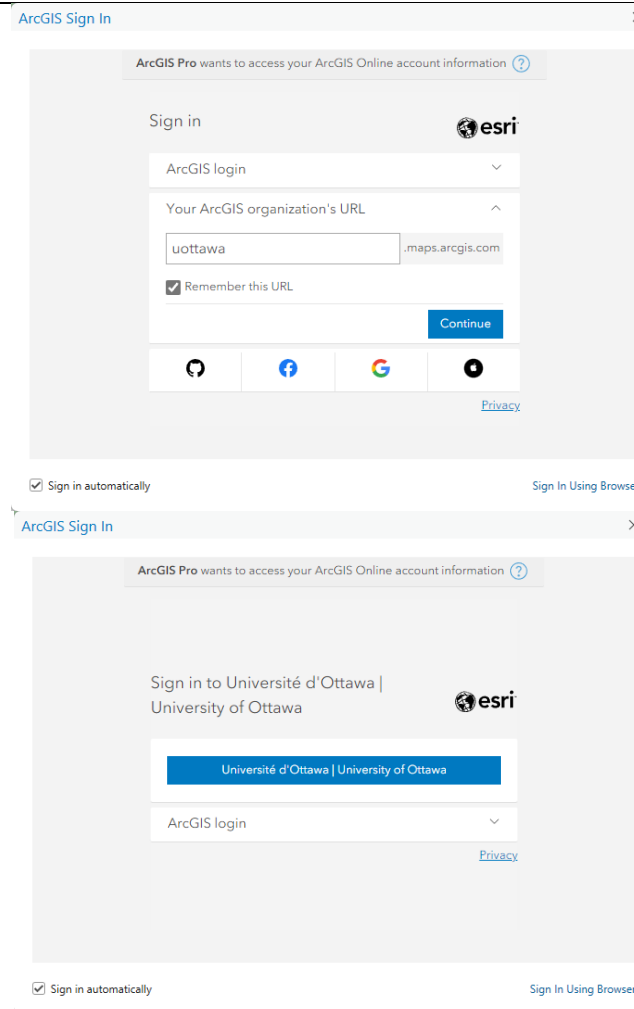
4. You will now need to shut down ArcGIS Pro for the license changes to take effect.



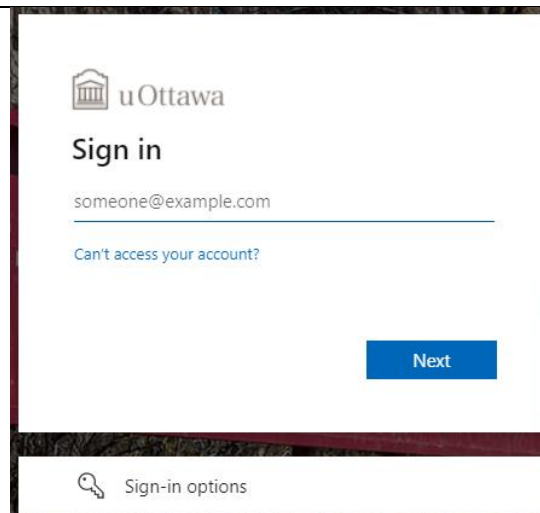
5. Start up your ArcGIS Pro again. You now need to login to ArcGIS Pro using your Named User account (<https://uottawa.libguides.com/c.php?g=711914&p=5106616>) to complete the authentication process. Click on the "Your ArcGIS organization's URL" option at the bottom.



6. Enter “uottawa” in the **Your ArcGIS organization’s URL**. You can also check off the **Remember this URL**. Click Continue. In the next window, click on the **Université d’Ottawa | University of Ottawa** blue button that appears.



7. Sign in using your single sign on credentials (same as your uOAccess). Your username should be your full uOttawa email address. Click **Next**.



8. Your ArcGIS Pro license should now be authenticated, and you can now use ArcGIS Pro. Happy mapping!

For any questions, please contact the uOttawa Library Data Services team at [gsg@uottawa.ca](mailto:gsg@uottawa.ca).

