



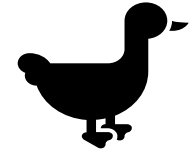
ArcGIS Survey123  
Setup Guide

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# Lessons Learned: please review before beginning

- ❑ Operating System Requirements for your devices must fall within these:
  - ❑ MAC OS 10.13 High Sierra or later
  - ❑ Windows 10 Pro and Windows 10 Enterprise (32bit and 64bit[EM64T])
  - ❑ Windows 8.1, Windows 8.1 Pro, and Windows 8.1 Enterprise (32bit and 64bit[EM64T])
  - ❑ Windows Server 2016 (64bit)
  - ❑ Windows Server 2019 (64bit)
- ❑ Validate Location Services are enabled before installing. While location services are not strictly required, you may receive error messages during setup or first use, stating they are required. To avoid the error messages it is best to enable them for this process.
- ❑ Check “junk” or “All Mail” folders for the initial invitation email.
- ❑ **Do not** attempt to log on using any of your social account creds - including Google, Facebook, Apple or Github. You may use your .gmail address in your account details.
- ❑ This setup will install an app on your device, which is the only way to access and enter Survey123 data. If you have other ArcGIS online accounts, they will not connect with this app or data.
- ❑ Closing the App with the X will leave you logged in for easy access next time.

# Three Steps to Data Entry Capability



These are the three setup steps you will need to complete to enable you to enter your Survey123 data aka PG counts.


- ArcGIS Account Creation
- Survey123 FieldApp Download
- Survey123 Forms Download

# ArcGIS Account Creation

- You will receive an email from **ArcGIS Notifications**. *Be sure to check your “junk” or “All mail” folders to see if the mail lands there.*
- Please follow the instructions in the email, clicking on the link, which will expire 14 days after sent to you.
- Contrary to the instructions in the email, if you have difficulty, please contact us first:
  - [bbtriathlete@gmail.com](mailto:bbtriathlete@gmail.com)
  - [davekrause17@gmail.com](mailto:davekrause17@gmail.com)
  - [trabraun@gmail.com](mailto:trabraun@gmail.com)

An invitation to join an ArcGIS Online organization, Hub Community.



 Inbox x PigeonGuillemot/ArcGIS x

**ArcGIS Notifications** <notifications... Wed, Mar 24, 11:29 AM (8 days ago)



to me ▾

wildlife maps has invited you to join an ArcGIS Online Organization, Hub Community.

Please click this link to join the organization, Hub Community:

<https://www.arcgis.com/home/acceptinvite.html?invitation=A4e958f6ea437446384eb113f6e17d09b>

This link will expire in 14 day(s).

If you have difficulty signing in, please contact wildlife maps ([wildlifemaps@dfw.wa.gov](mailto:wildlifemaps@dfw.wa.gov)). Be sure to include a description of the problem, your username, the error message, and a screenshot.

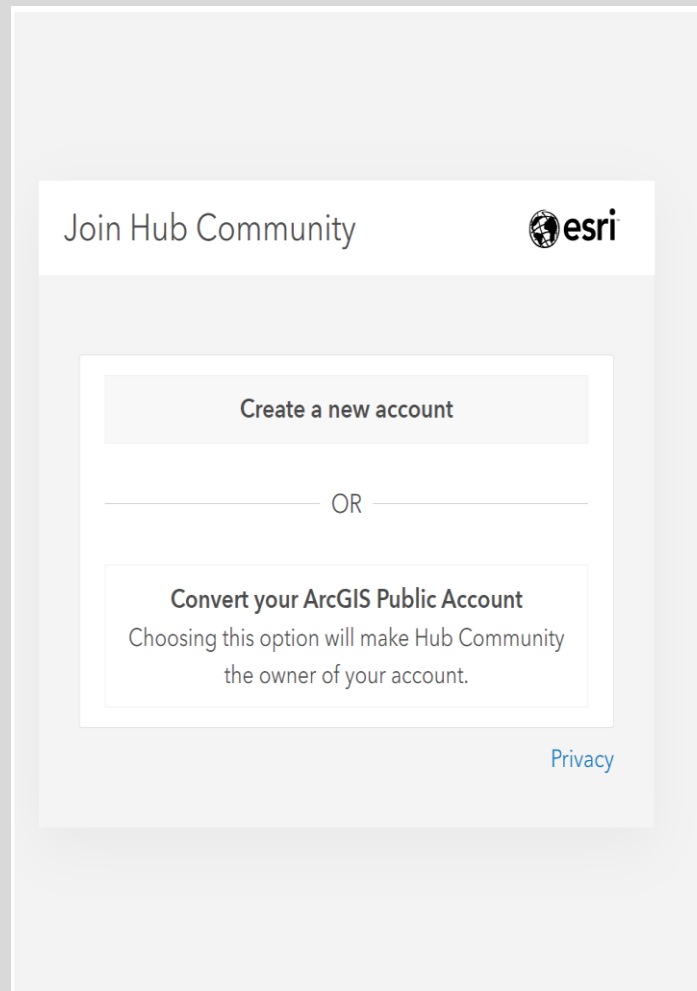
For your reference, you can access the home page of the organization here:


<https://wdfw-hub.maps.arcgis.com>

Experience what's possible with ArcGIS Online. For free hands-on lessons and other resources, visit [Learn ArcGIS](#).

# ArcGIS Account Creation

The invitation link takes you to a screen like this. With a link to create a new account. Click the “Create a new account” label.



Join Hub Community 

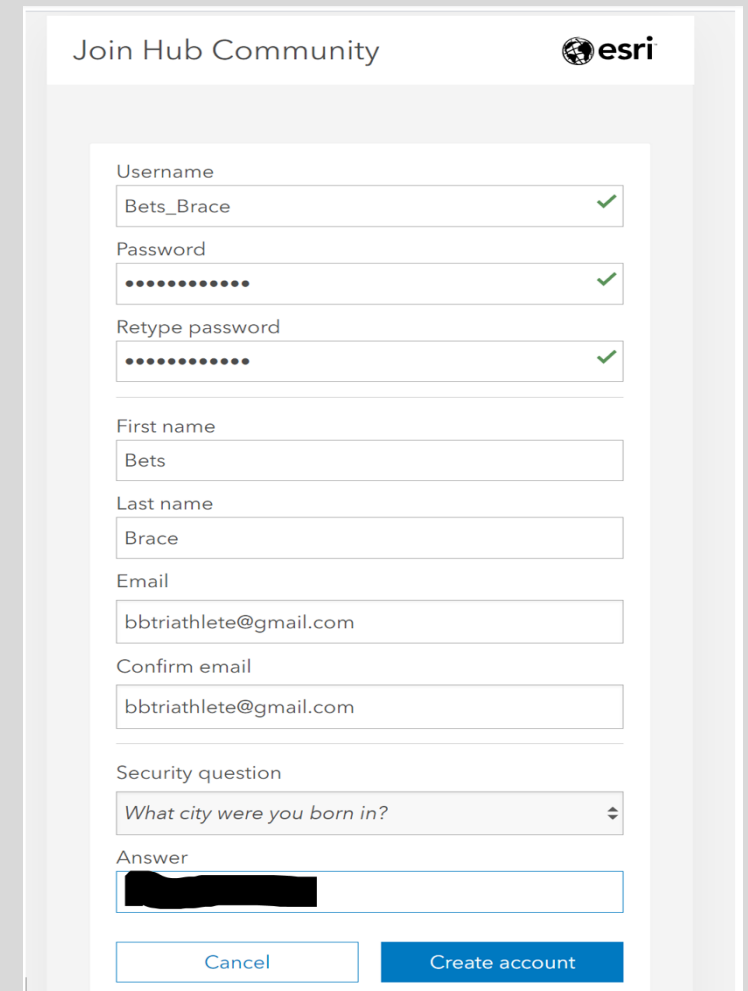
[Create a new account](#)


OR

[Convert your ArcGIS Public Account](#)  
Choosing this option will make Hub Community the owner of your account.

[Privacy](#)

This takes you to a form for your account details. You may use a “gmail” address for your account email. Enter details and click the **Create account** button.



Join Hub Community 

Username  
Bets\_Brace ✓

Password  
..... ✓

Retype password  
..... ✓

First name  
Bets

Last name  
Brace

Email  
bbtriathlete@gmail.com

Confirm email  
bbtriathlete@gmail.com

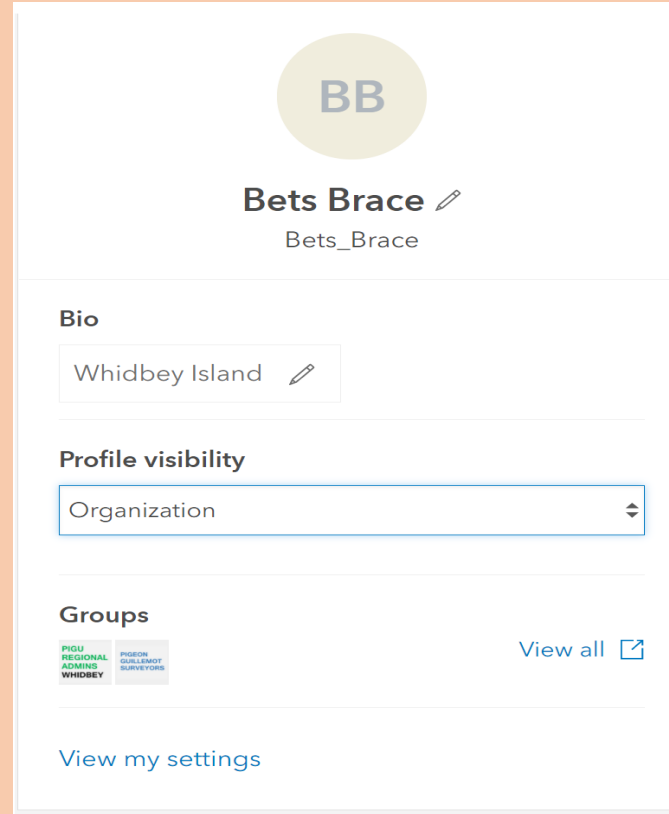
Security question  
What city were you born in? ▾

Answer  
[REDACTED]

[Cancel](#) [Create account](#)

# ArcGIS Account Creation

Voila! Your account has been created and you see a screen like this:



The screenshot shows a user profile page for 'Bets Brace'. At the top is a circular profile picture with the initials 'BB'. Below the name is the username 'Bets\_Brace'. The 'Bio' section contains the text 'Whidbey Island'. The 'Profile visibility' dropdown menu is set to 'Organization'. The 'Groups' section shows two group icons: 'PIGU REGIONAL ADMINS WHIDBEY' and 'PIGEON GUILLEMOT SURVEYORS'. A 'View all' link with a checkmark icon is visible. At the bottom, there is a 'View my settings' link.

Please note:

- There is no need to change anything here.
- Your visibility will be set to Organization.
- You will see the groups you have permissions in. Pigeon Guillemot Surveyors should be there for all. PIGU Regional Admins “Region” will be there for Admins.
- “View settings” allows you limited editing and none is needed.
- “View all” displays more detail on your groups. However, you cannot enter data from there.



You've got your “wings” now. Time to make a delivery

# Survey123 Field App Download

The field App is the tool you will use to enter data. You will now download it to your device (PC, MAC, etc.)

Following are screenshots that depict what you will see during download.

Once your system requirements and location settings have been verified:

- Navigate to the link below that works for you and download the .exe to your device.
- If you are unsure whether you need 64 or 32 bit, select 32.
- Open the downloaded file and follow the executable prompts to complete the install and open Survey 123

Windows (64 bit)

<https://links.esri.com/survey123/Windows64>

Windows (32 bit)

<https://links.esri.com/survey123/Windows>

MacOS

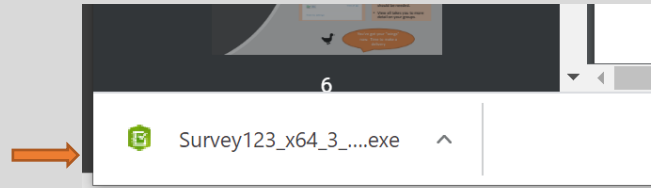
<https://links.esri.com/survey123/macOS>

# Survey123 Field App- Download for PC

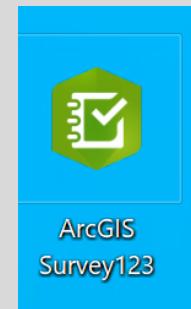
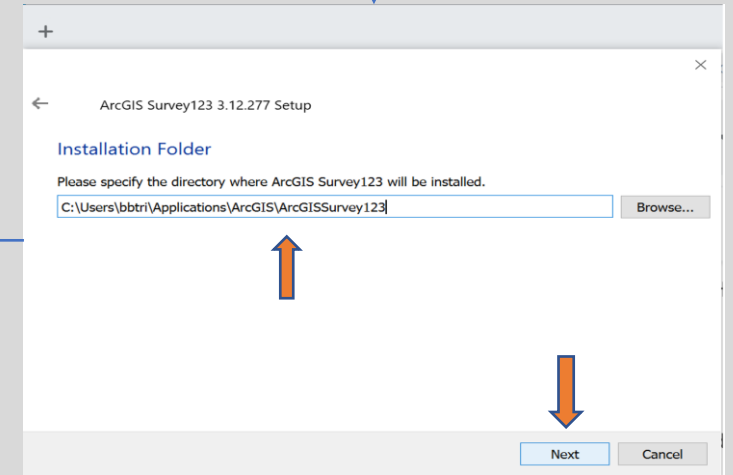
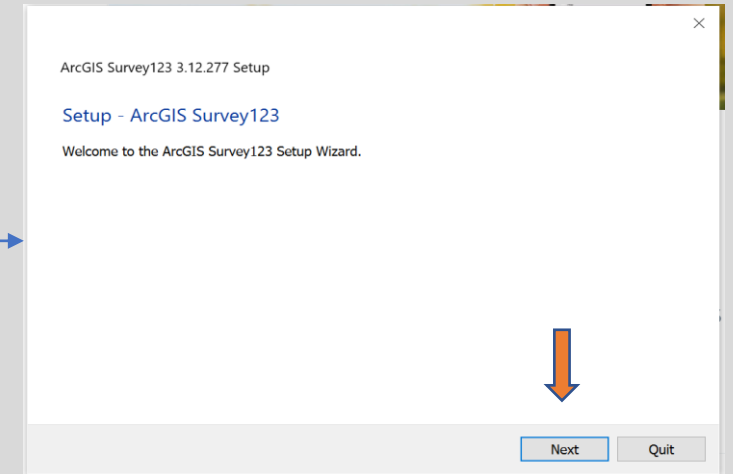
Just like a  
Gunnel  
delivery, you  
got it!



The .exe will download to your browser window, usually at the lower left. It will have the green icon for ArcGIS. Click the .exe to launch the setup/installer.



Follow the prompts to complete the install.



ArcGIS Survey123 app sign in screen opens at end of install. An app icon is placed on your desktop for easy opening.



# Survey123 Field App- Download for MAC

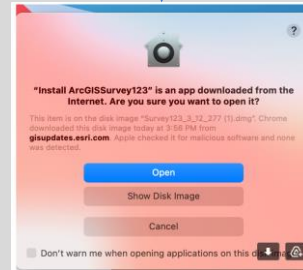
Just like a  
Gunnel  
delivery, you  
got it!



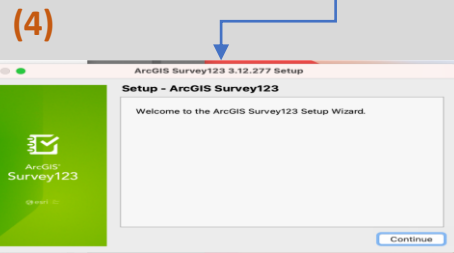
(1)



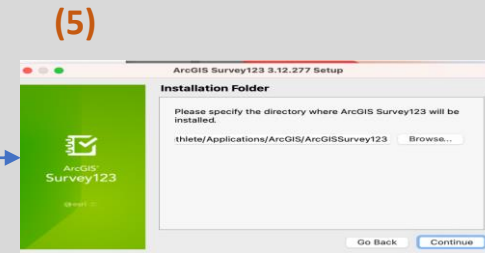
(2)



(3)



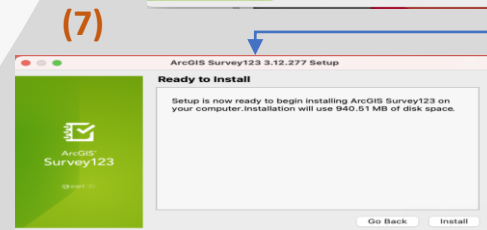
(4)



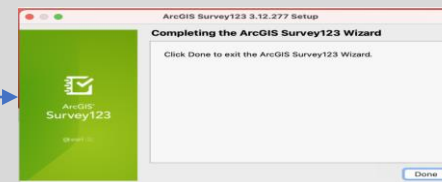
(5)



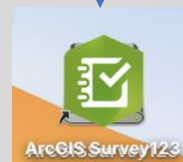
(6)



(7)

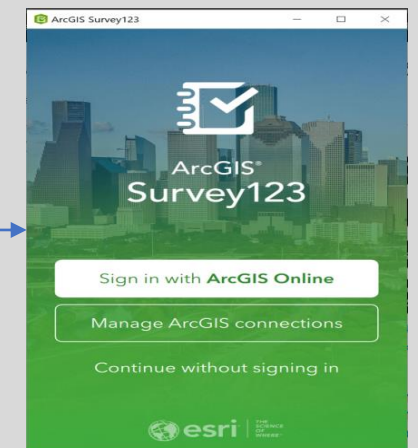


(8)



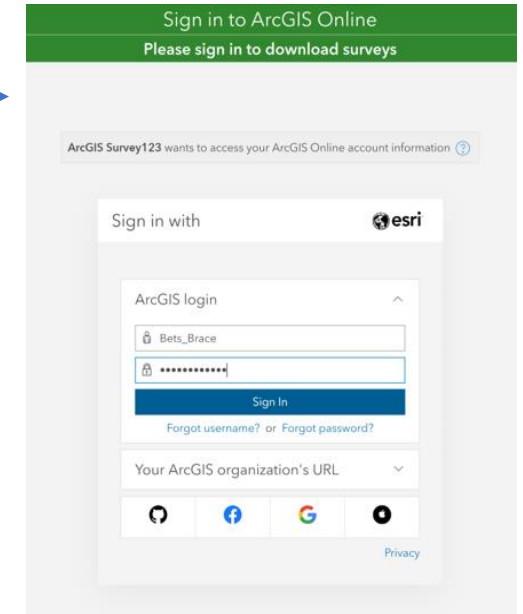
At the end of install, ArcGIS Survey123 app sign in screen opens. A shortcut to the app is also placed on your desktop for easy opening.

- ❑ The .dmg will download to your browser window, usually at the lower left and looks like this. (1) Click the .dmg which launches the installer.
- ❑ (2) Double Click Install ArcGISSurvey123 opens warning.
- ❑ (3) Click Open after reviewing warning. This opens the ArcGIS Survey 123 Setup Wizard.
- ❑ (4-8) Follow the prompts to complete the install



# Survey123 Forms Download

- Select the “Sign in with ArcGIS Online” option.
- On the next screen, you will be directed to sign into ArcGIS Online and download surveys. Use the credentials you set up in the first stage.
- **Please Note – Do not attempt to use your social network login credentials for logging in.**
- Once signed in to My123 you see a link at the bottom of the app to “Download surveys”.
- Use this link to be taken to a screen with all of the surveys available to your Account type.



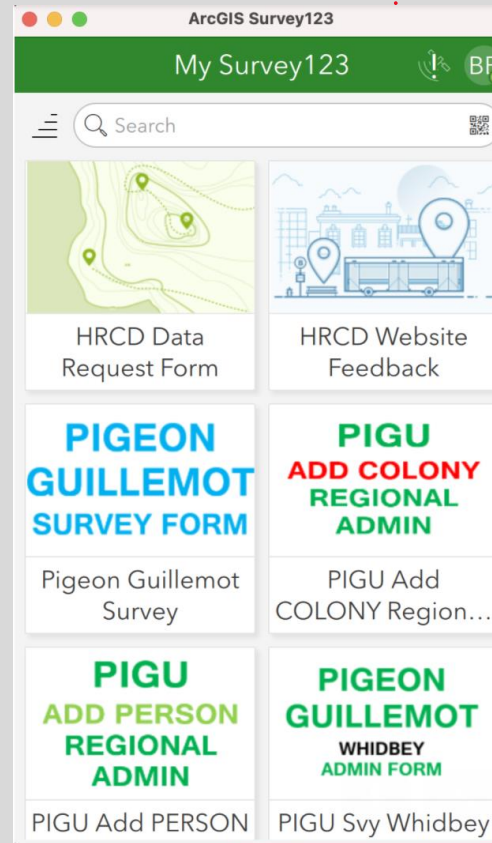
# Survey123 Forms Download

Delivery  
complete –  
Time to start  
counting  
PGs!

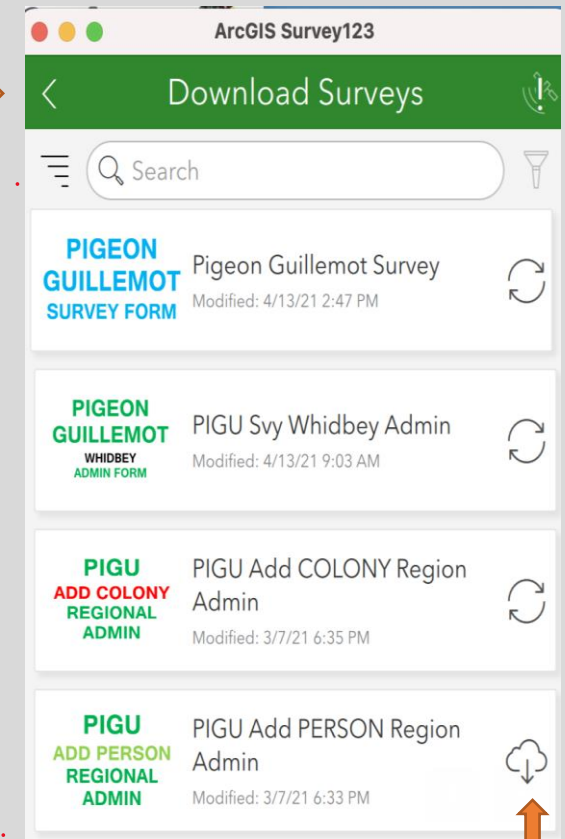


The Download Surveys screen (below right) shows all survey forms available **to your account type**:

- Basic Account type - Pigeon Guillemot Survey Form.
- Regional Admin Account type - Pigeon Guillemot Survey, PIGU Add Colony, PIGU Add Person.
- For both there are a couple other HRDC forms, unnecessary to download.



Click the arrow in the page title bar to be taken to MySurvey123 Forms Gallery, which displays your surveys. It is on this page that you will launch Pigeon Guillemot Survey to enter data that was gathered on the beach.



Click on the download cloud for each survey form. Once the status circles stop your surveys have been downloaded.

## □ Notes

- If you see a message regarding updates available – Please complete the updates.
- Mid May, the database will be cleaned of everyone's playing around/testing data.
- Training video of Survey123 Field App will be provided at <http://www.pigeonguillemot.org>
- While this app is called the Field App, it is not intended for you to enter data in the field. We expect you will do this from home after collecting data sheets from all surveyors.

