

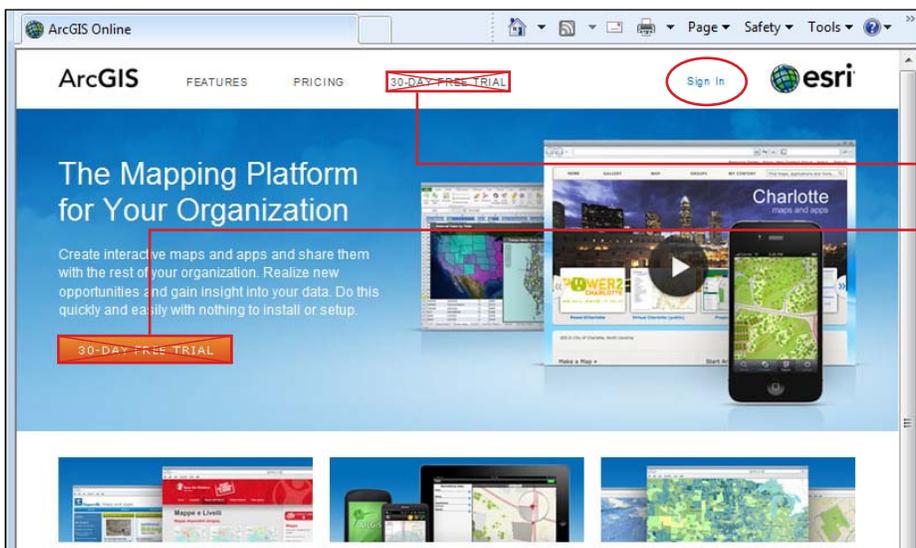


Using the Web-based Sign Planning Tool (Part 1)

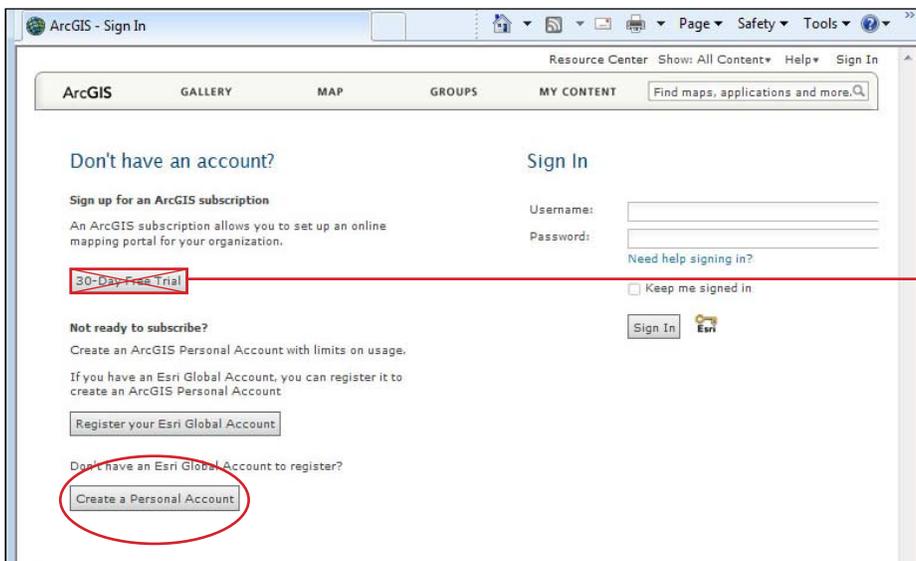
GETTING STARTED: Creating an ArcGIS.com account

Your first step is to create a free personal account for yourself at ArcGIS.com. This is the account you will use for any sign plans you may work on, so be sure to save your username and password. Also, ArcGIS.com maps work much better in some browsers than others. For the best results, please use Firefox, Chrome, Explorer version 10 or later, or Safari version 4.0 or later.

1. Go to www.arcgis.com, and select Sign In at the upper right corner of the screen.



2. On the next page, select the gray Create a Personal Account button at the bottom left of the page.





- Fill in the required information, and be sure to keep track of your user name and password. Once you've accepted the terms and conditions, the Create My Account button will become active for you to click.

ArcGIS - Create Account

Resource Center Show: All Content* Help Sign In

ArcGIS GALLERY MAP GROUPS MY CONTENT Find maps, application

Create A New Account

Complete the form below to create an account.

Username

Password

Confirm Password

First Name

Last Name

Organization

E-mail

Confirm E-mail

Phone Number

Identity Question: What was your high school mascot?

Answer:

Terms of Use:

Eri ArcGIS Online

ArcGIS Online Terms Of Use

IMPORTANT—READ CAREFULLY

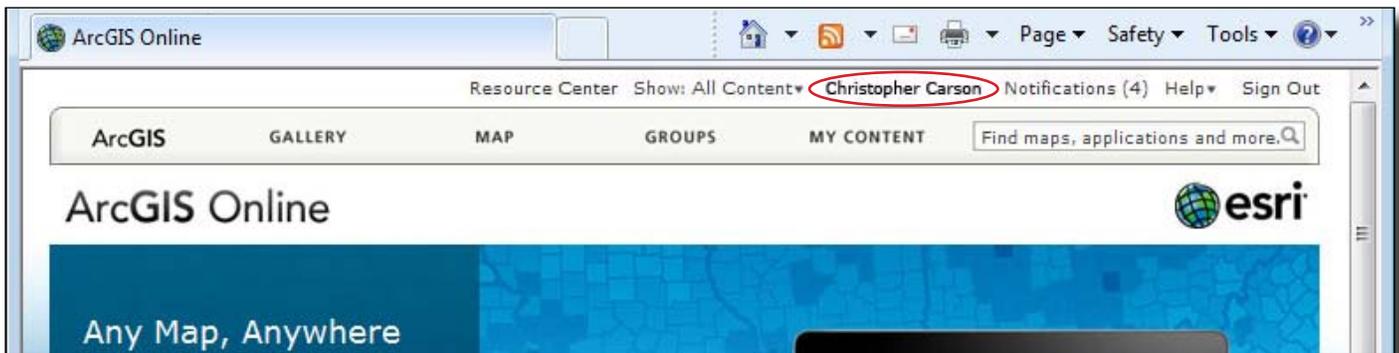
Unless superseded by a signed license agreement between you and Esri, Esri is willing to license Products to you only if you accept all terms and conditions contained in this License Agreement. Please read the terms and conditions carefully. You may not use the Products until you have agreed to the terms and conditions of the License Agreement. If you do not agree to the terms and conditions as stated, click "I do not accept the license agreement" below; you may then request a refund of applicable fees paid.

LICENSE AGREEMENT
(E204 06/04/2012)

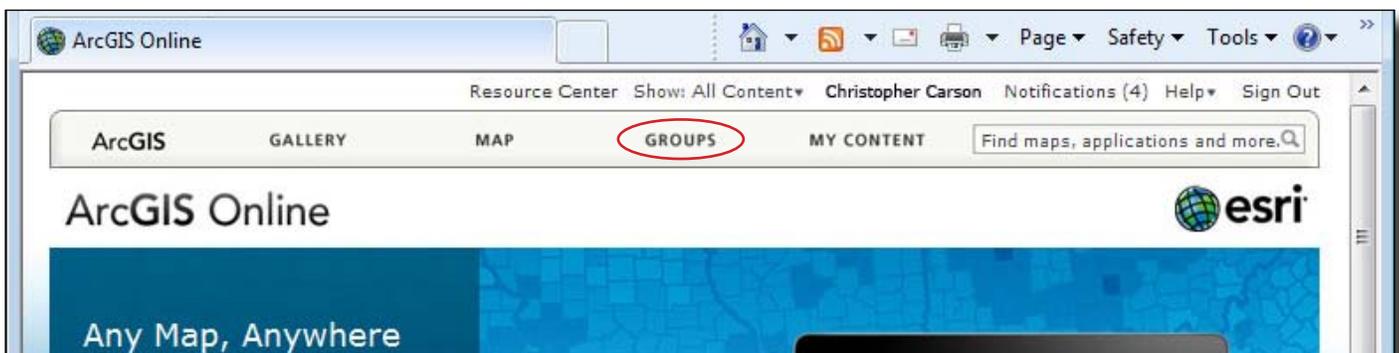
This License Agreement is between you ("Licensee") and Environmental Systems Research Institute, Inc. ("Esri"), a California corporation with a place of business at 380 New York...

I Accept Do Not Accept

- This will create your account, and log you in to ArcGIS.com. You will know you're logged in because your name will appear in the upper bar. At this point, please [email](#) your username to National Trails Intermountain Region (NTIR) so we will know your request to join the sign planning group is legitimate.

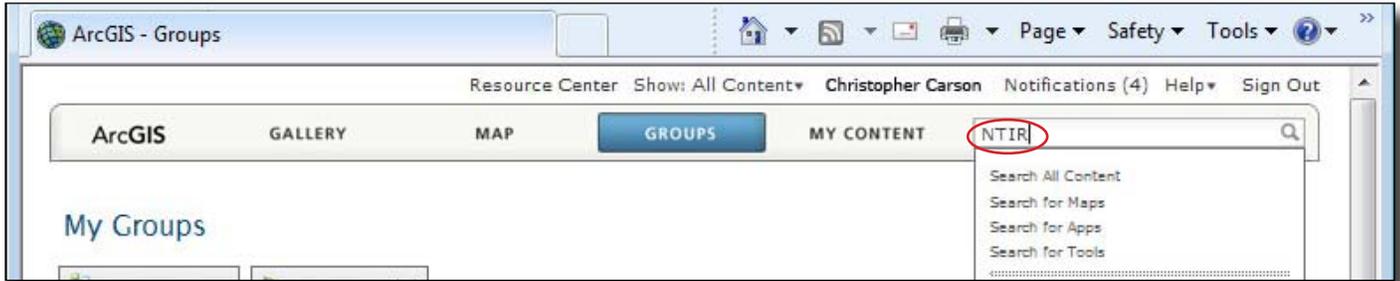


- Once you've emailed your username to NTIR, request membership in the NTIR sign planning group. To begin, click on Groups in the main gray upper bar.





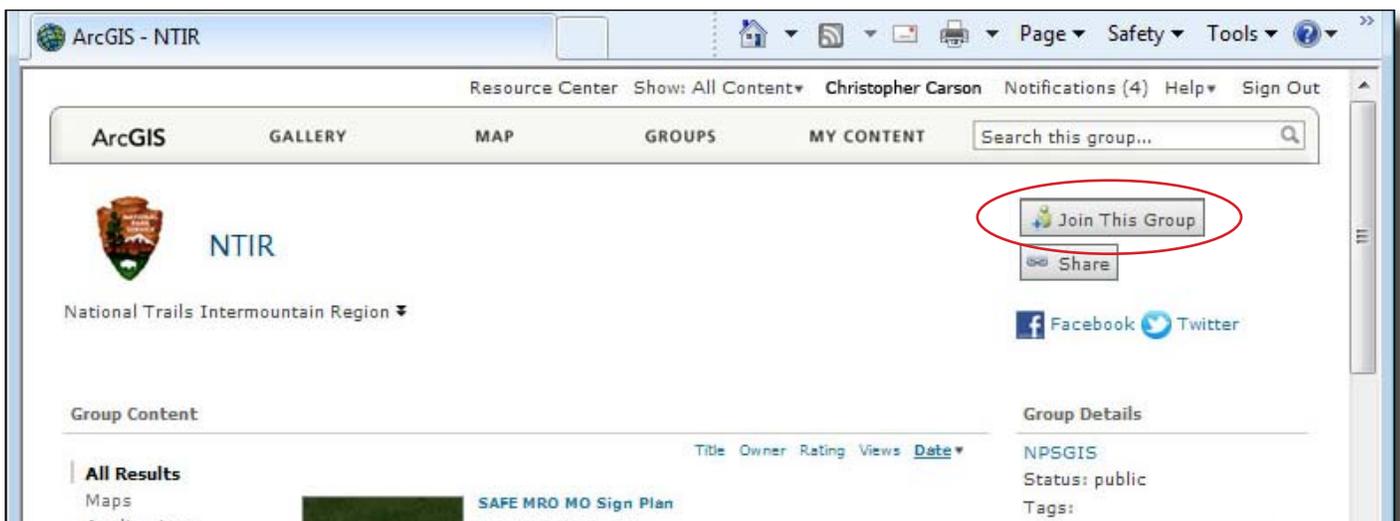
6. On the Groups page, search for NTIR.



7. Select NTIR from the page that follows. It should be the only option, but check for the NPS arrowhead.



8. On the NTIR group details page, select the Join This Group button. This sends a message to the administrator of the group, who will add you to the group within a day or two. You will receive an email message when you have been successfully added to the group. At that time, you can log back in through the ArcGIS.com home page to get started on your sign plan.

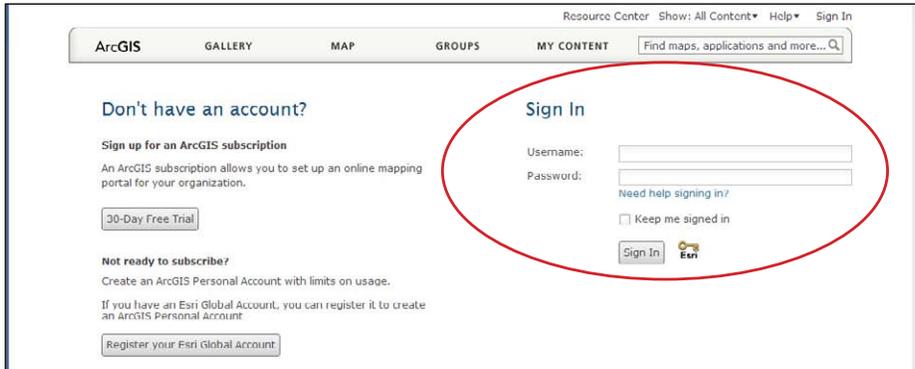




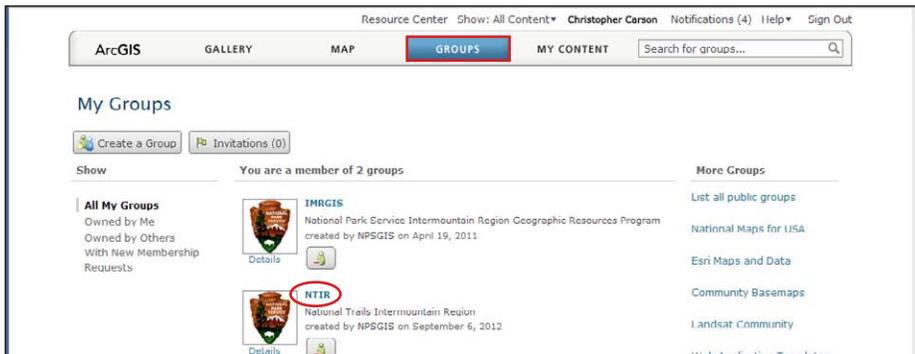
GETTING STARTED: Logging into your map

Once accepted into the NTIR group, you can access your web map in two ways: logging in and choosing your map from the NTIR group list, or using a direct link to the map provided by NTIR.

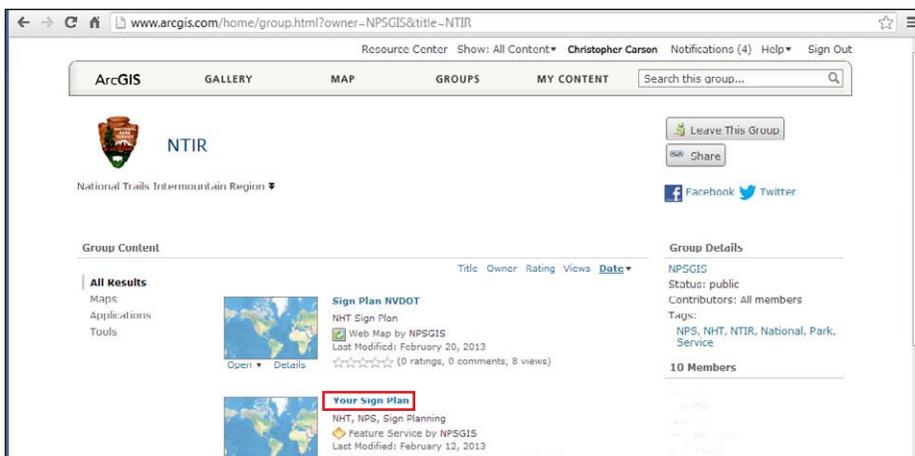
1. LOG IN AND CHOOSE FROM THE NTIR LIST: Using the Sign In button on the ArcGIS.com home page to access the log in page, log in to the map with your username and password.



2. Go to your Groups tab, then select NTIR.

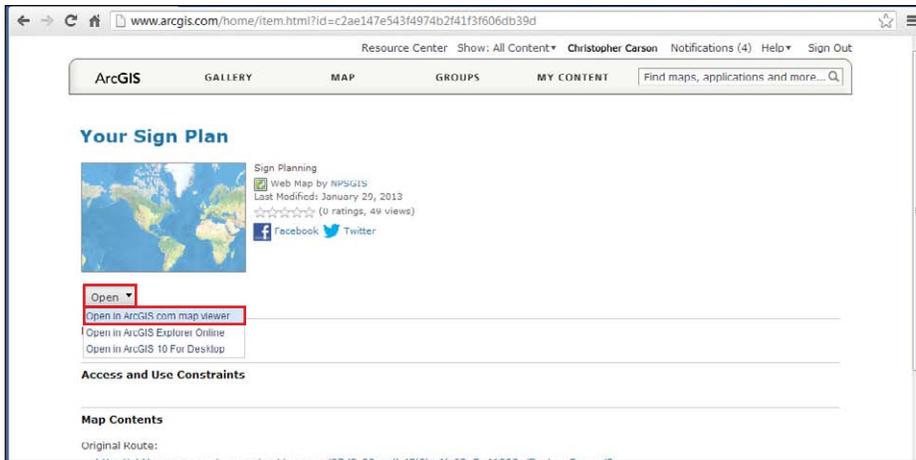


3. On the NTIR page, you will see a list of maps. Select your map. The name of the map will have been agreed upon with NTIR in advance. If you aren't sure which map is yours, please [contact NTIR](#) before proceeding.

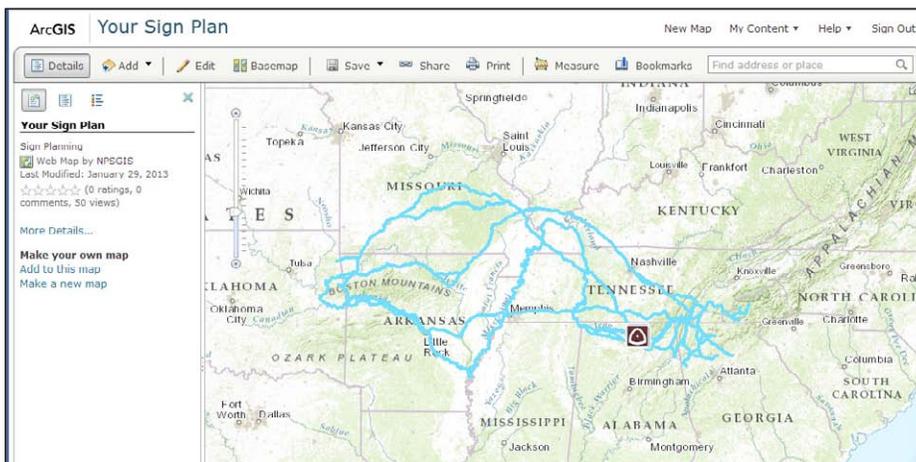




- On the individual map page, select Open, then Open in ArcGIS.com Map Viewer from the drop-down menu that appears.



- This opens your web map workspace. Please see Part 2 of this document, *Working on Your Sign Plan: Map contents*, for more information about how to use the map.



- FOLLOWING A DIRECT LINK TO THE MAP:** If NTIR has provided you a direct link to your map, you will be prompted to log in with your username and password (as shown in Step 1), but will then go directly to your web map workspace (Step 5) once you have logged in.

CONTACT NTIR:

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