



Geauga County Automatic Data Processing Board (ADP)

231 Main Street – Courthouse Annex
Chardon, Ohio 44024-1293
Help Desk Phone: (440) 285-2222 Ext. 4357
Direct: (440) 286-4357
E-Mail Address: helpdesk@co.geauga.oh.us



ArcGIS User Access Requisition Form

| | | |
|--------------------|-----------------|---------------|
| Employee Name: | | Title: |
| Department/Agency: | Office Phone #: | Cell Phone #: |

E-Mail Address:

Software Access Required (Please Select All Needed Software)

| <u>ArcGIS Base Programs:</u> | <u>ArcGIS Pro Add-Ons:</u> | <u>ArcGIS Online Add-Ons:</u> |
|---|---|--|
| <input type="checkbox"/> Desktop (ArcMap) <input type="checkbox"/> ArcGIS Online <input type="checkbox"/> Pro Basic <input type="checkbox"/> Pro Standard <input type="checkbox"/> Pro Advanced | <input type="checkbox"/> 3D Analyst (Pro) <input type="checkbox"/> Spatial Analyst (Pro) <input type="checkbox"/> Publisher (Pro) <input type="checkbox"/> Workflow Manager (Pro) <input type="checkbox"/> Geostatistical Analyst (Pro) <input type="checkbox"/> Network Analyst (Pro) <input type="checkbox"/> Data Reviewer (Pro) | <input type="checkbox"/> Field Apps (Includes: Collector, Field Maps, Workforce, Survey123) <input type="checkbox"/> ArcGIS Insights <input type="checkbox"/> ArcGIS Tracker |

Establish ArcGIS Online Membership Account:
ESRI ArcGIS Online Member Account User Name – (First Initial, Last Name, Year – Jane Doe is jdoe2023). This will be setup by a Geauga County ESRI Account Administrator.
ESRI ArcGIS Online Account Password – A temporary password will be setup for you. You will receive an invitation to join AGO email from ESRI. To respond to the invitation email from ESRI, click on the link within this ESRI email, and create a new password when prompted.

Establish MyESRI User Account:

Yes
 No

Choose “Yes” if you will be taking courses from the ESRI Academy, downloading ESRI software manually, or opening support cases directly through ESRI Support. An invitation email from ESRI will be sent to you. Click on the provided link and create a new password when prompted. You will need to log in using your MyESRI credentials to take ESRI courses.

Please contact helpdesk@co.geauga.oh.us for assistance in downloading and installing GIS Software.

Please E-Mail completed form to myhelpdesk@co.geauga.oh.us and forward original to the ADP HelpDesk

Employee Signature: _____ Date: _____

Elected Official/Departmental Supervisor Signature: _____ Date: _____

Data Center Use Only:
 Date Received & By: _____ SD#: _____ Date Complete & By: _____ ADP: _____