Changing ArcGIS Online User Types in an ArcGIS Online Org for a School

The following images show the 6 basic steps of a manual process:

- 1. Login as an Administrator, go to Organization>Members tab.
- 2. On the left, filter by User Type Creator.
- 3. Bottom right, set to show up to 100 members per page.
- 4. Check the box in the upper Left to select all Members.
- 5. In the upper right, click Manage User Types.
- 6. Select to GIS Professional Advanced, then click Save.

NOTE: Admin doing the process may change self manually as a single process only; others may be done as multiple. A temporary bug (will get fixed) limits maximum manual changes to 25 per round but the process can be run multiple times. Python scripting can do the entire task quickly.

20190906

Home Gallery Map Scene Groups Content Organization Q	ф :::	cfitzpatric	i tzpatrick k_WIS273
Waianae Intermediate School Overview Members I	Licenses	Status	Settings
Invite members Q Search members	⊞ Table	📜 Last login	Filter

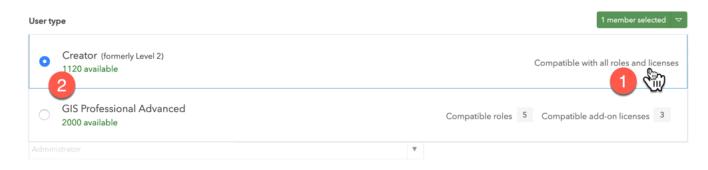
Dismiss

 $\left. \begin{array}{c} & \\ & \\ \end{array} \right\}$ Manage your members' licenses on this page. Show more

Filters	1 - 8 of 8 Filters Role: Administrator \times	Clear filters		
✓ User type	Member	Last login 🔹	User type	Role
Creator GIS Professional Advanced	Charlie Fitzpatrick cfitzpatrick_WIS273	Today	Creator	Administrator 🔻 🚥
 Role Clear Administrator 	m MT m	Aug 26, 2019	Creator	Administrator 🔻 …
Data Editor Publisher User		Aug 9, 2019	Creator	Administrator 🔻 …
Viewer > Last login	BR Bi	May 20, 2019	Creator	Administrator 🔻 …
 App Organization's groups 	FD Fd	May 13, 2019	Creator	Administrator 🔻 …
	KS Ks	Apr 29, 2019	Creator	Administrator 🔻 …
	AM A ar	Apr 25, 2019	Creator	Administrator 🔻 …
	К кк	Mar 4, 2019	Creator	Administrator 🔻 …

Home Gallery M	lap Scene	Groups	Content	Organization	Q Â		Fitzpatrick ick_WIS273
Waianae Intermed	iate School			Overview	Members Lice	enses Status	Settings
Invite members	5	Q Search	members			田 Table 😑 Last logi	n Filter
🖗 Manage your member	s' licenses on this	page. Show m	ore				Dismiss
Filters	2	1 member sele	cted ▽ Clear S	Selection $igodot$ Dis	sable member 🛛 🖉 Manage a		ge user types
✓ User type		Member		Last login	 User type 	Role 3	
Creator GIS Professional Advanced	1	🖸 🍈 🕯	Charlie Fitzpatrick fitzpatrick_WIS273	Today	Creator		v
 Role Administrator	Clear	П МТ п		Aug 26, 2019	Creator	Administrator	• …
Data Editor Publisher User				Aug 9, 2019	Creator	Administrator	• •••
Viewer > Last login		BR B		May 20, 2019	Creator	Administrator	• …
> App> Organization's groups		FD F		May 13, 2019	Creator	Administrator	v
		KŚ KŚ		Apr 29, 2019	Creator	Administrator	• • • • • • • • • • • • • • • • • • • •
		AM a		Apr 25, 2019	Creator	Administrator	• …
		🗌 кв <mark>к</mark>		Mar 4, 2019	Creator	Administrator	• • • • • • • • • • • • • • • • • • • •

Manage user type / role for Charlie Fitzpatrick





Manage user type / role for Charlie Fitzpatrick

User type	1 member selected 🗢 🗢
GIS Professional Advanced 2000 available	Compatible roles 5 Compatible add-on licenses 3
Role	
	Ψ.



User type	1 member selected
• GIS Professional Advanced 2000 available	Compatible roles 5 Compatible add-on licenses 3
Role	
	v



Home	Gallery	Map	Scene	Groups	Content	Organization		Q	Ĵ	* * * * * *	Charlie cfitzpatr	Fitzpatrick rick_WIS273
Waian	ae Interm	ediate S	School				Overview	Members	Licen	ses	Status	Settings
	Invite mer	mbers		Q Search m	embers					⊞ Table	🗐 Last logi	n Filter

Dismiss

 $\left. {\displaystyle \bigcirc}\right.$ Manage your members' licenses on this page. Show more

Filters	1 - 8 of 8 Filters Role: Administrator \times	Clear filters		
✓ User type	Member	Last login 🔹	User type	Role
Creator GIS Professional Advanced	Charlie Fitzpatrick cfitzpatrick_WIS273	Today	GIS Professional Advanc	Administrator 🔻 🚥
 Role Administrator Data Editor 	m T m	Aug 26, 2019	Creator	Administrator 🔻 …
Publisher User	DL In	Aug 9, 2019	Creator	Administrator 🔻 …
Viewer > Last login	BR B	May 20, 2019	Creator	Administrator 🔻 …
> App> Organization's groups	FD FC fc	May 13, 2019	Creator	Administrator 🔻 …
	KS K	Apr 29, 2019	Creator	Administrator 🔻 …
	AM A at	Apr 25, 2019	Creator	Administrator 🔻 …
	KB K	Mar 4, 2019	Creator	Administrator 🔻 …

Home Gallery Map Scene	Groups Content	Organization	Q A	Charlie Fitzpatrick	
Waianae Intermediate Schoo	I /	Overview	Members Licens	es Status Settings	
Invite members	Q Search members		Ē	≣ Table	ter
$\!$	is page. Show more			Dismiss	5
Filters	7 members selected Clear S	Selection \ominus Disab	le members 🛛 🖉 Manage add		es
✓ User type	😑 Member 🖤	Last login	Vser type	Role 3	
Creator GIS Professional Advanced	Charlie Fitzpatrick cfitzpatrick_WIS273	Today	GIS Professional Advan	c Arministrator 🔻 🔹	
Kole Clear Administrator	MT M	Aug 26, 2019	Creator	Administrator 🔻 -	
Data Editor Publisher User	DL D	Aug 9, 2019	Creator	Administrator 🔻 ·	
Viewer	BR B	May 20, 2019	Creator	Administrator 🔻 •	
 Last login App 	FD Fc	May 13, 2019	Creator	Administrator 🔻 •	
> Organization's groups	KS K st	Apr 29, 2019	Creator	Administrator 🔻 -	
	AM Ar	Apr 25, 2019	Creator	Administrator 🔻 •	
	🗹 кв <mark>К</mark> ki	Mar 4, 2019	Creator	Administrator 🔻 •	

Home Gallery Map	Scene Groups	Content Organiza	ation	Q Į	Charlie Charlie cfitzpa	
Waianae Intermediate So	hool		Overview	Members Lic	enses Status	Set
Invite members	Q Search me	mbers			፹ Table 🗧 Last log	gin
		_				D
Filters	7 members selecte	d	⊝ Disab	le members 🛛 🖉 Manage	add-on licenses 🔒 Man	
✓ User type	Member		Last login	User type	Role	2
Creator GIS Professional Advanced	Char cfitzp	l ie Fitzpatrick atrick_WIS273	Today	GIS Professional A	dvanc Areministrator	v
 Role Cle Administrator	ar MT M m		Aug 26, 2019	Creator	Administrator	•
Data Editor Publisher User	DL DL In		Aug 9, 2019	Creator	Administrator	•
Viewer > Last login	BR Bi		May 20, 2019	Creator	Administrator	
> App> Organization's groups	FD Fd		May 13, 2019	Creator	Administrator	•
	Ks Ks sr		Apr 29, 2019	Creator	Administrator	•
	🗹 AM 🗛 ar		Apr 25, 2019	Creator	Administrator	•

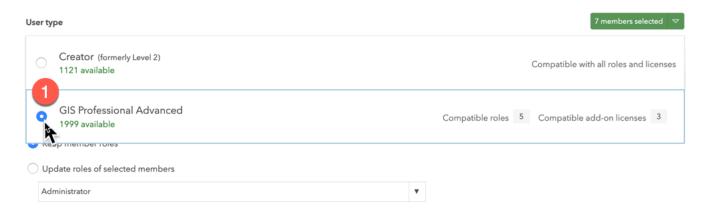


User	уре		7 members selected 🗢
0	Creator (formerly Level 2) 1121 available		Compatible with all roles and licenses
Role			
О К	eep member roles		
Ou	pdate roles of selected members		
A	dministrator	۳	



User ty	/pe	7 members selected 🗢
•	Creator (formerly Level 2) 1121 available	Compatible with all roles and licenses
0	GIS Professional Advanced 1999 available	Compatible roles 5 Compatible add-on licenses 3
V Ne	ep member roles	
	odate roles of selected members	
Ac	Iministrator	v







User type	7 members selected 🗢
 GIS Professional Advanced 1999 available 	Compatible roles 5 Compatible add-on licenses 3
Role	
• Keep member roles	
O Update roles of selected members	
Administrator	•



Home	Gallery	Map	Scene	Groups	Content	Organization		_	Q	Ļ		Charlie Fi cfitzpatric	tzpatrick WIS273
Waiana	ae Interm	ediate	School				Overview	Me	User	r type an	d role upd	ated successfully	, ×
	Invite mer	nbers		Q Search m	embers						⊞ Table	📃 Last login	Filter

Dismiss

 $\left. \begin{array}{c} & \\ & \\ \end{array} \right\}$ Manage your members' licenses on this page. Show more

Filters	1 · 8 of 8 Filters Role: Administrator \times	Clear filters		
✓ User type	Member	Last login 🔹	User type	Role
Creator GIS Professional Advanced	Charlie Fitzpatrick cfitzpatrick_WIS273	Today	GIS Professional Advanc	Administrator 🔻 🚥
 Role Administrator Data Editor 	m MT m	Aug 26, 2019	GIS Professional Advanc	Administrator 🔻 …
Publisher User		Aug 9, 2019	GIS Professional Advanc	Administrator 🔻 …
Viewer > Last login	BR Br	May 20, 2019	GIS Professional Advanc	Administrator 🔻 …
 > App > Organization's groups 	FD Fd	May 13, 2019	GIS Professional Advanc	Administrator 🔻 …
	KS Ki	Apr 29, 2019	GIS Professional Advanc	Administrator 🔻 …
	Al ar	Apr 25, 2019	GIS Professional Advanc	Administrator 🔻 …
	С кв Ki	Mar 4, 2019	GIS Professional Advanc	Administrator 🔻 …

Home G	allery Map	Scene	Groups	Content	Organizatio	n	Q	↓	Charlie F cfitzpatric	itzpatri k_WIS2	ck 73
Waianae I	ntermediate	School				Overview	Members	Licenses	Status	Setting	gs
	Invite members		Q Search m	embers				⊞ Table	긑 Last login	-111	Filter
🖗 Manage y	our members' licer	nses on this j	page. Show mo	re					[Dism	iss
Filters			1 · 60 of 872	ilters User ty	vpe: Creator $ imes$	Clear filters		3			
✓ User type	6	Clear	Member		La	ast login	 User type 		ble		
GIS Pro	Peator		R n		Ju	un 25, 2019	Creator	P	ublisher	Ŧ	
 Kole Administrat 	or		P P		М	lay 29, 2019	Creator	P	ublisher	Ŧ	
Data Editor Publisher User			K k k		Μ	lay 28, 2019	Creator	F	ublisher	٣	
Viewer > Last login					М	lay 28, 2019	Creator	P	ublisher	۳	
> App > Organizati	on's groups		S Si		М	lay 28, 2019	Creator	F	ublisher	•	
			П К <mark>k</mark>		М	lay 28, 2019	Creator	P	ublisher	۳	
			J ji ji		М	lay 28, 2019	Creator	P	ublisher	۳	
			П к <mark>k</mark>		М	lay 28, 2019	Creator	P	ublisher	Ŧ	

Home Gallery Map Scene	Groups Content Organ	nization	
Waianae Intermediate School		Overview Members	Licenses Status Settings
Invite members	Q Search members		I Table
Wanage your members' licenses on this Filters	page. Show more 60 members selected マ Clear Selectic	on ⊝ Disable members ⊅ M	Dismiss
V User type	Member	-	
Creator GIS Professional Advanced		Last login User type Jun 25, 2019 Creator	Role Publisher v …
 Role Administrator 	Р Р Р Р	May 29, 2019 Creator	Publisher 🔻 …
Data Editor Publisher User	🗹 к <mark>k</mark>	May 28, 2019 Creator	Publisher v …
Viewer	🗹 L 🖁	May 28, 2019 Creator	Publisher 🔻 …
> App	S S S.	May 28, 2019 Creator	Publisher v …
> Organization's groups	🗹 K 🕌	May 28, 2019 Creator	Publisher 🔻 …
	✓ J ji ji	May 28, 2019 Creator	Publisher 🔻 …
	🗹 🕐 🙀	May 28, 2019 Creator	Publisher 🔻 …

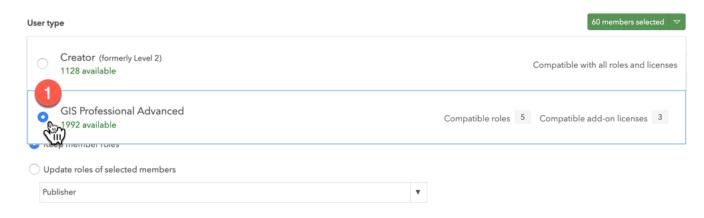
Home Gallery Map Scene	Groups Content	Organization	Q Â	Charlie Fitzpatrick cfitzpatrick_WIS273
Waianae Intermediate Schoo	I	Overview	Members Licer	nses Status Settings
Invite members	Q Search members			I Table
🖗 Manage your members' licenses on th	is page. Show more			Dismiss
Filters	60 members selected 🗢 Clea	ar Selection $igodot$ Disab	le members 🛛 🖉 Manage a	dd-on licenses 👸 <u>Manage user types</u>
✓ User type Clear	🗸 Member	Last login	 User type 	Role 1
Creator GIS Professional Advanced	R n	Jun 25, 2019	Creator	Publisher 🔻 …
 Role Administrator 	P P P	May 29, 2019	Creator	Publisher 🔻 …
Data Editor Publisher User	K k	May 28, 2019	Creator	Publisher 🔻 …
Viewer > Last login	L lk	May 28, 2019	Creator	Publisher 🔻 …
 > App > Organization's groups 	S Si Si	May 28, 2019	Creator	Publisher 🔻 …
	K ki	May 28, 2019	Creator	Publisher 🔻 …
	J ja ja	May 28, 2019	Creator	Publisher 🔻 …
	K k	May 28, 2019	Creator	Publisher 🔻 …

Use	er type		60 members selected	~
	• Creator (formerly Level 2) 1128 available		Compatible with all roles and licenses	\$
Rol	2 e			
0	Keep member roles			
\bigcirc	Update roles of selected members			
	Publisher	•		



User ty	/pe	60 members selected 🗢
0	Creator (formerly Level 2) 1128 available	Compatible with all roles and licenses
0	GIS Professional Advanced 1992 available	Compatible roles 5 Compatible add-on licenses 3
V Ke	ep member roles	
OUF	odate roles of selected members	
Pul	blisher	▼

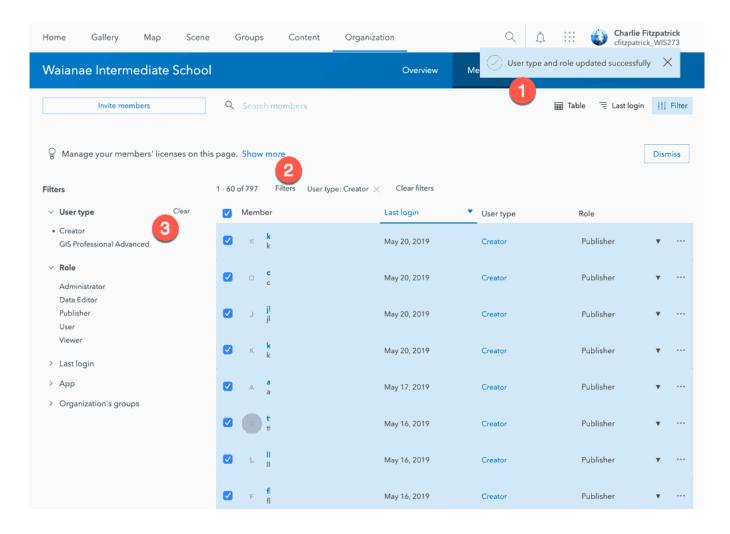






User	уре		60 mer	mbers selected	~
0	GIS Professional Advanced 1992 available	Compatible roles 5	Compatible add-on licen	ses 3	\$
Role					
О К	eep member roles				
Ou	pdate roles of selected members				
P	iblisher	•			





Home Gallery Map So	cene Groups	Content	Organization	Q	↓	Charl cfitzpa	ie Fitzpatrick atrick_WIS273
Waianae Intermediate Sch	ool		Overview	Members	Licenses	Status	Settings
Invite members	Q Search n	nembers			I Table	e 📃 Last lo	gin Filter
🖗 Manage your members' licenses o	n this page. Show mo	ore					Dismiss
Filters	0 - 0 of 0 Filte	ers User type: (Creator $ imes$ Clear filters				
 User type Creator GIS Professional Advanced 	4	No use	ers found that meet your cri your search	teria. Try clearing som to show more users.	ne filters or chan	ging	
 Role Administrator Data Editor Publisher User Viewer 							
> Last login							
> App> Organization's groups							
	т	rust Center Cor	ntact Esri Report Abuse Con	ttact Us			

.

Home	Gallery	Мар	Scene	Grou	os Cor	ntent C	rganization		QĻ	1 :::	Charlie cfitzpatri		
Waiana	ae Interme	ediate S	chool				Overview	Membe	rs Lic	enses	Status	Settin	gs
	Invite mem	bers		Q Sea	rch membe	rs				⊞ Tab	ble 📃 Last logir	h - H	Filter
	age your memb	oers' license	es on this	page. Sho								Disn	niss
Filters				1 - 60 of 880	2 Filters	User type: Gl	S Professional Advanced	✓ Clear filte	rs				
✓ User ty	уре	C	ear	Mer	nber		Last login	 Use 	r type		Role		
Creato • <u>GIS Pro</u>	or ofessional Advan			-	cfitzpatrick	tzpatrick _WIS273	Today	GIS	Professional A	Advan		Ŧ	
	listrator			м	m m		Aug 26, 2019	GIS	Professional A	Advan	Administrator	۳	
Data E Publisł User					Di Irc		Aug 9, 2019	GIS	Professional A	Advan	Administrator	•	
Viewer > Last lo				R	rv rv		Jun 25, 2019	GIS	Professional A	Advan	Publisher	۳	
> App > Organ	nization's groups	s		P	pt pt		May 29, 2019	GIS	Professional A	Advan	Publisher	•	
				СК	kv kv		May 28, 2019	GIS	Professional A	Advan	Publisher	•	
					lk Iki		May 28, 2019	GIS	Professional A	Advan	Publisher	۳	
				s	sa sa		May 28, 2019	GIS	Professional A	Advan	Publisher	۳	