**ArcGIS installation - the steps**

1. [Click on the ArcGIS link](https://www2.bbk.ac.uk/its/arcgis/request).
2. Login with your Birkbeck computer account
3. Click on ‘Application Form for ArcGIS’ and Login
4. Enter Personals Details and click ‘Submit’
5. You should then receive an email from ‘Birkbeck IT Services’ with ‘ArcGIS Request Reference Number:-‘
6. When the request has been processed by IT Services you will receive an email from Birkbeck ServiceDesk with a link to download ArcGIS plus details on your individual license key
7. Click on the ‘mydownload’ link and login
8. Tick the ‘Terms and Conditions Acceptance’ and click on ‘Submit’ button
9. Click on the link to download ‘ArcGIS Version 10.3.1’ (ArcGIS\_Desktop\_1031\_145699.exe ) – Save to location on computer local disk
10. Open the downloaded file ‘ArcGIS\_Desktop\_1031-145699.exe’ from saved location
11. Follow the installation defaults>launch the setup program>follow the defaults>Setup Type>Complete>Install>Finish
12. When installation has finished the ‘ArcGIS Administrator’ wizard will launch :-
13. Under ‘Select a Product’>ArcGIS for Desktop>choose ‘Advanced(ArcInfo)-Single Use then click on the ‘Authorize Now’ button
14. On the Authorization Options page>select ‘I have installed my software and need to authorize it’ <Next>
15. On the Authorization Method page>select ‘Authorize with ESRi now using the Internet’ <Next>
16. On the Authorization Information page>enter all fields with Asterisk <Next>
17. On the Authorization information (continued) page> select from drop-down options then <Next>
18. On the ‘Software Authorization Number’ page enter the ‘EVAXXXXXXXXX’ code you were supplied with from Birkbeck ITS Servicedesk <Next>
19. On the ‘Authorize Software Extensions’ page choose ‘I have authorization number(s) to authorize one or more extensions’ and enter the EVAXXXXXXXXX code you were supplied with in the ‘Authorization Number’ field for each extension <Next>
20. The ‘Authorizing Software’ page will appear and after a few minutes the ‘Congratulations, your software has been authorized and is now ready for use’