



Geauga County Automatic Data Processing Board (ADP)

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ArcGIS User Access Requisition Form

Employee Name:		Title:
Department/Agency:	Office Phone #:	Cell Phone #:
E-Mail Address:		

MyESRI / ArcGIS Online / Geauga Enterprise Portal Accounts will be Created

<u>User Type (see below):</u>	<u>User Role (see below):</u>	<u>Additional GIS Functionality:</u>
Viewer	Viewer Data Editor	Field Apps - Collector, Workforce. Field Maps, Survey 123
Creator	User Publisher	ArcGIS Insights
	Facilitator	ArcGIS Tracker
	Administrator - GIS Staff Only	ArcGIS for 365
		NearMap Account

Viewers: can view items that are shared with them by other ArcGIS users and have access to a selection of apps. This user type is ideal for members of an organization who need to view ArcGIS content in a secure environment. Viewers cannot create, edit, share, or perform analysis on items or data.

Creators: can create and edit content such as maps and apps, perform feature analysis using the analysis tools in ArcGIS Online, collect data, and collaborate and share content for use in apps. They can also create 2D and 3D maps and interactive visualizations using ArcGIS Pro Basic. Creators have access to a selection of apps, and they can view content created by other organization members and administer users and content in the organization.

Viewer — View items such as maps, apps, demographics, and elevation analysis layers that have been shared by other ArcGIS users. Those assigned the Viewer role can join groups owned by the organization, as well as use geocoding, geosearch, and network analysis (routing and directions). Members assigned the Viewer role cannot create or share content or perform analysis or data enrichment. The Viewer role is compatible with all user types.

Data Editor — Viewer privileges plus the ability to edit features shared by other ArcGIS users. This role is compatible with all user types except Viewer

User— Data Editor privileges plus the ability to create groups and content. Users can use the organization's maps, apps, layers, and tools, and join groups that allow members to update all items in the group. Members assigned the User role can also create maps and apps, edit features, add items, share content, and create groups. The User role is compatible with the Creator, Professional, and Professional Plus user types.

Publisher — User privileges plus the ability to publish features and map tiles as hosted web layers. Members assigned the Publisher role can also perform analysis on layers in maps. The Publisher role is compatible with the Creator, Professional, and Professional Plus user types.

Facilitator — Publisher privileges plus the ability to invite partnered collaboration members to groups. This includes the privilege to create and manage partnered collaboration groups, invite members from another organization into groups, and create shared update groups.

Administrator — Publisher privileges plus privileges to manage the organization and other users. The Administrator role is compatible with the Creator, Professional, and Professional Plus user types.

My ESRI - ArcGIS Online - Geauga Enterprise Portal Member Account User Name:

(First Initial, Last Name, Year - Jane Doe = jdoe2025)

My ESRI - ArcGIS Online - Geauga Enterprise Portal Member Account Password:

A Temporary Password will be Created. You will receive an invitation to join from ESRI. To accept - respond by clicking the link and create a new Password.

Please E-Mail completed form to adpsupport@geauga.oh.gov

Please contact adpsupport@geauga.oh.gov for assistance in downloading and installing GIS Software

Employee Signature: _____ Date: _____

Elected Official/Departmental Supervisor Signature: _____ Date: _____

Data Center Use Only:

Date Received & By: _____ SD#: _____ Date Complete & By: _____ ADP: _____