ArcGIS for Desktop 10.X License Renewal

This guide is intended to help with the check-in and check-out of licensees on managed and faculty/staff/student computers across the Yale University campus. If you have questions, or problems using this guide for the installation of ArcGIS 10.X, please contact gis_reference@mailman.yale.edu. F&ES users, please contact feshelpdesk@yale.edu. If you need to install ArcGIS 10.X, please see the instructions located at software.yale.edu.

I. Confirm License Manager Selection

a. Confirming Software Version and Enabling Communication with Yale’s License Manager

1. In Windows, go to [Start] → [All Apps] → [ArcGIS].
2. Open [ArcGIS Administrator] to launch the ArcGIS Administrator Wizard.
3. Click on the [Desktop] folder, in the panel on the left.
4. Check that the [Advanced (ArcInfo) Concurrent Use] option is checked.
5. Check that the License Manager is already defined as 27006@cooke.library.yale.edu.
6. If it is not, click on the [Change...] button and enter 27006@cooke.library.yale.edu.
7. Click [Apply].
8. Click on the [Availability] folder in the left panel.
9. If ArcGIS is correctly configured, you should see a list of available licenses and their expiration dates in the panel on the right.
10. Do not close ArcGIS Administrator.
II. Returning and Borrowing a License

This step will allow you to return any previously checked out licensees and check out new licensees so you can use ArcGIS while off campus.

The version of ArcGIS you are installing requires license authentication against a license server within the Yale University network. If you do not borrow a license, when “off-campus” you would need to connect via VPN to connect to the license server and use ArcGIS. However, this can present problems for users conducting fieldwork in remote areas or with slow internet connectivity. ArcGIS Version 10.X allows you to “borrow” a license for 365 days or until September 30 depending on when the license has been loaded.

*Please DO NOT borrow a license while connected to the Yale University Network using VPN. Your system IP address will change every time you connect via VPN, causing the licensing access to fail.*

Continue on the ArcGIS Administrator:

1. Click on [Borrow/Return] folder, in the left panel.
2. **Uncheck** all checked boxes to return any licenses that might be about to expire.
3. Click [Apply].
5. After the Borrow/Return process completes, check **every** box.
6. Click [Apply].
7. Wait for the Borrow/Return Progress Dialog to finish.
8. Click [OK] to close the ArcGIS Administrator.
You should now be able to use the full functionality of ArcGIS for Desktop, independent of the Yale Network.

III. ArcGIS 10.3.1 Post-Installation Procedures (Strongly suggested)

Now that it seems you have successfully installed ArcGIS, still there are a number of post-Installation steps that must be taken to enable your ArcGIS 10.3.X for use. These steps provide necessary functionality.

a. **Enabling Extensions in ArcGIS Desktop, using the Extensions Manager**
Your ArcGIS for Desktop Advanced license includes Extensions, which are packages of tools that extend the basic capabilities of ArcMap. Once you have completed the ArcGIS Administration Wizard setup, you are ready to launch the ArcGIS software and enable the extensions for use.
1. In Windows go to [Start] → [All Apps] → [ArcGIS] → Open [ArcMap 10.X] to launch the ArcMap Application.
2. Click [OK] to open a blank ArcMap project.
3. On the Main Menu, go to [Customize] → [Extensions] to open the Extensions Manager.
4. If they are not already active, check all of the extensions you expect to use.
5. Click [Close].
6. All Extensions should now be available for use in ArcMap.

b. Setting Relative Paths as the Default Setting for all Map Documents

Setting the “Relative Paths” option for Map Documents changes the default methods for creating connections to data sources in ArcGIS. By default, ArcGIS uses absolute paths, which can create problems for those who need to move from one machine to another frequently, or who want to share their projects with another user. Using absolute paths uses the complete path to the data referenced in a Map Document, and therefore often makes a GIS project useable only on that machine. Relative Paths allows a user to create project folders, within which all data, map documents and other materials are contained.

With relative paths, as long as the project folder and its contents are moved as a single unit, connections from the Map Document to the data sources are maintained, making projects far more portable.

1. On the Main Menu, go to [Customize] → [ArcMap Options...].
2. Under the General Tab, in the General Section, check the [Make relative paths the default for new map documents] option.
3. Click [OK].

Now your installation and post-installation are complete. For support concerning your geospatial projects, please visit our GIS LibGuide, which is constantly updated.