



ArcGIS Field Maps Sign-In Process

Environment: USDA MRP GIS Enterprise Portal

External Users

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OVERVIEW

This document provides instructions for external users to sign in to the USDA MRP GIS Enterprise Portal using the ArcGIS Field Maps application on Apple iPhone, iPad, or Android mobile devices.

An External user is a seasonal USDA APHIS PPQ employee or a state cooperators who is not present on Enterprise Active Directory (EAD) and should not have government email address.

USER ACCOUNT REQUIREMENTS

An External user must have Login.gov account associated with the personal email address.

- Login.gov home page URL: <https://login.gov/>

An External user must have a User Management Service ([UMS](#)) active account with the “MRP External Mobile Worker” role in the USDA MRP GIS Portal environment.

To establish a USDA MRP GIS Portal user account, open [USDA MRP GIS Portal](https://maps.mrp.usda.gov/arcgis/home) home page through a web browser using Login.gov credentials and then close it. This step generates user's default role in this environment.

- USDA MRP GIS Portal home page link: <https://maps.mrp.usda.gov/arcgis/home>

Users must sign in to the USDA MRP GIS Portal at least once every 30 days to keep the account enabled.

- If account on the USDA MRP GIS Portal is disabled, send email to WebGIS.Connect@usda.gov requesting to enable USDA MRP GIS Portal role.

After user's default role is generated on USDA MRP GIS Portal, seasonal employee's supervisor or custodian of a state cooperator who should be a PPQ supervisor, must create **External User** profile on [UMS](#) and then submit "MRP External Mobile Worker" role request.

- For user profile creation and USDA MRP GIS Portal role request refer to the [MRP GIS Portal Access Process](#) guide.
- Link to UMS: <https://ncahapps.aphis.usda.gov/UserMgmt/>
- When creating a new external user profile or reviewing an existing external account, be sure that the user's personal email address is the same as the one associated with the user's Login.gov account. A mismatch of email addresses is the most common cause for failing to acquire the necessary USDA MRP GIS Portal role.

GROUP MEMBERSHIP REQUIREMENTS

A user must be a member of the appropriate group on the USDA MRP GIS Portal to have access to maps hosted in that group. There are two ways to check membership of a group.

Through a mobile device:

1. Open the ArcGIS Field Maps application on your mobile device.
2. Sign in to the USDA MRP GIS Portal using Login.gov credentials. The application will open to the main map gallery, displaying the names of maps shared with you and the groups hosting these maps.

Through a web browser:

1. Open the USDA MRP GIS Portal home page <https://maps.mrp.usda.gov/arcgis/home> through a web browser using Login.gov credentials.
2. Click **Groups** at the top of the main navigation bar.

The group name typically carries the name or abbreviation of the program., e.g. SLF for Spotted Lanternfly or BTM for Box Tree Moth. Your supervisor or the custodian can tell you which group(s) you should join.

- If the group is not visible to you, you or your supervisor or the custodian should send email to WebGIS.Connect@usda.gov requesting membership in the proper group.

MOBILE DEVICE REQUIREMENTS

State Cooperator

ArcGIS Field Maps application can be found and downloaded to a mobile device through Apple App Store (for iOS or iPadOS) or Google Play Store (for Android) apps.

Seasonal Employee

If a new iPad is needed, supervisor of the seasonal employee needs to send the request with justification to both their SPHD and this email: WebGIS.Connect@usda.gov.

The ArcGIS Field Maps application is automatically installed on a PPQ smartphone and/or on a PPQ survey tablet after a mobile device is successfully enrolled into Microsoft Endpoint Management – Intune.

The Intune enrollment request must be completed by the seasonal employee's supervisor. PPQ supervisor must submit an Intune enrollment request to the Chief Information Officer (OCIO) Client Experience Center (CEC) Infrastructure Operations Division (IOD) Telecommunications Administration Services Branch (TASB) Mobile Services Support Section (MSSS). Refer to the [Intune Enrollment Request](#) guide, "APHIS PPQ External Users" section.

- Seasonal employee's USDA survey iPad should have a "device based" configuration rather than "user based". This configuration allows access to USDA protected sites including USDA MRP GIS Portal using Login.gov credentials. This configuration supports shared-device use.
- An iPad with "device based" configuration will have USDA APHIS PPQ survey applications (eTRAP, IDC, ArcGIS Field Maps, ArcGIS Survey123, ArcGIS QuickCapture) but will not have any Microsoft Office applications installed.

SIGNING IN STEPS

iPhone or iPad

Note on Device Compatibility: While the screenshots and steps in this documentation specifically reference **iPadOS (iPad)**, the procedures outlined are fully compatible with **iOS (iPhone)**. Please note that user interface elements, button placements, or screen layouts may vary slightly due to screen size differences.

Confirm the following are in place:

- A reliable Wi-Fi connection.
- A USDA MRP GIS Portal account with an MRP External Mobile Worker role.
- Membership in the group in which the survey map is hosted in the USDA MRP GIS Portal.
- PPQ seasonal employee: Apple phone or tablet that was Intune enrolled with "device-based" configuration.

Instructions	Screenshots
1. Locate the ArcGIS Field Maps application icon and tap to open it. (Figure 1)	Figure 1. ArcGIS Field Maps application icon 

2. Select “Sign in with ArcGIS Enterprise”. (Red box in **Figure 2**)

Figure 2. ArcGIS Field Maps sign in screen



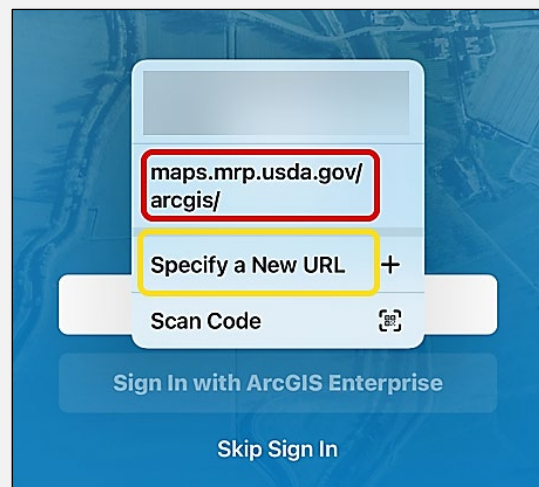
On first time opening the application, you will have to add the ArcGIS Enterprise URL. Once established, your device saves this as a sign in option.

It is recommended to select “**Specify a New URL**” occasionally to refresh the connection to USDA MRP GIS Portal and in some cases to solve login errors and authentication routing issues.

3. The dark red box in **Figure 3** indicates a saved URL and the yellow box in **Figure 3** highlights the option to “Specify a New URL”.

If the USDA MRP GIS Portal URL is displayed, you can select it and proceed to step 5 or you can select “Specify a New URL” option to refresh connection.

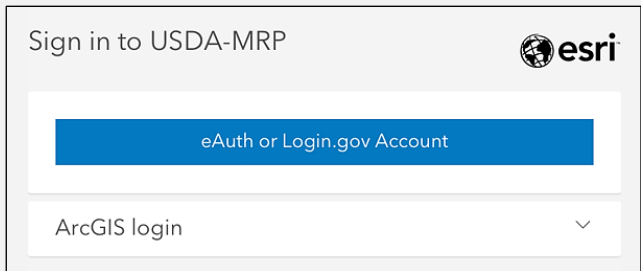
Figure 3. Sign in with ArcGIS Enterprise options



4. Specify a New URL If choosing to “Specify a New URL”, the URL is entered manually using the keyboard. Check it carefully and then tap “OK”. (Figure 4)	Figure 4. Specify a New URL 
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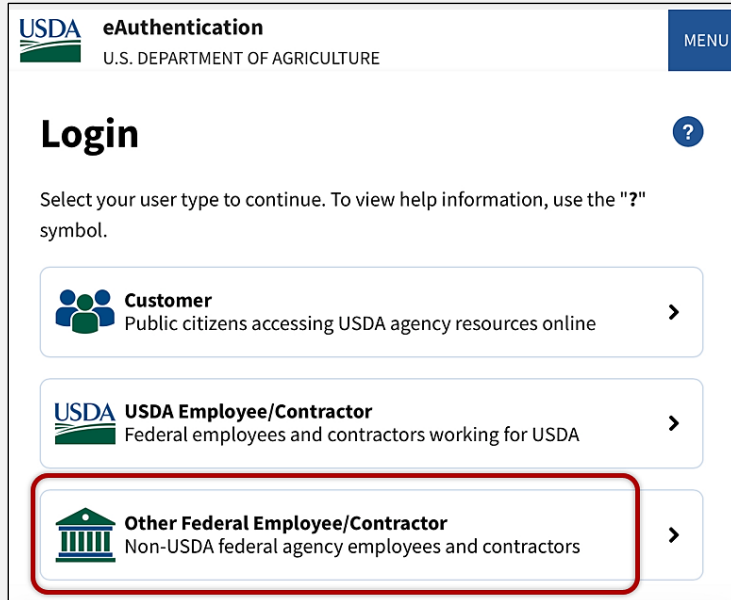
Official Data Collection URL

USDA MRP GIS Production Portal: <https://maps.mrp.usda.gov/arcgis>

5. Next you may be asked to confirm “usda.gov” to Sign In. Select “Continue”. (Figure 5)	Figure 5. Confirm to use usda.gov to sign in 
6. Select blue “eAuth or Login.gov Account” button. (Figure 6)	Figure 6. Sign in to USDA-MRP with eAuth account 

7. Select "Other Federal Employee/Contractor" from the user type options. (**Figure 7**)

Figure 7. Select user type to login

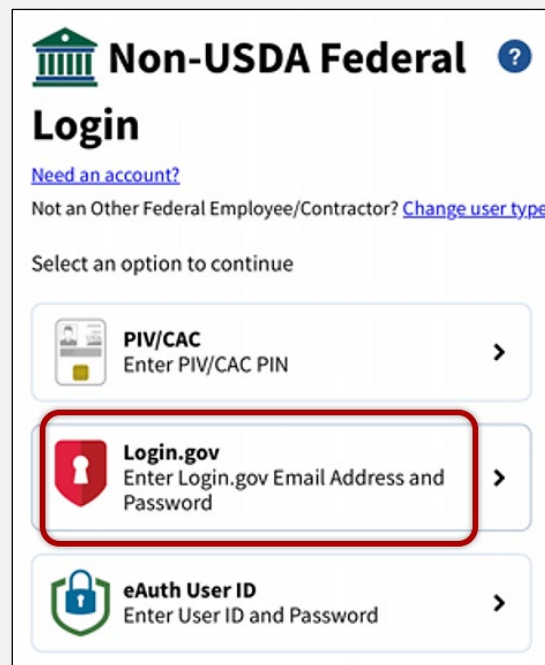


The screenshot shows the USDA eAuthentication login page. At the top, it says "USDA eAuthentication U.S. DEPARTMENT OF AGRICULTURE" with a "MENU" button. Below this is the "Login" heading with a help icon. A message states: "Select your user type to continue. To view help information, use the '?' symbol." There are three selection options, each with a right-pointing arrow:

- Customer**: Public citizens accessing USDA agency resources online
- USDA Employee/Contractor**: Federal employees and contractors working for USDA
- Other Federal Employee/Contractor**: Non-USDA federal agency employees and contractors (This option is highlighted with a red rectangular border)

8. Select "Login.gov" option. (**Figure 8**)

Figure 8. Non-USDA Federal Login options

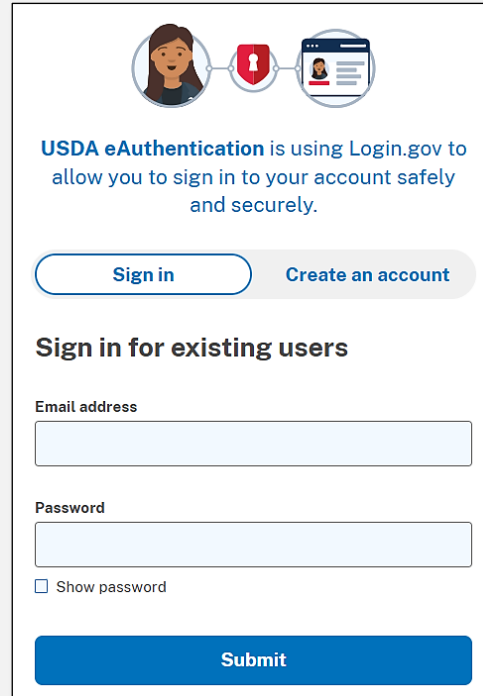


The screenshot shows the "Non-USDA Federal Login" page. It features a heading "Non-USDA Federal Login" with a help icon. Below the heading are links for "Need an account?" and "Not an Other Federal Employee/Contractor? Change user type". A message says: "Select an option to continue". There are three authentication options, each with a right-pointing arrow:

- PIV/CAC**: Enter PIV/CAC PIN
- Login.gov**: Enter Login.gov Email Address and Password (This option is highlighted with a red rectangular border)
- eAuth User ID**: Enter User ID and Password

9. Enter your email address and password associated with your Login.gov account and tap Submit. (**Figure 9**)

Figure 9. Login.gov email address and password



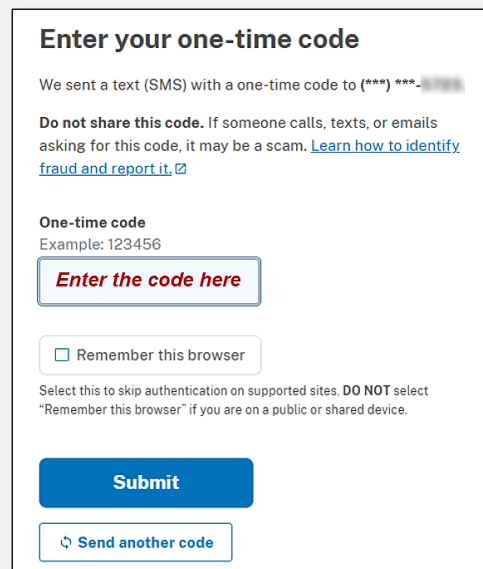
The screenshot shows the Login.gov sign-in interface. At the top, there is a header with three icons: a person, a shield, and a document. Below the header, the text reads: "USDA eAuthentication is using Login.gov to allow you to sign in to your account safely and securely." There are two buttons: "Sign in" and "Create an account". Below these buttons, the section is titled "Sign in for existing users". It contains two input fields: "Email address" and "Password". Below the password field is a checkbox labeled "Show password". At the bottom is a large blue "Submit" button.

Depending on your Login.gov account settings, a **one-time verification code** will be sent either to the email address associated with your account or as a text message (SMS) to your phone.

10. Login.gov sends one-time code to your email address associated with Login.gov account or as a text message (SMS) to your phone depending on your Login.gov notification settings.

Enter received code into the One-time code prompt field and then tap Submit. (**Figure 10**)

Figure 10. Enter your one-time code pop-up window



The screenshot shows a pop-up window titled "Enter your one-time code". It contains the following text: "We sent a text (SMS) with a one-time code to (***) ***-****". Below this, it says: "Do not share this code. If someone calls, texts, or emails asking for this code, it may be a scam. [Learn how to identify fraud and report it.](#)". There is a section for "One-time code" with an example: "Example: 123456". Below this is a red button labeled "Enter the code here". There is a checkbox labeled "Remember this browser". Below the checkbox, it says: "Select this to skip authentication on supported sites. DO NOT select 'Remember this browser' if you are on a public or shared device." At the bottom are two buttons: "Submit" and "Send another code".

ArcGIS Field Maps application opens to the main map gallery.

Locate the map shared with you and begin field data collection!

Android Device

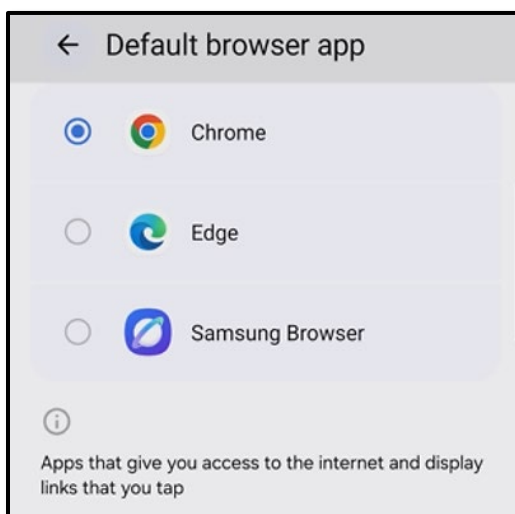
Note on Device Compatibility: While the steps and screenshots in this guide feature an **Android smartphone**, these instructions are also fully applicable to **Android tablets**. Please note that user interface elements, button placements, or screen layouts may vary slightly due to screen size differences.

! IMPORTANT !

Ensure that Chrome is the default browser on the device.

- Open Settings > Apps > Default apps > Default browser app > and if the browser application under Defaults is not Chrome, change it to “Chrome”. (**Figure 11**)

Figure 11. Default browser app



Confirm the following are in place:

- A reliable Wi-Fi connection.
- A USDA MRP GIS Portal account with an MRP External Mobile Worker role.
- Membership in the group in which the survey map is hosted in the USDA MRP GIS Portal.
- PPQ seasonal employee: Android phone or tablet that was Intune Enrolled with “device-based” configuration.

Instructions	Screenshots
1. Locate the ArcGIS Field Maps application icon and tap to open it. (Figure 12)	Figure 12. ArcGIS Field Maps application icon 

2. Select “Sign in with ArcGIS Enterprise”.
(Red box in **Figure 13**)

Figure 13. ArcGIS Field Maps sign in screen



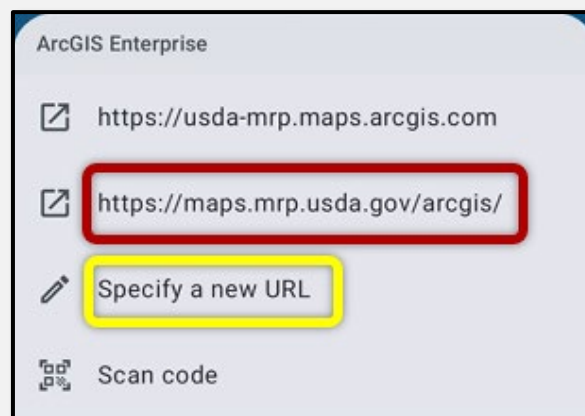
On first time opening the application, you will have to add the ArcGIS Enterprise URL. Once established, your device saves this as a sign in option.

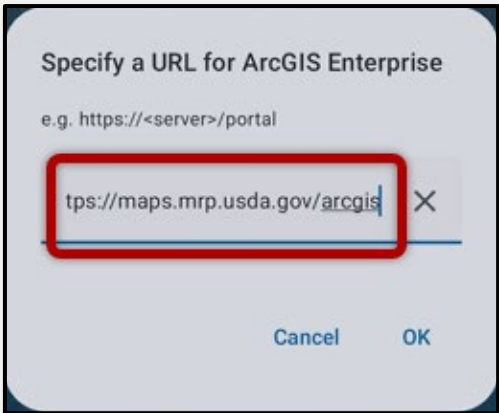
It is recommended to select “**Specify a New URL**” occasionally to refresh the connection to USDA MRP GIS Portal and in some cases to solve login errors and authentication routing issues.

3. The dark red box in **Figure 14** indicates a saved URL and the yellow box in **Figure 14** highlights the option to “Specify a New URL”.

If the USDA MRP GIS Portal URL is displayed, you can select it and proceed to step 5 or you can select “Specify a New URL” option to refresh connection.

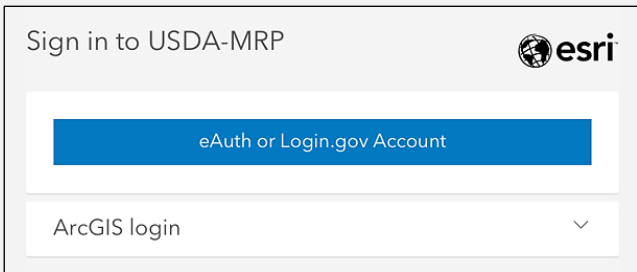
Figure 14. Sign in with ArcGIS Enterprise options



4. Specify a New URL If choosing to “Specify a New URL”, the URL is entered manually using the keyboard. Check it carefully and then tap “OK”. (Figure 15)	Figure 15. Specify a new URL 
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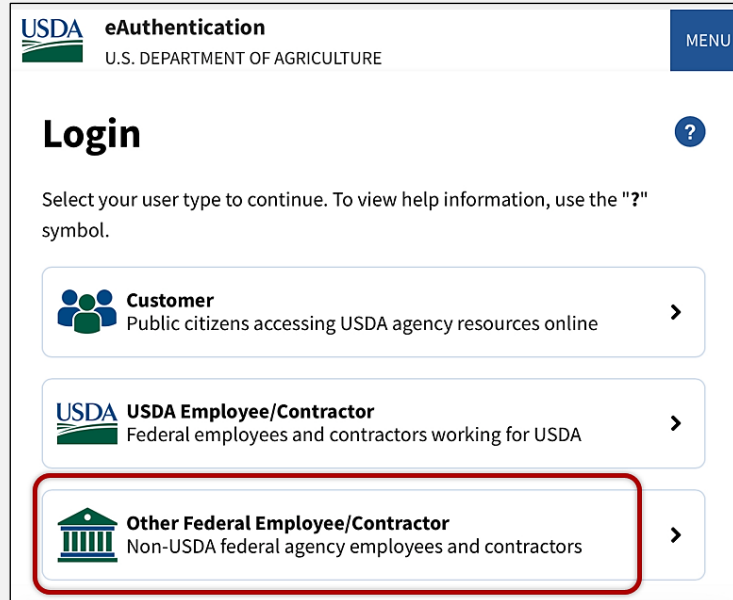
Official Data Collection URL

USDA MRP GIS Production Portal: <https://maps.mrp.usda.gov/arcgis>

5. Next you may be asked to confirm “usda.gov” to Sign In. Select “Continue”. (Figure 16)	Figure 16. Confirm to use usda.gov to sign in 
6. Select blue “eAuth or Login.gov Account” button. (Figure 17)	Figure 17. Sign in to USDA-MRP with eAuth account 

7. Select “Other Federal Employee/Contractor” from the user type options. (**Figure 18**)

Figure 18. eAuthentication login page with user type options

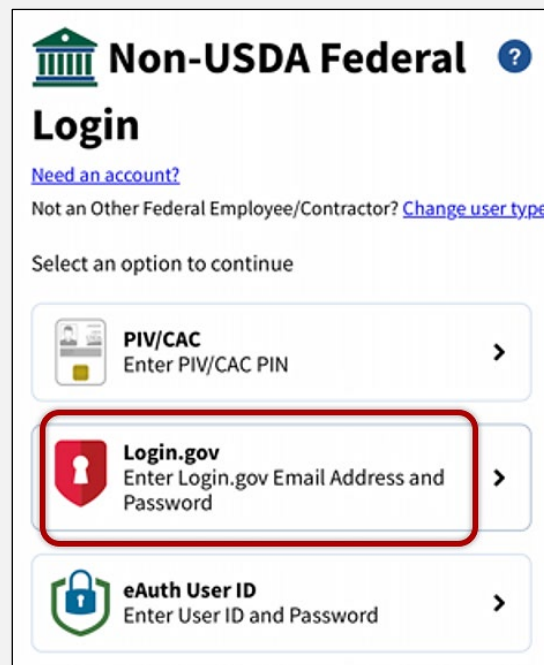


The screenshot shows the USDA eAuthentication login page. At the top, it says "USDA eAuthentication" and "U.S. DEPARTMENT OF AGRICULTURE". There is a "MENU" button in the top right. Below the header, the word "Login" is displayed in large bold letters, followed by a help icon (?). A message states: "Select your user type to continue. To view help information, use the '?' symbol." Below this, there are three selectable options, each with an icon and a right-pointing arrow:

- Customer**: Public citizens accessing USDA agency resources online
- USDA Employee/Contractor**: Federal employees and contractors working for USDA
- Other Federal Employee/Contractor**: Non-USDA federal agency employees and contractors (This option is highlighted with a red rectangular box)

8. Select “Login.gov” option. (**Figure 19**)

Figure 19. Non-USDA Federal Login options



The screenshot shows the "Non-USDA Federal Login" page. At the top, it says "Non-USDA Federal" in large bold letters, followed by a help icon (?). Below this, the word "Login" is displayed in large bold letters. There are two links: "Need an account?" and "Not an Other Federal Employee/Contractor? [Change user type](#)". A message states: "Select an option to continue". Below this, there are three selectable options, each with an icon and a right-pointing arrow:

- PIV/CAC**: Enter PIV/CAC PIN
- Login.gov**: Enter Login.gov Email Address and Password (This option is highlighted with a red rectangular box)
- eAuth User ID**: Enter User ID and Password

9. Enter your email address and password associated with your Login.gov account and tap Submit. (**Figure 20**)

Figure 20. Login.gov email address and password

The screenshot shows the Login.gov sign-in interface. At the top, there is a header with three icons: a person, a shield, and a document. Below the header, the text reads: "USDA eAuthentication is using Login.gov to allow you to sign in to your account safely and securely." There are two buttons: "Sign in" and "Create an account". Below these buttons, the text "Sign in for existing users" is displayed. There are two input fields: "Email address" and "Password". Below the "Password" field, there is a checkbox labeled "Show password". At the bottom, there is a large blue "Submit" button.

Depending on your Login.gov account settings, a **one-time verification code** will be sent either to the email address associated with your account or as a text message (SMS) to your phone.

10. Enter received code into the One-time code prompt field and then tap Submit. (**Figure 21**)

Figure 21. Enter your one-time code pop-up window

The screenshot shows a pop-up window titled "Enter your one-time code". The text inside reads: "We sent a text (SMS) with a one-time code to (***) ***-****". Below this, there is a warning: "Do not share this code. If someone calls, texts, or emails asking for this code, it may be a scam. [Learn how to identify fraud and report it.](#)" There is a section for "One-time code" with an example: "Example: 123456". Below this is a red button labeled "Enter the code here". There is a checkbox labeled "Remember this browser". Below the checkbox, there is a note: "Select this to skip authentication on supported sites. DO NOT select 'Remember this browser' if you are on a public or shared device." At the bottom, there is a large blue "Submit" button and a button labeled "Send another code".

ArcGIS Field Maps application opens to the main map gallery.

Locate the map shared with you and begin field data collection!

GETTING HELP

USDA APHIS PPQ Seasonal Employees

For issues with Government-Furnished Equipment (GFE) or GFE device hardware contact the Client Experience Center (CEC):

- IT Service Management (servUSDA): <https://servusda.usda.gov/esc>
- Email: servUSDA@usda.gov
- Phone: 877-873-0783

For technical support or assistance related to **USDA MRP AGOL** and/or **USDA MRP GIS Portal** user account, send email to WebGIS.Connect@usda.gov and copy (CC) your USDA APHIS PPQ supervisor or custodian.

For technical support related to **ArcGIS Field Maps** application or specific maps, please complete the following troubleshooting steps:

1. Restart the device.
2. Check for software updates and install any pending system updates.
3. Verify that the device has a stable Wi-Fi network connection.
4. Sign out of the affected application, then sign in again selecting “Specify a New URL” option to refresh connection.

If the issue persists after completing the above steps:

1. Contact your field supervisor.
2. Contact GIS Specialist who supports your area.
3. Send email to WebGIS.Connect@usda.gov and copy (CC) your USDA APHIS PPQ supervisor. Provide the name of the survey, map, description of the issue, any error messages received, screenshots if available, troubleshooting steps already performed and the type of device being used (for example, iPad, iPhone, or Android device).

State Cooperators & Other Nonfederal Users

For issues with electronic equipment or device hardware, contact the device manufacturer’s official support service or your mobile carrier.

For technical support related to the access to **USDA MRP ArcGIS Online (AGOL)**, the **USDA MRP GIS Portal** and user accounts send email to WebGIS.Connect@usda.gov and copy (CC) your USDA APHIS PPQ supervisor.

For technical support related to **ArcGIS Field Maps** application or specific maps, complete the following troubleshooting steps:

1. Restart the device.
2. Check for software updates and install any pending system updates.
3. Verify that the device has a stable Wi-Fi network connection.
4. Sign out of the affected application, then sign in again selecting “Specify a New URL” option to refresh connection.

If the issue persists after completing the above steps:

- Contact your State Plant Health Director's office for assistance.
- Send an email to WebGIS.Connect@usda.gov. Provide the name of the survey, map, description of the issue, any error messages received, screenshots if available, troubleshooting steps already performed and the type of device being used.