Accepting ArcGIS Online Invitation

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Introduction

Purpose:

This document highlights the steps necessary accepting your ArcGIS Online account invitation from the GIS Support Services Branch. The screenshots and steps contained this document are subject to change and are current as of August 2019.

Accepting the Invitation

1. In Outlook, you have received an email invitation to join the **KYTC ArcGIS Online Organizational** account, similar to the image below.
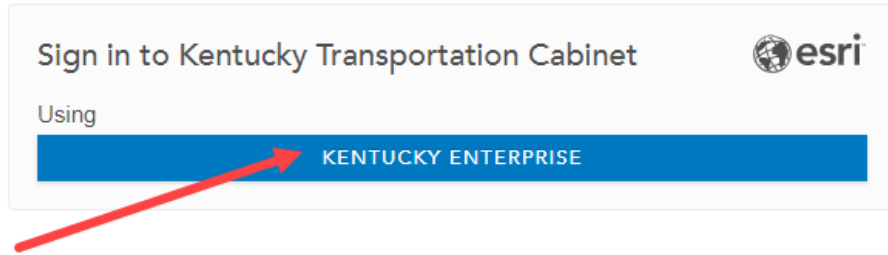   a. Please do not wait, the invitation expires in two weeks.

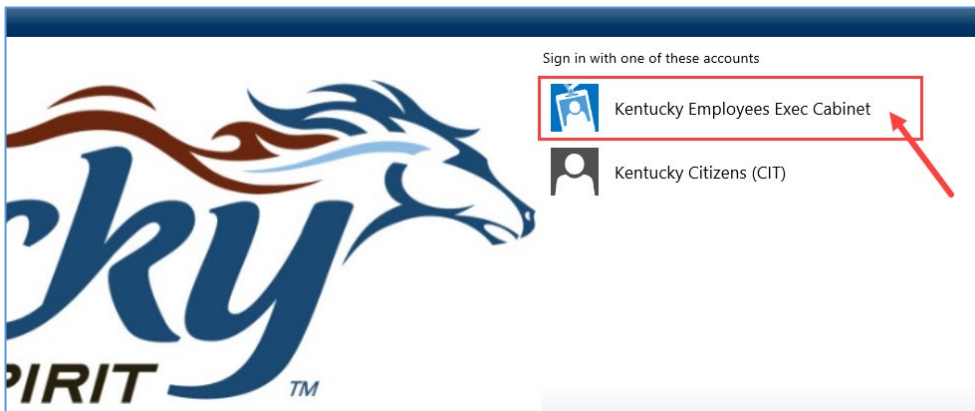2. To continue, click on the provided link included in the email.

3. Click the **Kentucky Enterprise** button (*in blue*)

4. Click on **Kentucky Employees Exec Cabinet** button.
   a. Once clicked, you should be logged-in automatically with your KYTC organizational account.

5. Once logged in, the **KYTC ArcGIS Online** homepage is displayed on your screen.

6.   Now that you are logged in, you can access the groups and content that you have permission to view.

7.   Please notify the GIS Support Services Branch, KYTC.GIS@ky.gov, when you have accepted the invitation to ArcGIS Online. Once they have been notified, you will be set up with the proper credentials that are required for the application you intend to use.

Contact Us

If you have questions or need assistance, please contact the GIS Support Services Branch at:
KYTC.GIS@ky.gov