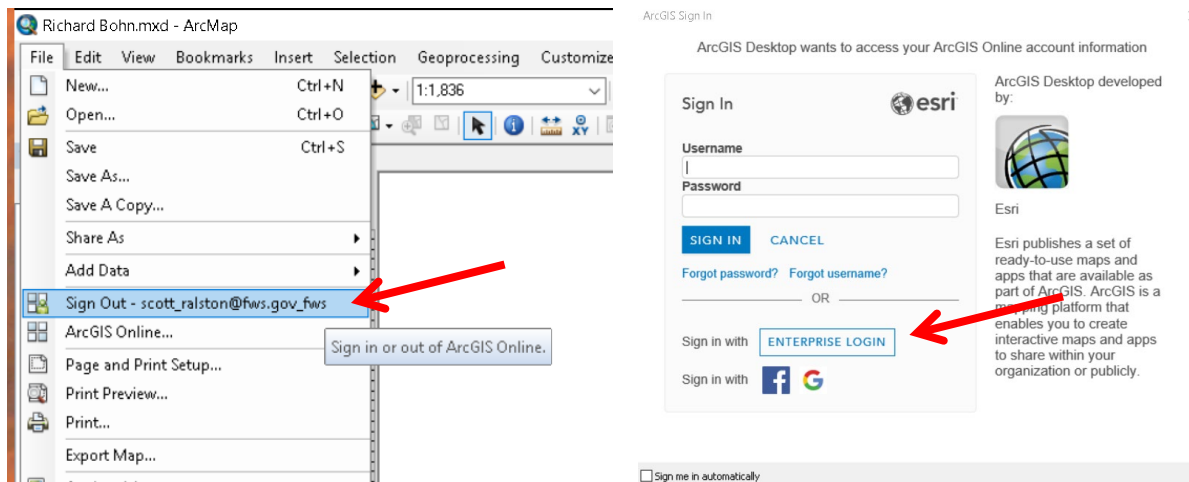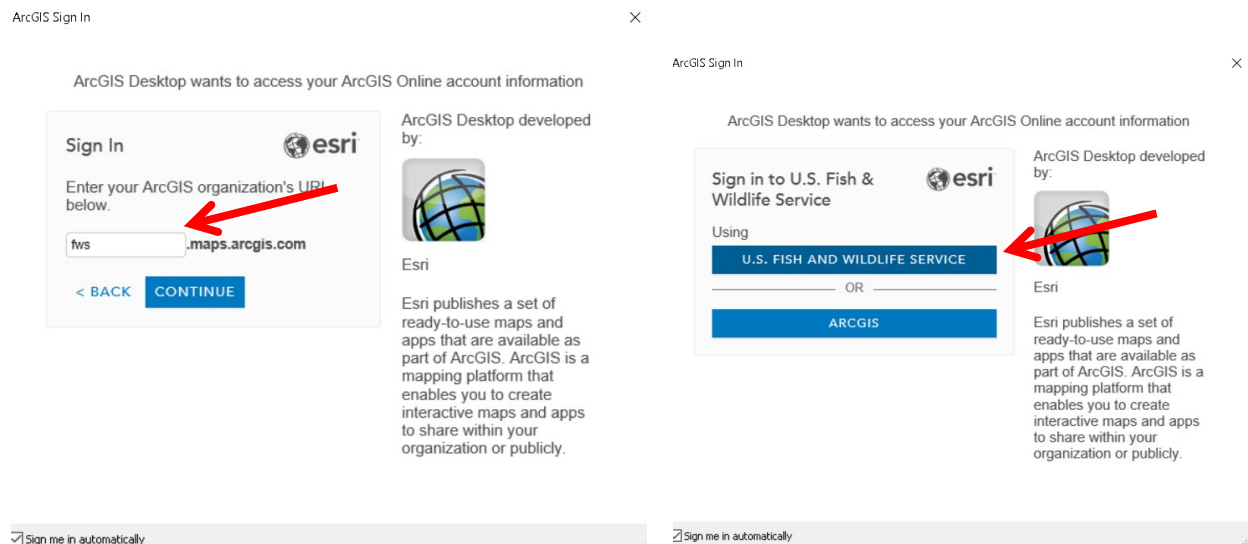# Signing in to ArcGIS Online.

- Same Process in ArcMap or on Mobile Device in Collector or Survey 123.

- In ArcMap you can manually sign in from the File Menu. If you have online data in your map it will automatically prompt you when you Open the Map. On the Mobile device in Collector or Survey 123 you will need to sign in when you open the App.

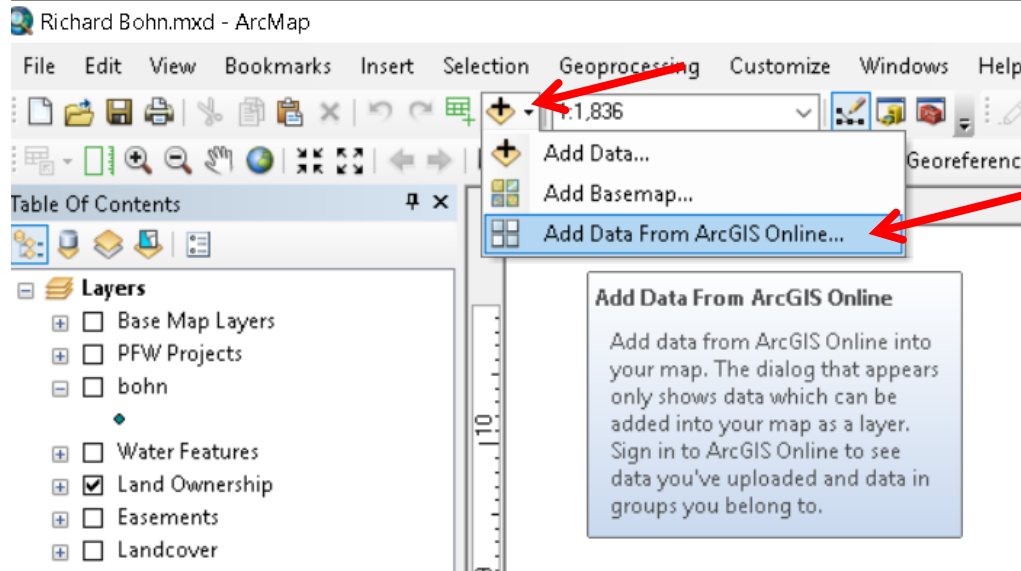- Do not use the normal log-on. Hit the "Enterprise Login" button.

- In the URL type "FWS". In some apps the remainder is not filled in so you would have to type the whole "fws.maps.agrcgis.com"

- Hit the US Fish and Wildlife Service Login

- On a Service computer and network where you are already logged in with your smart card it will automatically log you in. On your mobile device or a computer off FWS network it will prompt you for either your smart card OR your Active Directory log in (email and standard AD password)

Adding Data From Arc GIS Online in Arc Map

- Hit the drop down arrow next to the Add Data Button and go down to Add Data from ArcGIS Online
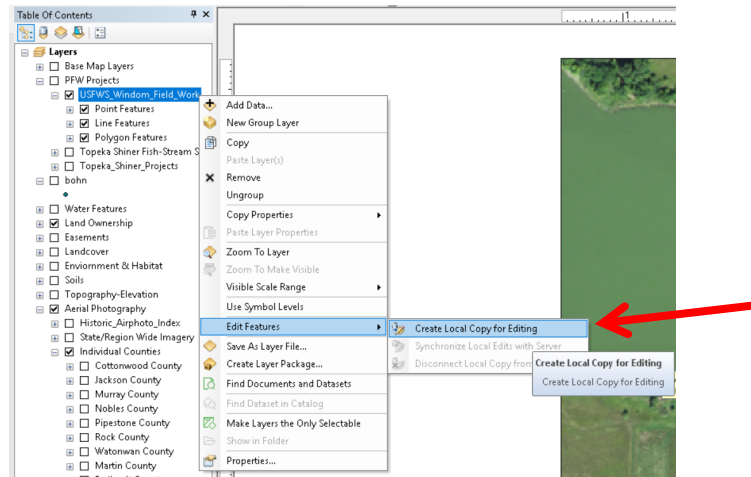

- To find the data you want you can either search by key word or hit the My Data or My Groups Tab if it is data you created or has been assigned to you.

- Once you find what you are looking for Hit the Add Button.

Editing data from ArcGIS Online

Editing data you add from online is very similar to editing any other shapefile. You can display the online data any time and make and print maps but to edit we add 3 extra steps.

1. Zoom to the area you want to edit. In the next step it will make a local copy of the online data to edit but it will only make a copy of what you see on your screen so if you want to edit it you have to see it on your screen in this step.
2. Right click on the data and scroll down to Edit Features and "Create Local Copy for Editing"

* At this point you can edit the data like any other shapefile or feature class. When done save your edits.

1. After editing and saving your edits, Right Click again on the layer and go down to Edit Features and this time "Syncronize local Edits with the Server". Very important that you do this step or your edits will not make it back to the online data. Once finished your edited data is now accessible on any device such as your mobile device.

To **Make a permanent local copy** that will no longer be part of the online data:

- Right click on the data and go down to Data and Export Data and save it on a local drive.