

# 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.

# Waianae Intermediate School

Overview **Members** Licenses Status Settings

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Manage your members' licenses on this page. [Show more](#)

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### Filters

1 - 8 of 8 Filters Role: Administrator X Clear filters









#### User type

- Creator
- GIS Professional Advanced

#### Role

- Administrator
- Data Editor
- Publisher
- User
- Viewer
- Last login
- App
- Organization's groups

Clear

<input type="checkbox"/> Member	Last login	User type	Role
<input type="checkbox"/>  <b>Charlie Fitzpatrick</b> cfitzpatrick_WIS273	Today	<b>Creator</b>	Administrator
<input type="checkbox"/>  <b>MTm</b>	Aug 26, 2019	Creator	Administrator
<input type="checkbox"/>  <b>DLlrc</b>	Aug 9, 2019	Creator	Administrator
<input type="checkbox"/>  <b>BRbri</b>	May 20, 2019	Creator	Administrator
<input type="checkbox"/>  <b>Fdfd</b>	May 13, 2019	Creator	Administrator
<input type="checkbox"/>  <b>Ksf</b>	Apr 29, 2019	Creator	Administrator
<input type="checkbox"/>  <b>AMar</b>	Apr 25, 2019	Creator	Administrator
<input type="checkbox"/>  <b>KBkt</b>	Mar 4, 2019	Creator	Administrator



# Waianae Intermediate School

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### Filters

User type

Creator  
GIS Professional Advanced

Role

- Administrator
- Data Editor
- Publisher
- User
- Viewer

Last login

App

Organization's groups

2

1 member selected

Clear Selection

Disable member

Manage add-on licenses

Manage user types

1

Charlie Fitzpatrick  
cfitzpatrick\_WIS273

Last login

User type

Role

3

Clear

<input type="checkbox"/>		Last login	User type	Role	
<input checked="" type="checkbox"/>	Charlie Fitzpatrick cfitzpatrick_WIS273	Today	Creator	Administrator	...
<input type="checkbox"/>	MT n	Aug 26, 2019	Creator	Administrator	...
<input type="checkbox"/>	DL C l r	Aug 9, 2019	Creator	Administrator	...
<input type="checkbox"/>	BR B b	May 20, 2019	Creator	Administrator	...
<input type="checkbox"/>	FD F f c	May 13, 2019	Creator	Administrator	...
<input type="checkbox"/>	KS K s i	Apr 29, 2019	Creator	Administrator	...
<input type="checkbox"/>	AM A a	Apr 25, 2019	Creator	Administrator	...
<input type="checkbox"/>	KB K k	Mar 4, 2019	Creator	Administrator	...

Manage user type / role for Charlie Fitzpatrick



User type

1 member selected

<input checked="" type="radio"/>	Creator (formerly Level 2) 1120 available	Compatible with all roles and licenses
<input type="radio"/>	GIS Professional Advanced 2000 available	Compatible roles 5   Compatible add-on licenses 3

Administrator

2

1



Save Cancel

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



1

Role

Administrator

2

Save Cancel

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

Administrator



Save Cancel

# Waianae Intermediate School

[Invite members](#)

Search members

Table Last login Filter

Manage your members' licenses on this page. [Show more](#)

Dismiss

### Filters

1 - 8 of 8 Filters Role: Administrator Clear filters









#### User type

- Creator
- GIS Professional Advanced

#### Role

- Administrator
- Data Editor
- Publisher
- User
- Viewer
- Last login
- App
- Organization's groups

Clear

<input type="checkbox"/> Member	Last login	User type	Role
<input type="checkbox"/>  <b>Charlie Fitzpatrick</b> cfitzpatrick_WIS273	Today	<b>1</b> GIS Professional Advanc...	Administrator
<input type="checkbox"/>  <b>MTm</b>	Aug 26, 2019	Creator	Administrator
<input type="checkbox"/>  <b>DLIn</b>	Aug 9, 2019	Creator	Administrator
<input type="checkbox"/>  <b>BRbi</b>	May 20, 2019	Creator	Administrator
<input type="checkbox"/>  <b>Fdfc</b>	May 13, 2019	Creator	Administrator
<input type="checkbox"/>  <b>Ksf</b>	Apr 29, 2019	Creator	Administrator
<input type="checkbox"/>  <b>Aai</b>	Apr 25, 2019	Creator	Administrator
<input type="checkbox"/>  <b>Kkt</b>	Mar 4, 2019	Creator	Administrator

# Waianae Intermediate School

Invite members

Search members

Table Last login Filter

Manage your members' licenses on this page. [Show more](#)

Dismiss

### Filters

7 members selected

Clear Selection

Disable members

Manage add-on licenses

Manage user types

#### User type

- Creator
- GIS Professional Advanced

2

Member

Charlie Fitzpatrick cfitzpatrick\_WIS273

#### Role

- Administrator 1
- Data Editor
- Publisher
- User
- Viewer
- Last login
- App
- Organization's groups

Clear

Last login

User type

Role

3

	Last login	User type	Role	
<input checked="" type="checkbox"/> MT m	Aug 26, 2019	Creator	Administrator	▼ ...
<input checked="" type="checkbox"/> DL In	Aug 9, 2019	Creator	Administrator	▼ ...
<input checked="" type="checkbox"/> BR bi	May 20, 2019	Creator	Administrator	▼ ...
<input checked="" type="checkbox"/> FD fc	May 13, 2019	Creator	Administrator	▼ ...
<input checked="" type="checkbox"/> KS sf	Apr 29, 2019	Creator	Administrator	▼ ...
<input checked="" type="checkbox"/> AM ai	Apr 25, 2019	Creator	Administrator	▼ ...
<input checked="" type="checkbox"/> KB kt	Mar 4, 2019	Creator	Administrator	▼ ...



# Waianae Intermediate School

Invite members

Search members

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Dismiss

### Filters

#### User type

Creator  
GIS Professional Advanced

#### Role

- Administrator
- Data Editor
- Publisher
- User
- Viewer
- > Last login
- > App
- > Organization's groups

7 members selected

Clear Selection

Disable members

Manage add-on licenses

Manage user types

Member

Last login

User type

Role








1

 Charlie Fitzpatrick  
cfitzpatrick\_WIS273

Today

GIS Professional Advanc...

Administrator

<input checked="" type="checkbox"/>		<b>M</b> m	Aug 26, 2019	Creator	Administrator	▼	⋮
<input checked="" type="checkbox"/>		<b>D</b> lrc	Aug 9, 2019	Creator	Administrator	▼	⋮
<input checked="" type="checkbox"/>		<b>B</b> bi	May 20, 2019	Creator	Administrator	▼	⋮
<input checked="" type="checkbox"/>		<b>F</b> fd	May 13, 2019	Creator	Administrator	▼	⋮
<input checked="" type="checkbox"/>		<b>K</b> sf	Apr 29, 2019	Creator	Administrator	▼	⋮
<input checked="" type="checkbox"/>		<b>A</b> ar	Apr 25, 2019	Creator	Administrator	▼	⋮
<input checked="" type="checkbox"/>		<b>K</b> kt	Mar 4, 2019	Creator	Administrator	▼	⋮

## Manage user type / role



### User type

7 members selected

Creator (formerly Level 2)  
1121 available

Compatible with all roles and licenses

2

1



### Role

Keep member roles

Update roles of selected members

Administrator



Save Cancel

## Manage user type / role



### User type

7 members selected

<input checked="" type="radio"/>	Creator (formerly Level 2) 1121 available	Compatible with all roles and licenses
<input type="radio"/>	GIS Professional Advanced 1999 available	Compatible roles 5   Compatible add-on licenses 3

Keep member roles

Update roles of selected members

Administrator

Save Cancel

## Manage user type / role



### User type

7 members selected

- Creator (formerly Level 2)  
1121 available  
Compatible with all roles and licenses
- GIS Professional Advanced  
1999 available  
Compatible roles 5 Compatible add-on licenses 3

Update roles of selected members

Administrator

Save Cancel

## Manage user type / role



### User type

7 members selected

GIS Professional Advanced  
1999 available

Compatible roles 5 Compatible add-on licenses 3

### Role

Keep member roles

Update roles of selected members

Administrator

1

Save Cancel

# Waianae Intermediate School

Overview

Members

User type and role updated successfully

1

[Invite members](#)

Filter

Manage your members' licenses on this page. [Show more](#)

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## Filters

1 - 8 of 8 Filters Role: Administrator Clear filters

### User type

Creator  
GIS Professional Advanced

### Role

- Administrator
- Data Editor
- Publisher
- User
- Viewer

Clear

> Last login

> App

> Organization's groups

<input type="checkbox"/>	Member	Last login	User type	Role
<input type="checkbox"/>	<b>Charlie Fitzpatrick</b> cfitzpatrick_WIS273	Today	GIS Professional Advanc...	Administrator
<input type="checkbox"/>	<b>M</b> m	Aug 26, 2019	GIS Professional Advanc...	Administrator
<input type="checkbox"/>	<b>D</b> lrc	Aug 9, 2019	GIS Professional Advanc...	Administrator
<input type="checkbox"/>	<b>B</b> br	May 20, 2019	GIS Professional Advanc...	Administrator
<input type="checkbox"/>	<b>F</b> fd	May 13, 2019	GIS Professional Advanc...	Administrator
<input type="checkbox"/>	<b>K</b> sp	Apr 29, 2019	GIS Professional Advanc...	Administrator
<input type="checkbox"/>	<b>A</b> ar	Apr 25, 2019	GIS Professional Advanc...	Administrator
<input type="checkbox"/>	<b>K</b> kt	Mar 4, 2019	GIS Professional Advanc...	Administrator

2

# Waianae Intermediate School

Overview **Members** Licenses Status Settings

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Search members

Table Last login Filter

Manage your members' licenses on this page. [Show more](#)

[Dismiss](#)

## Filters

1 - 60 of 872 Filters User type: Creator X Clear filters

- User type**
  - Creator**
    - GIS Professional
    - Advanced Creator
- Role**
  - Administrator
  - Data Editor
  - Publisher
  - User
  - Viewer
- > Last login
- > App
- > Organization's groups

<input type="checkbox"/>	Member	Last login	User type	Role
<input type="checkbox"/>	Rn	Jun 25, 2019	Creator	Publisher
<input type="checkbox"/>	Pp	May 29, 2019	Creator	Publisher
<input type="checkbox"/>	Kk	May 28, 2019	Creator	Publisher
<input type="checkbox"/>	Ll	May 28, 2019	Creator	Publisher
<input type="checkbox"/>	Ss	May 28, 2019	Creator	Publisher
<input type="checkbox"/>	Kk	May 28, 2019	Creator	Publisher
<input type="checkbox"/>	Jj	May 28, 2019	Creator	Publisher
<input type="checkbox"/>	Kk	May 28, 2019	Creator	Publisher



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### Filters

▼ User type

- Creator
- GIS Professional Advanced

▼ Role

- Administrator
- Data Editor
- Publisher
- User
- Viewer

> Last login

> App

> Organization's groups

Clear

60 members selected

Clear Selection

Disable members

Manage add-on licenses

Manage user types

1



Member

Last login

User type

Role



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Jun 25, 2019

Creator

Publisher



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May 29, 2019

Creator

Publisher



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May 28, 2019

Creator

Publisher



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Creator

Publisher



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May 28, 2019

Creator

Publisher



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May 28, 2019

Creator

Publisher





# Waianae Intermediate School

Overview

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Filter

Manage your members' licenses on this page. [Show more](#)

Dismiss

### Filters

60 members selected

Clear Selection

Disable members

Manage add-on licenses

Manage user types

#### User type

Clear

- Creator
  - GIS Professional Advanced

#### Role

- Administrator
- Data Editor
- Publisher
- User
- Viewer

Last login

App

Organization's groups

<input checked="" type="checkbox"/>	Member	Last login	User type	Role	
<input checked="" type="checkbox"/>	R n rv	Jun 25, 2019	Creator	Publisher	▼ ...
<input checked="" type="checkbox"/>	P P	May 29, 2019	Creator	Publisher	▼ ...
<input checked="" type="checkbox"/>	K k kn	May 28, 2019	Creator	Publisher	▼ ...
<input checked="" type="checkbox"/>	L lk lk	May 28, 2019	Creator	Publisher	▼ ...
<input checked="" type="checkbox"/>	S s sz	May 28, 2019	Creator	Publisher	▼ ...
<input checked="" type="checkbox"/>	K k kr	May 28, 2019	Creator	Publisher	▼ ...
<input checked="" type="checkbox"/>	J ja ja	May 28, 2019	Creator	Publisher	▼ ...
<input checked="" type="checkbox"/>	K k ki	May 28, 2019	Creator	Publisher	▼ ...

1



## Manage user type / role



User type

60 members selected ▾

Creator (formerly Level 2)  
1128 available

Compatible with all roles and licenses ▾

2

1



Role

Keep member roles

Update roles of selected members

Publisher ▾

Save

Cancel

## Manage user type / role



User type

60 members selected

- Creator (formerly Level 2)  
1128 available  
Compatible with all roles and licenses
- GIS Professional Advanced  
1992 available  
Compatible roles 5 Compatible add-on licenses 3

Keep member roles

Update roles of selected members

Publisher

Save Cancel

## Manage user type / role



User type

60 members selected

Creator (formerly Level 2)  
1128 available

Compatible with all roles and licenses

GIS Professional Advanced  
1992 available

Compatible roles 5 Compatible add-on licenses 3

Update roles of selected members

Publisher



Save

Cancel

## Manage user type / role



### User type

60 members selected ▾

GIS Professional Advanced  
1992 available

Compatible roles 5 Compatible add-on licenses 3 ▾

### Role

Keep member roles

Update roles of selected members

Publisher ▾

1

Save Cancel

# Waianae Intermediate School

Overview

User type and role updated successfully

Invite members

Search members

Table Last login Filter

Manage your members' licenses on this page. [Show more](#)

Dismiss

### Filters

1 - 60 of 797 Filters User type: Creator Clear filters

#### User type

- Creator
- GIS Professional Advanced

#### Role

- Administrator
- Data Editor
- Publisher
- User
- Viewer

Last login

App

Organization's groups

<input checked="" type="checkbox"/>	Member	Last login	User type	Role	
<input checked="" type="checkbox"/>	K k	May 20, 2019	Creator	Publisher	▼ ...
<input checked="" type="checkbox"/>	D c	May 20, 2019	Creator	Publisher	▼ ...
<input checked="" type="checkbox"/>	J jl	May 20, 2019	Creator	Publisher	▼ ...
<input checked="" type="checkbox"/>	K k	May 20, 2019	Creator	Publisher	▼ ...
<input checked="" type="checkbox"/>	A a	May 17, 2019	Creator	Publisher	▼ ...
<input checked="" type="checkbox"/>	T ti	May 16, 2019	Creator	Publisher	▼ ...
<input checked="" type="checkbox"/>	L ll	May 16, 2019	Creator	Publisher	▼ ...
<input checked="" type="checkbox"/>	F fl	May 16, 2019	Creator	Publisher	▼ ...

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**Filters** 0 - 0 of 0 Filters User type: Creator X Clear filters

**User type** 1 Clear

- Creator 2  
GIS Professional Advanced

**Role**

- Administrator
- Data Editor
- Publisher
- User
- Viewer

> Last login

> App

> Organization's groups

No users found that meet your criteria. Try clearing some filters or changing your search to show more users.

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# Waianae Intermediate School

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2

### Filters

1 - 60 of 880 Filters User type: GIS Professional Advanced Clear filters

#### User type

Clear

- Creator
- GIS Professional Advanced**

1









#### Role

- Administrator
- Data Editor
- Publisher
- User
- Viewer

Last login

App

Organization's groups

<input type="checkbox"/>	Member	Last login	User type	Role
<input type="checkbox"/>	 <b>Charlie Fitzpatrick</b> cfitzpatrick_WIS273	Today	GIS Professional Advan...	Administrator
<input type="checkbox"/>	 <b>MTm</b>	Aug 26, 2019	GIS Professional Advan...	Administrator
<input type="checkbox"/>	 <b>DLlrc</b>	Aug 9, 2019	GIS Professional Advan...	Administrator
<input type="checkbox"/>	 <b>Rrv</b>	Jun 25, 2019	GIS Professional Advan...	Publisher
<input type="checkbox"/>	 <b>Ppt</b>	May 29, 2019	GIS Professional Advan...	Publisher
<input type="checkbox"/>	 <b>Kkv</b>	May 28, 2019	GIS Professional Advan...	Publisher
<input type="checkbox"/>	 <b>Lki</b>	May 28, 2019	GIS Professional Advan...	Publisher
<input type="checkbox"/>	 <b>Ssa</b>	May 28, 2019	GIS Professional Advan...	Publisher