

Schoolcraft College GIS Training Manual

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Introduction

The GIS Portal is a web-based platform that provides centralized access to campus maps and assets, serving as a hub for users to explore, share, and interact with campus operational data.

GIS is intended to be a living resource and will be regularly updated as projects are completed. In addition, the web mapping platform is highly configurable to meet the unique needs of its users. Maps and data layers can be tailored and curated for specific departments, ensuring that each team has access to the most relevant information for their workflows. This flexibility promotes efficiency and supports informed decision-making across the organization.

Fishbeck Contacts

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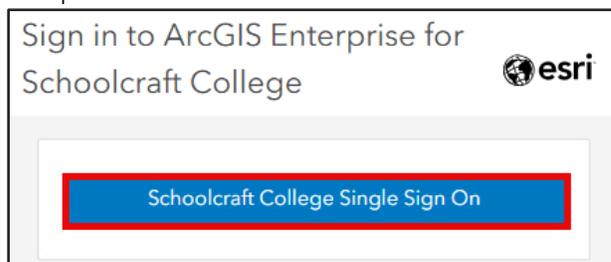
GIS Portal Access

Credentials are managed by Schoolcraft College IT.

Computer

To access the GIS Portal, you must be on a Schoolcraft College device and connected to the Schoolcraft College network.

- Launch <https://arcgis.schoolcraft.edu/portal/home>
 - Chrome is the preferred web browser.
- Click *Schoolcraft College Single Sign On*.
 - Enter your login information.
 - Complete the two-factor authentication.



Mobile Device

Apps Required

- Global Protect VPN
- Esri Field Maps

Instructions

1. Use the Global Protect VPN app to connect to Schoolcraft College's VPN.
 - a. Login credentials are administered by Schoolcraft College IT; contact Schoolcraft College IT for assistance.

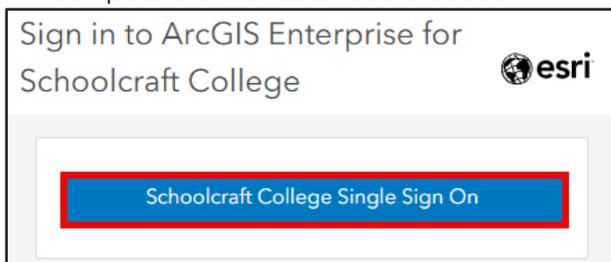
2. Open the Field Maps app on your device.
 - a. Tap *Sign in with ArcGIS Enterprise*.



- b. Tap *Specify a New URL*.
 - Enter <https://arcgis.schoolcraft.edu/portal>, then tap *OK*.



- c. Tap *Schoolcraft College Single Sign On*.
 - Enter your login information.
 - Complete the two-factor authentication.



Using the Apps

The GIS Portal homepage contains various Web Applications (Web Apps), each with a description.

Computer-Based Apps

Interior Spaces Web Map Functionality

The Interior Spaces web map provides a detailed, interactive view of building interiors. This map includes comprehensive information on interior building assets such as rooms, equipment, and structural features, allowing users to easily locate interior assets.

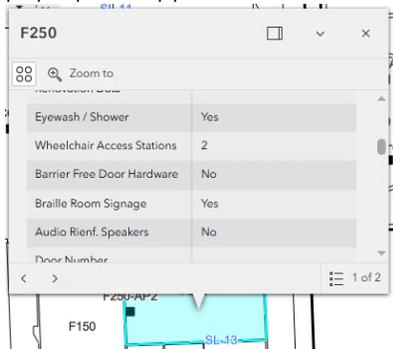
- Widgets – Upper right corner
 - Bookmark – Navigate to other Schoolcraft College properties.
 - Search – Search for interior spaces and assets.
 - Edit – Make changes; editing rights depend on user rights.
 - Help – Send an email for assistance.



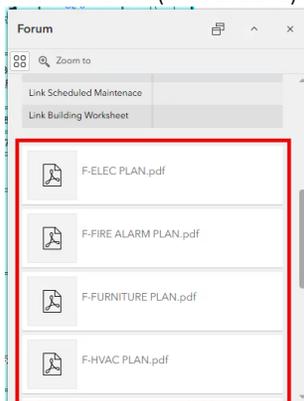
- Attribute Table – Arrow at bottom, center of web map. View data in tabular format.



- Identify Features on the Map – Use cursor to select assets on the web app. Once clicked, an informational pop-up will appear with asset attributes.



- Attachments (if available) will appear as a link at bottom of the pop-up.



Mobile Maps

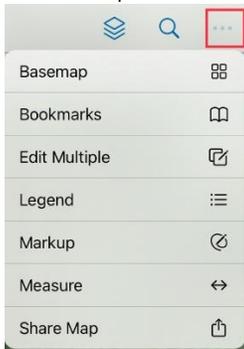
1. After signing in the Maps page opens. Select your group and open the map you wish to view.
2. Navigating Field Maps:
 - a. Layers – Toggle layers on and off.



- b. Search – Address and asset (dependent on map settings) search.



- c. Additional Features:
 - Basemap – Change basemap.
 - Bookmarks – Access preset bookmarks.
 - Edit Multiple – Edit multiple features at once.
 - Legend – Display legend of layers.
 - Markup – Add markups to map and export as jpeg.
 - Measure – Measure linear or area.
 - Share Map – Share current map extent via email or text.



- d. Attachments (dependent on map settings):
 - If an asset has an attachment and is selected on the map, the Attachments section is visible.
 - Tap the attached file to view it.

