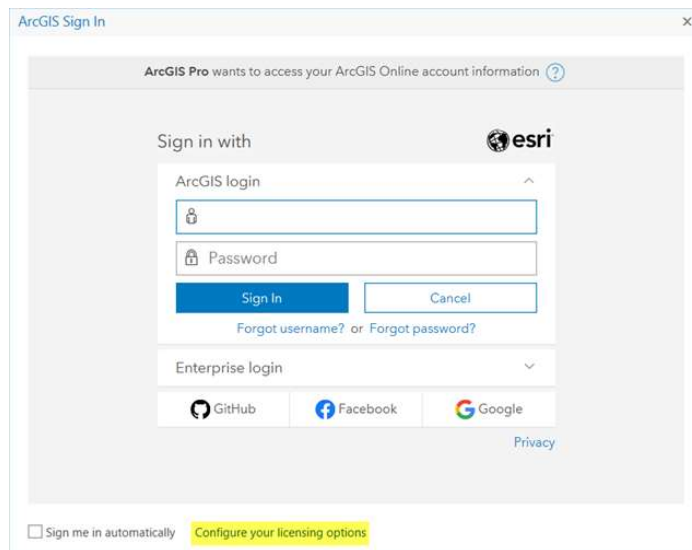


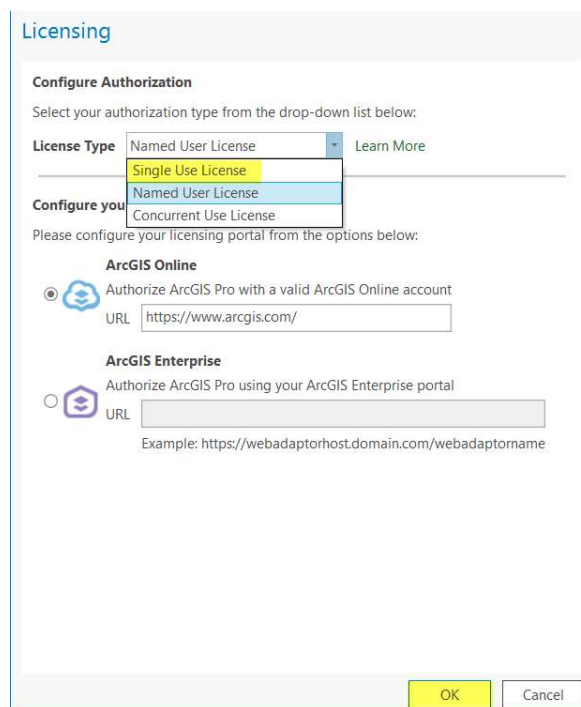


# Authorise ArcGIS Pro Single Use Licenses Offline

Open your ArcGIS Pro program and choose the Configure License Options button at the bottom of the page, then from the drop down choose "Single Use" and choose "OK".



The image shows the 'ArcGIS Sign In' dialog box. At the top, it says 'ArcGIS Pro wants to access your ArcGIS Online account information'. Below this, there's a 'Sign in with' section with the Esri logo. Underneath, there's an 'ArcGIS login' section with a username field, a password field, and 'Sign In' and 'Cancel' buttons. Below that are links for 'Forgot username?' and 'Forgot password?'. There's also an 'Enterprise login' section with a dropdown arrow. At the bottom of this section are icons for GitHub, Facebook, and Google, and a 'Privacy' link. At the very bottom of the dialog box, there is a checkbox for 'Sign me in automatically' and a yellow button labeled 'Configure your licensing options'.



The image shows the 'Licensing' dialog box. It has a title bar 'Licensing'. Underneath, there's a section 'Configure Authorization' with the instruction 'Select your authorization type from the drop-down list below:'. Below this is a 'License Type' dropdown menu currently set to 'Named User License', with a 'Learn More' link to its right. A dropdown menu is open, showing three options: 'Single Use License' (highlighted in yellow), 'Named User License', and 'Concurrent Use License'. Below this is a section 'Configure your licensing portal' with the instruction 'Please configure your licensing portal from the options below:'. There are two radio button options: 'ArcGIS Online' (selected) and 'ArcGIS Enterprise'. The 'ArcGIS Online' option has a text input field for the URL containing 'https://www.arcgis.com/'. The 'ArcGIS Enterprise' option has a text input field for the URL with an example: 'Example: https://webadaptorhost.domain.com/webadaptorname'. At the bottom right, there are 'OK' and 'Cancel' buttons.

Choose your license level and select the "Authorize" button.

**Licensing**

**Configure Authorization**  
Select your authorization type from the drop-down list below:

License Type: **Single Use License** [Learn More](#)

**License Level**  
Select the Pro core product license level below:

**Advanced** Standard Basic

This lists the software installed, along with its authorization status and expiration date.

Name	Licensed	Expires
ArcGIS Pro Advanced	No	N/A
3D Analyst	No	N/A
Aviation Airports	No	N/A
Aviation Charting	No	N/A
Business Analyst	No	N/A
Data Interoperability	No	N/A
Data Reviewer	No	N/A
Defense Mapping	No	N/A
Geostatistical Analyst	No	N/A
Image Analyst	No	N/A
LocateXT	No	N/A
Location Referencing	No	N/A

Buttons: **Authorize** Deauthorize Refresh Machine ID OK Cancel

Select the option "I have installed my software and need to authorize it" and ArcGIS Pro from the panels as outlined below, then click "Next".

**Software Authorization Wizard**

**Authorization Options**  
You must authorize the software prior to use. Select from the options below.

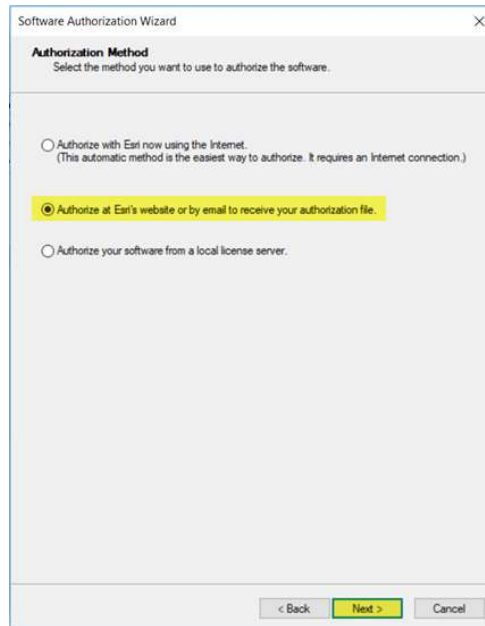
Authorization Options

- I have installed my software and need to authorize it.
- I have already authorized the software and need to authorize additional extensions.
- I have received an authorization file and am now ready to finish the authorization process.

Browse

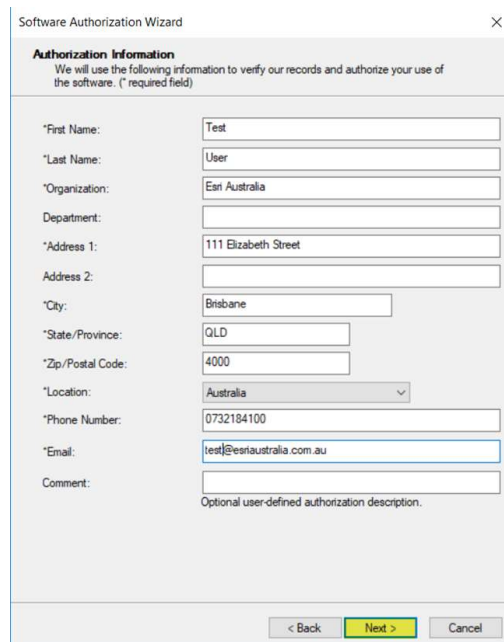
< Back **Next >** Cancel

For the authorisation method choose "Authorise at Esri's website or via email to receive your authorisation file" and choose "Next".



The screenshot shows the 'Software Authorization Wizard' window. The title bar reads 'Software Authorization Wizard'. The main heading is 'Authorization Method' with the instruction 'Select the method you want to use to authorize the software.' There are three radio button options: 'Authorize with Esri now using the Internet. (This automatic method is the easiest way to authorize. It requires an Internet connection.)', 'Authorize at Esri's website or by email to receive your authorization file.' (which is selected and highlighted in yellow), and 'Authorize your software from a local license server.' At the bottom, there are three buttons: '< Back', 'Next >' (highlighted in yellow), and 'Cancel'.

Complete the required fields with your personal information and your organisation details on the two the following page (these will be marked with an asterisk) and the choose "Next".



The screenshot shows the 'Software Authorization Wizard' window. The title bar reads 'Software Authorization Wizard'. The main heading is 'Authorization Information' with the instruction 'We will use the following information to verify our records and authorize your use of the software. (\* required field)'. The form contains the following fields: '\*First Name:' (Test), '\*Last Name:' (User), '\*Organization:' (Esri Australia), 'Department:' (empty), '\*Address 1:' (111 Elizabeth Street), 'Address 2:' (empty), '\*City:' (Brisbane), '\*State/Province:' (QLD), '\*Zip/Postal Code:' (4000), '\*Location:' (Australia), '\*Phone Number:' (0732184100), '\*Email:' (test@esriaustralia.com.au), and 'Comment:' (Optional user-defined authorization description). At the bottom, there are three buttons: '< Back', 'Next >' (highlighted in yellow), and 'Cancel'.

Software Authorization Wizard

**Authorization information (continued)**  
We will use the following information to verify our records and authorize your use of the software. (\* required field)

\*Your Organization: Commercial/Private Business

\*Your Industry: GIS Services

\*Yourself: Analyst/Researcher/Specialist

The personal information you supplied is protected under Esri's privacy policy. If you want to view Esri's privacy policy, click the View button below.

View...

< Back Next > Cancel

Where prompted enter your authorisation codes and the number of licenses that you wish to authorise in the fields provided and click "Next".

Software Authorization Wizard

**Software Authorization Number**  
Enter the authorization number for your software product.

The authorization number consists of three letters and a series of numbers; similar to ABC123456789.

ArcGIS Desktop Advanced (Single Use)

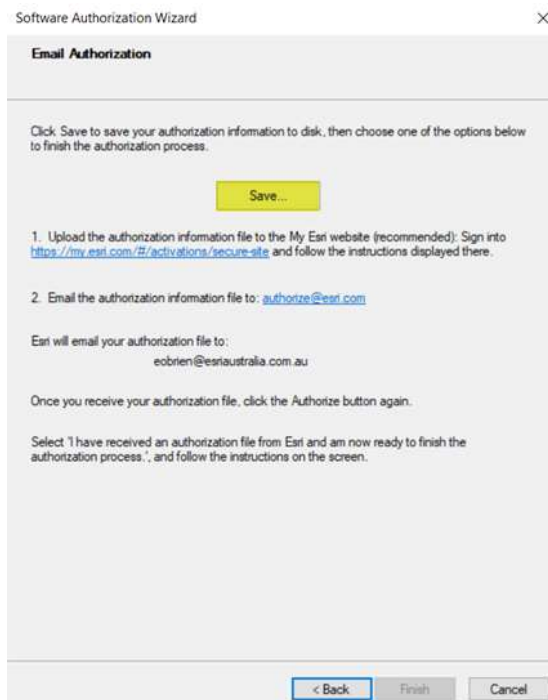
ESU665641671

< Back Next > Cancel

In the software extensions panel choose the appropriate options based on whether you have extensions to authorise or not. If you do have extensions, apply the license code and number of licenses in the fields provided and choose "Next".

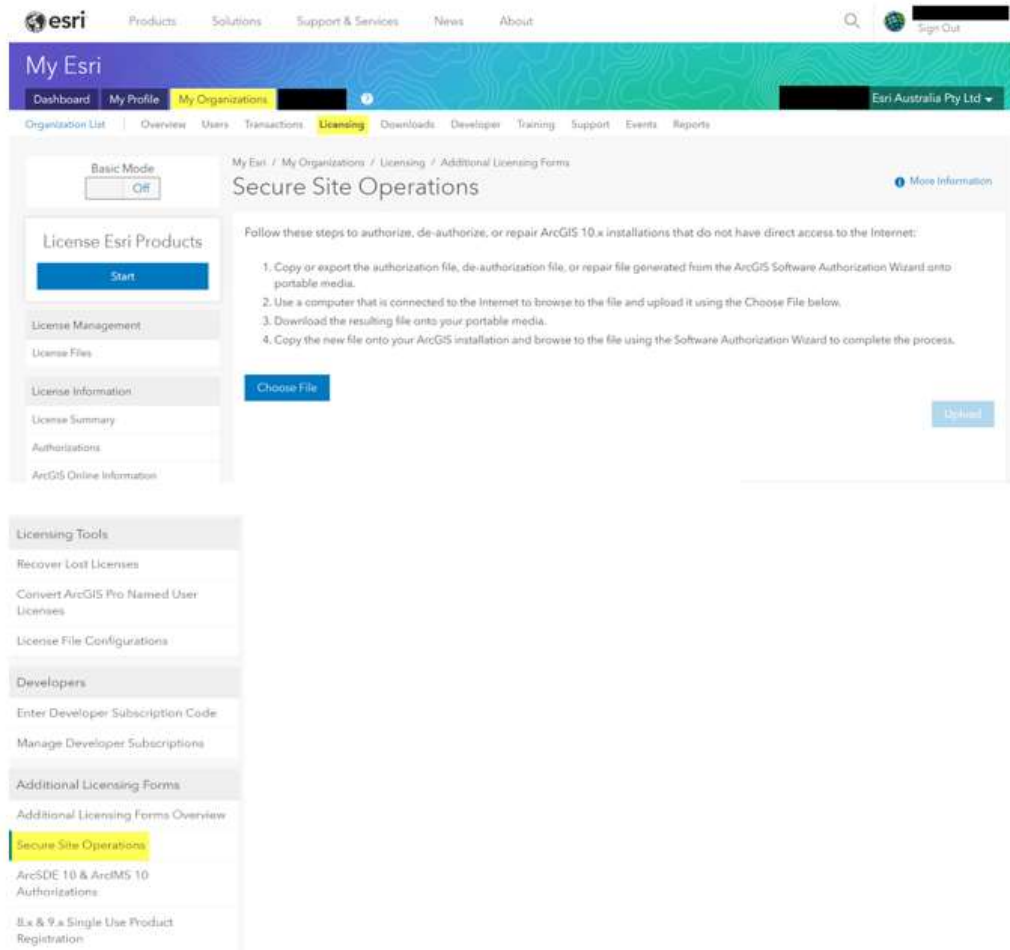


On the following panel you will generate and save an authorize.txt file. Click the "Save" button and save the file to a path that is easy to browse to.

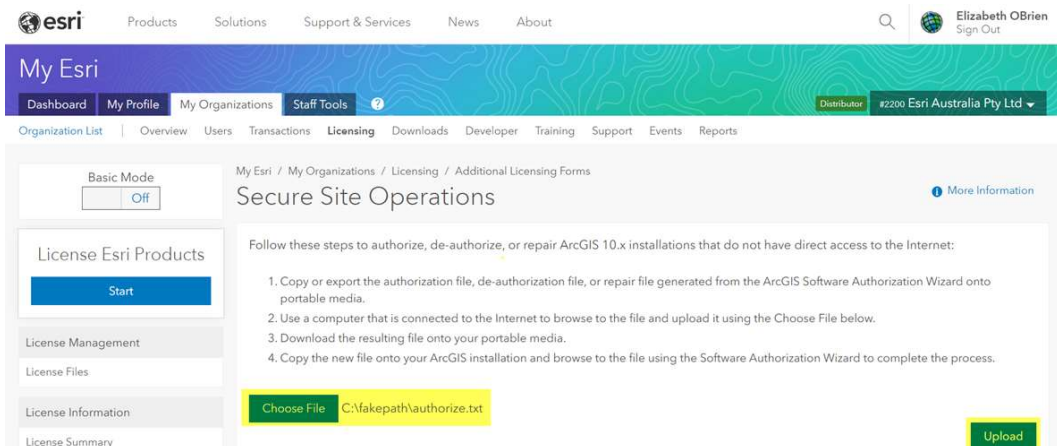


On an internet connected machine, log into My Esri with an account that has Licensing Permissions.

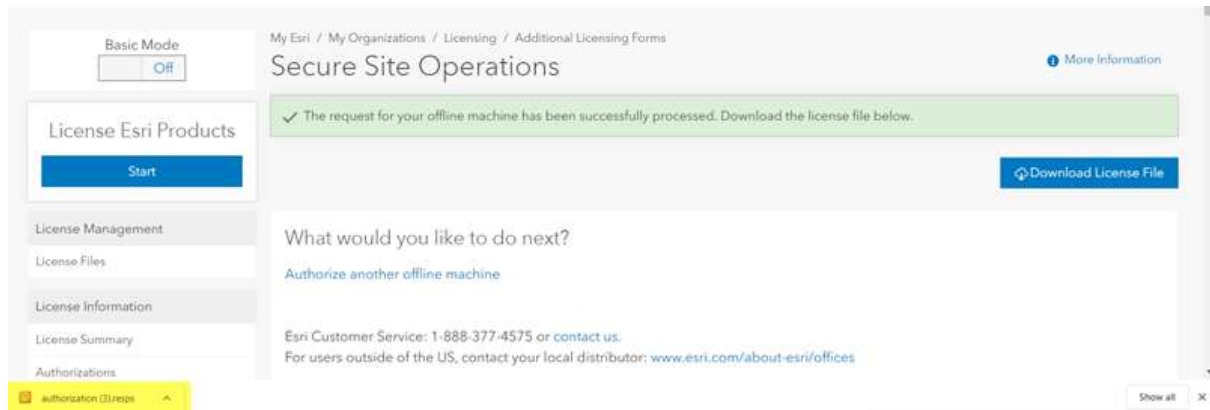
Navigate to the Additional Licensing forms page and choose the Secure Site Operations option.



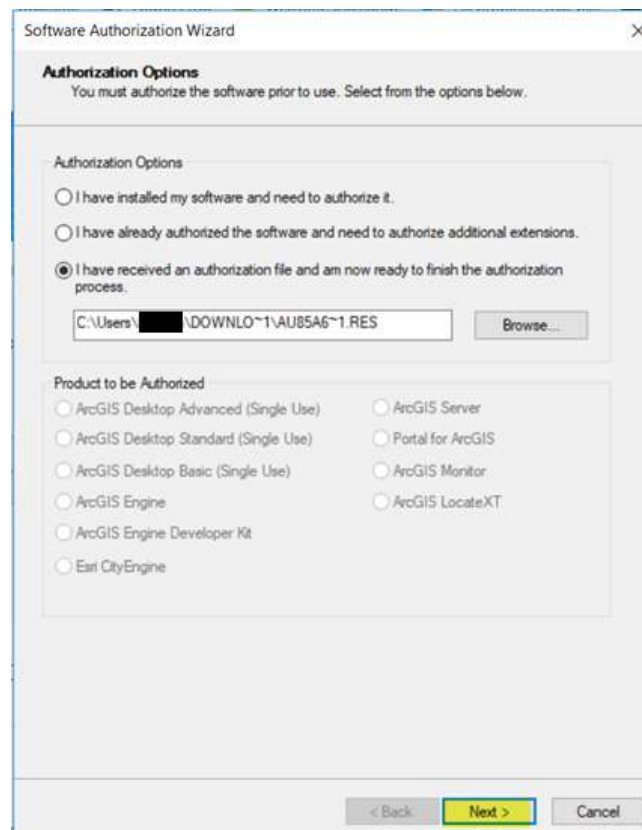
Select the "Choose File" button and browse to the authorize.txt file you have saved to your machine, and then select the Upload button.



Your secure license file will download and will display at the bottom left hand side of your web browser. Click the file and allow to run and make changes to your machine where prompted.



You will be launched back into the software authorisation and your file automatically referenced. Click the "Next" button to proceed.





The software authorisation wizard will read the response file that you have browsed to and will notify you once the authorisation is complete.

