

If you're new to the GIS and Cartography labs, here are a few things we recommend doing every time you log in to get started.

A. UMBC's Domain

When you first approach a lab machine, you will be prompted to select Ctrl-Alt-Del to get things started.

You'll then be prompted to log. Use your UMBC username and password. I.e., you are logging in as yourself.

Once you log in for the first time to any lab machine, it will take a minute or two to load your personal settings. Be patient.

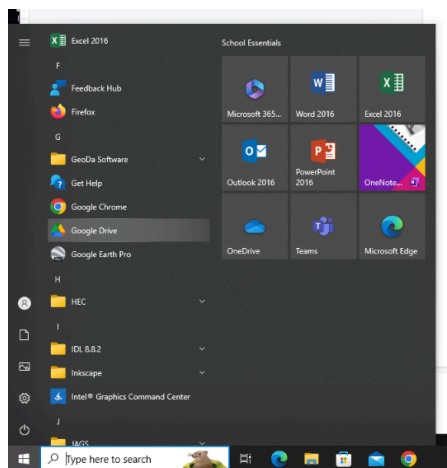
Once you're up and running, we recommend connecting to your Google Drive using the built-in app (not your browser).

B. Google Drive

Most GIS classes stress connecting to your Google Drive for data storage.

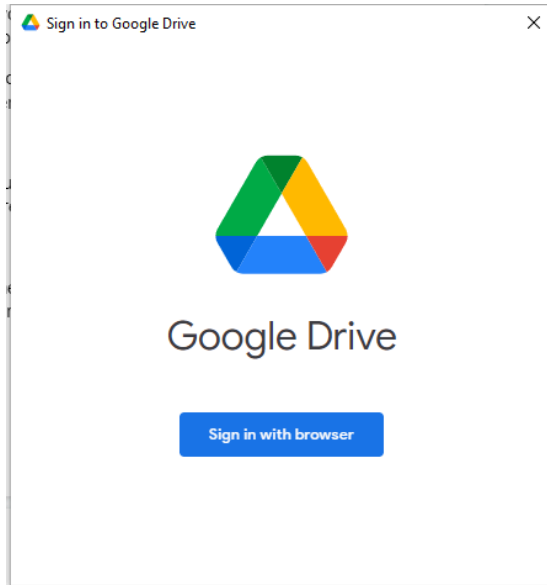
We suggest connecting to the Google Drive app before you do anything else, definitely before you open a browser and log into any Google apps¹

One reason for our connecting the lab to the UMBC domain was because it allows you to use your Google Drive as a working directory in the lab. Once you are connected, if you look in File Explorer or in Catalog View in ArcPro, you will see a G:\ directory. That's your Google Drive.

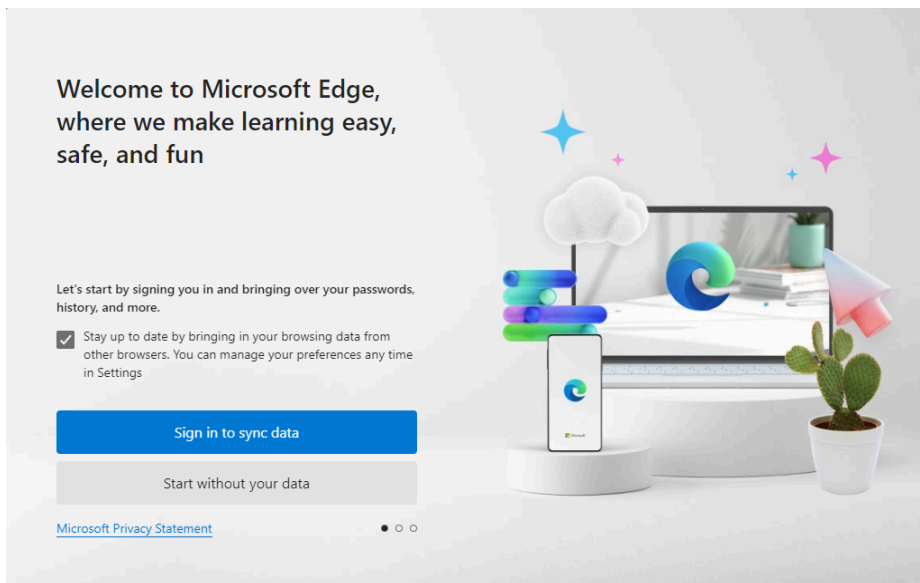


The first time you sit down at any machine, you will need to connect it to your Google Drive by following these steps:

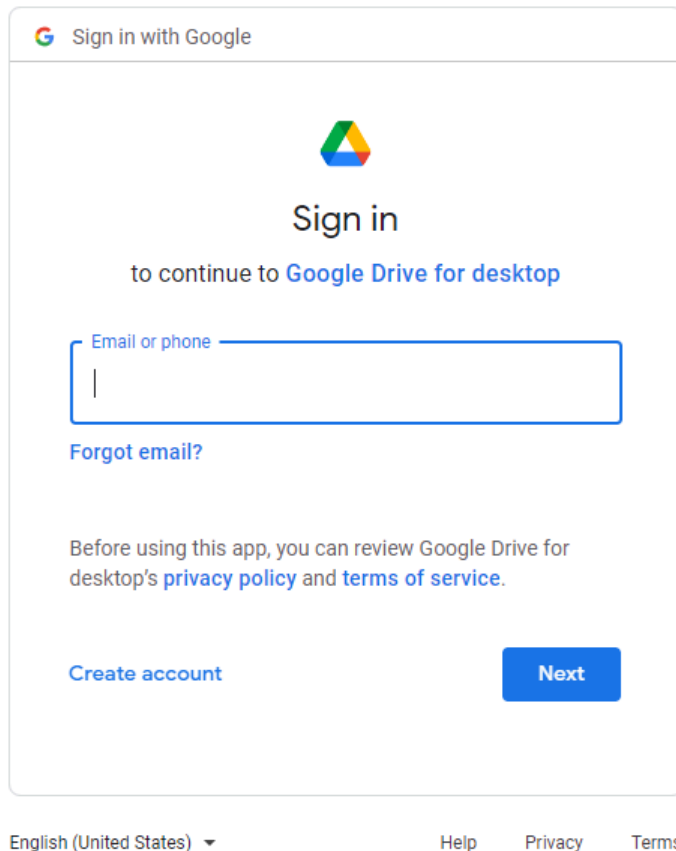
- 1) Once you are logged into a machine, hit the Start button (at lower left) and search for the Google Drive app.
- 2) You will see the "Sign in to Google Drive" splash screen. It directs you to sign in with a browser. Once you click the blue link, the MS Edge browser will launch.



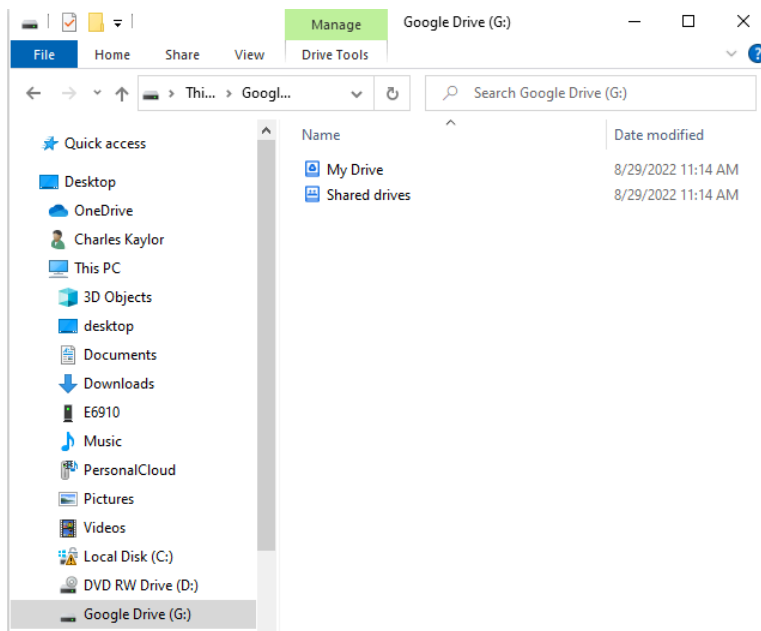
- 3) Edge solicits you to connect all your personal info to the browser. Select “Start without your data”.



- 4) Then, Edge isn't done with you yet, click “Start browsing”.
- 5) Finally, you'll be able to log in to Google Drive.



- 6) Once you sign in, check File Explorer (it looks like a folder on the left bottom edge of your screen). You should see your Google (G:) drive listed under “My PC”



When you are working in the lab, save your data to this drive.

Sometimes, the data files you work with will be too big or complicated to work with from the cloud. So on some occasions (your instructor will likely let you know), you'll need to work the local hard drive inside your machine.

To do so, create a new folder in the Documents folder and store your data there. This will be temporary. Or it should be. The local drives are wiped clean from time to time, so don't count on your data being safe on the lab machines! Maintain your own copy.

C. Logging in to ArcGIS Pro

Many of you will be working with ArcGIS Pro software in the Labs. This, too, has changed, but only a little.

First, we no longer license machines; we license individual users. When you are logged into a lab machine and then boot ArcGIS Pro, you will be prompted to authenticate.

When you sign in, you should use your ArcGIS Online (AGOL) credentials. That is a username that looks just like your UMBC email, except it ends in `_UMBC`.

You should received a message from AGOL regarding your account and how to access it for the first time. If you have not, communicate with your course instructor.

Remember that you can install ArcGIS Pro on your own personal device:

https://docs.google.com/document/d/1ZfTPKn3eQnClqlvsxH38LnYMzml-tb-9P_7oFx11n-M/edit?usp=sharing

D. Storing Data on the Lab Machines

WARNING: While there is storage space on the lab machines for you to save your own data, we discourage relying on it.

Episodically and sometimes without warning, we will have reason to wipe a machine clean. Any data you have stored on the machine will be vaporized in the process. You have been forewarned!

We recommend storing your data on Google Drive to guarantee that your data don't disappear.

That said, sometimes it can't be helped. Certain operations don't work well when you call data from the cloud. Sometimes you need to store stuff on a local drive.

In those cases, we URGE you to use the D:\ drive. It is much more secure and less prone to being purged before the end of the semester.

If you choose to store data on the D:\ drive, create a folder with your name or initials and keep your data there. But don't trust it as a repository. Back your data up to gDrive or somewhere else!