Checking Out ArcGIS Licenses for Off-Campus Use

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If you will be using ArcGIS off-campus for an extended period or if you will be working in the field without internet access, it is often helpful to check out a license. This allows you to use the software without being connected to the Wellesley network via the VPN. Licenses are checked out for 30 days at a time.

1. If you're off campus, log in to the VPN.
2. Go to Start | ArcGIS | ArcGIS Administrator
3. Under Desktop | Borrow/Return, put checks next to Desktop Advanced and whichever extensions you need. Click Apply, and wait for the licenses to be checked out (sometimes takes a couple minutes). Click OK to close the window when the licenses have been checked out.
4. Log out of the VPN, then open ArcGIS.