

How to set up an Esri Organizational Account for the ArcGIS Online Student Mapping Competition video transcript

So you've decided to enter the Arizona ArcGIS Online Student Competition. Fantastic!

All entries must come from a special kind of ArcGIS Online account called an [Organization account](#)

The good news is these accounts are free to all K12 public, private, and homeschools and formal youth clubs.

I'm going to show you how to [request a free ArcGIS School/Club Bundle](#) which includes an ArcGIS Organization account. I'll also share a few things you should consider before you submit the request.

To access the request form, visit the [Arizona competition homepage](#), then click on [Resources](#). There you will see the [Esri K-12 School Software Bundle](#).

First, you will want to find out whether your school or club already has a license. [Click the link to go to the map](#). As you can see, Arizona has quite a few Organization accounts already. Just zoom in to your area and click on a school icon to display the information.

If your school or club requires an account, stop to consider if you are the person who should be the administrator for the account. It is not difficult to be the administrator on an Organization account, but you will have the responsibility of enrolling users and setting privileges in that account. Additionally, part of the perks of having an Organization account is that you get to choose a unique personalized URL for your Organization that goes in front of "maps.arcgis.com". You will be prompted to enter a short name, acronym, or abbreviation for your organization. For example, because my program is called the Power of Data, I chose "pod.maps.arcgis.com". It ultimately depends on whether the name is available, of course.

Knowing this, should anyone else, such as your IT department or school administrator be involved in setting up the account? Having someone at IT as the sole administrator of the Organization might be a barrier down the road. We recommend you, as the teacher or sponsor, should be co-administrator so you can ensure your students have appropriate access to ArcGIS Online tools and content for completing the competition.

Once you have decided to submit a request, filling out the form is simple. If you are a representative of a public or private school, [scroll down to the bottom of the page](#). If you are a representative of a homeschool or a club, click on the [GIS Club Kit link](#), then [Request a Kit](#).

Either way you will fill out the form and wait for an email which will provide information on setting up your account.

There are many documents that can provide guidance for creating, managing and maintaining ArcGIS Online Organization accounts. You can find them by going back to [Resources](#), then to [ArcGIS Online Quick Exercises](#). [#13 is AGO Orgs for Schools](#) is a great place to start.

It can be overwhelming, so if you have questions, don't hesitate to reach out to your Arizona competition leadership team. You can find our email from the homepage, then click [Contact](#). Good luck teams!