

La Trobe University Geographic Information Systems (ESRI)

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Contents

- 1 Purpose..... 3
- 2 Logging On-To ESRI 3
 - 2.1 Submit Request Access to ESRI 3
 - 2.2 ESRI GIS Portal and Loggin information 4
- 3 Navigate to ESRI..... 5
 - 3.1 Overview of main screen 5
- 4 Switch Campus 6
- 5 Turn On Layer List..... 7
 - 5.1 Underground Asset Layer..... 7
 - 5.2 Building, Floor and Room Layer 8
 - 5.2.1 Filter with floor ID 8

1 Purpose

ESRI (Environmental Systems Research Institute) is a leading global provider of Geographic Information System (GIS) technology. La Trobe University uses ESRI's ArcGIS platform, supported by ESRI Australia, as its enterprise GIS solution to manage, analyse, and visualise spatial data across campus operations.

ArcGIS supports the University by enabling:

1. **Management of underground services** – allowing accurate mapping and tracking of essential infrastructure assets.
2. **Storage of Master Planning data** – including GIS survey information to support informed campus development and decision-making.
3. **Maintenance of tree data** – ensuring effective environmental and asset management across university grounds.
4. **Integration with Archibus** – linking room, floor, and building information for cohesive space and facilities management.
5. **Support for projects and planning** – providing a reliable spatial platform for Asset Transformation staff to visualise, coordinate, and deliver projects efficiently.

2 Logging On-To ESRI

2.1 Submit Request Access to ESRI

How to Request Access to ESRI

To gain access to ESRI, follow these steps:

1. Submit an Archibus Request

- Log in to Archibus and create a new work request.(<https://archibus-external.latrobe.edu.au/archibus/login.axvw>)

2. Select the Appropriate Problem Type

- Choose: Facilities System

3. Provide Required Details in the Description

- Include your **company email address**
- Include your **company name**

4. Login Information

- Your login credentials and access details will be sent to your **company email address** after your request has been processed.

2.2 ESRI GIS Portal and Login information

Accessing the ESRI GIS Portal

To access the ESRI GIS Portal, follow these instructions:

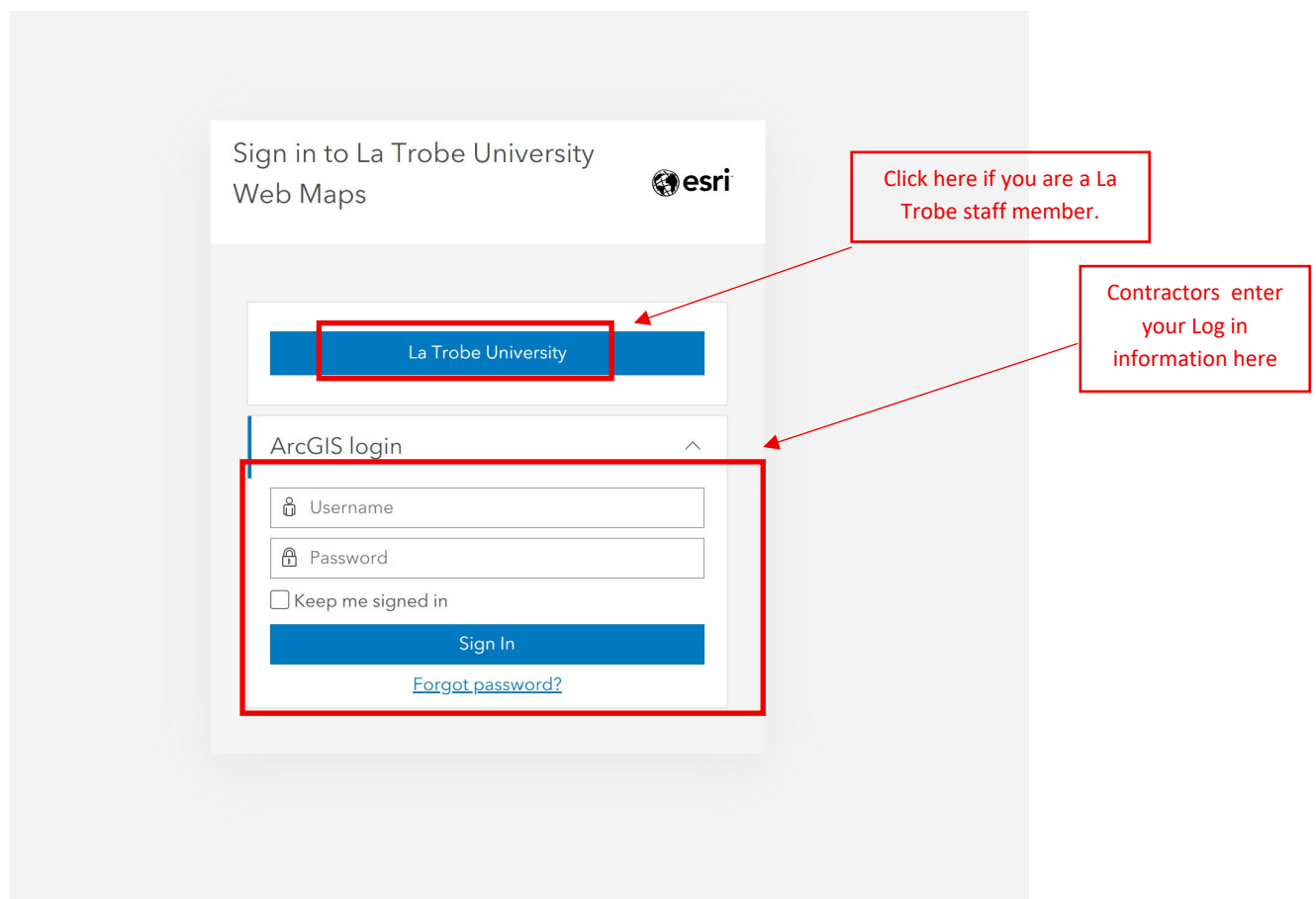
1. **Open the Portal**

Navigate to the following URL:

<https://gisportal.latrobe.edu.au/portal>

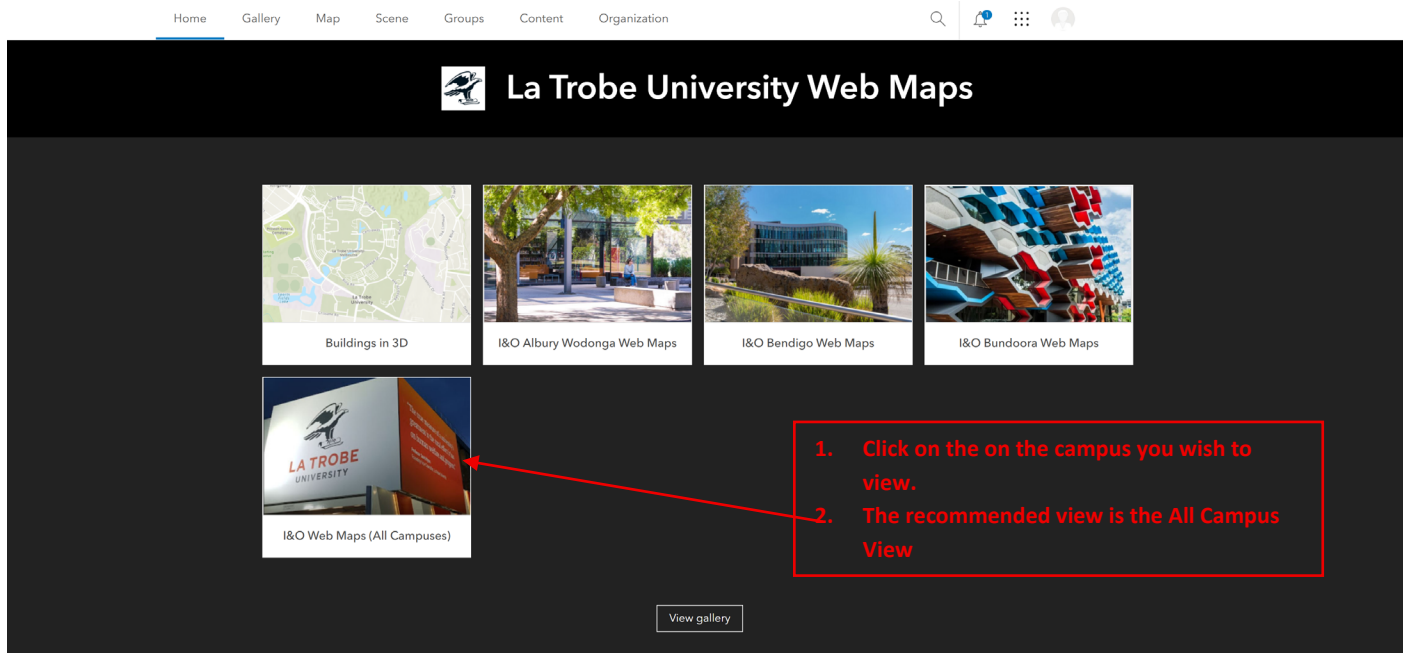
2. **Landing Page**

Once you click on the link, the ESRI GIS Portal homepage will appear, as shown below:

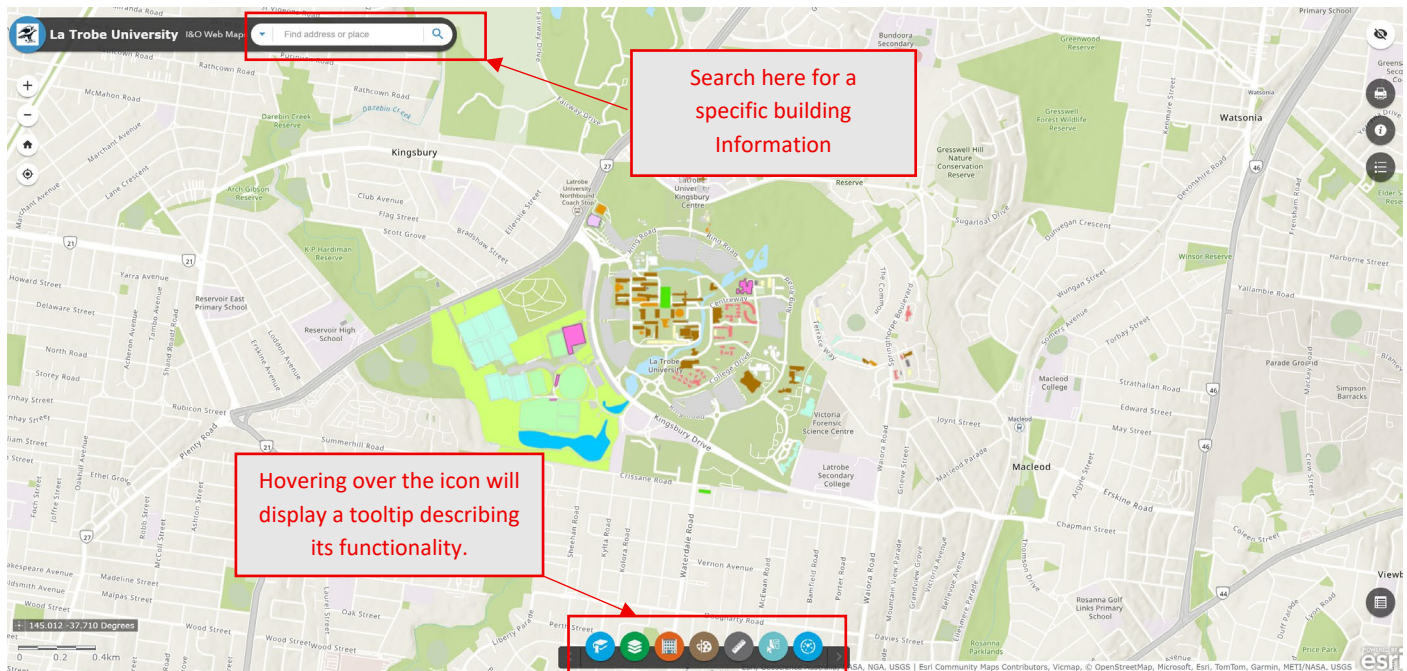


3 Navigate to ESRI

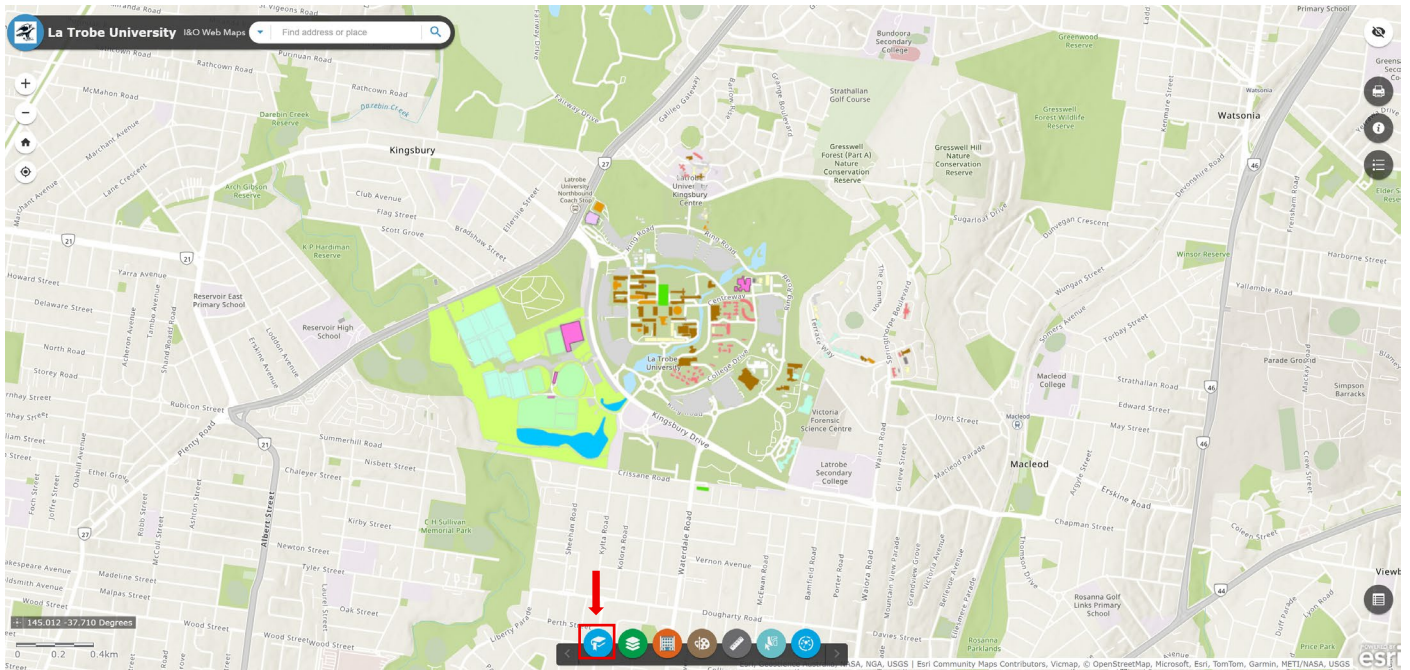
3.1 Overview of main screen



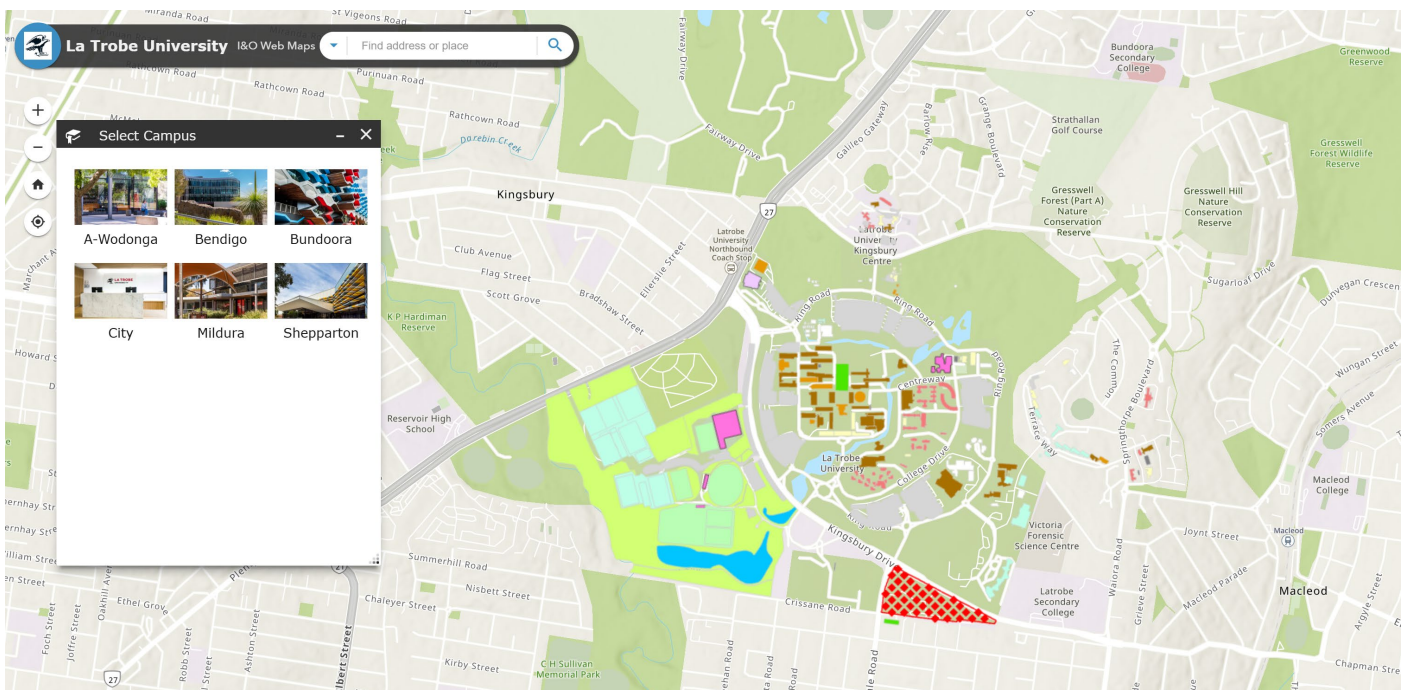
Next Screen:



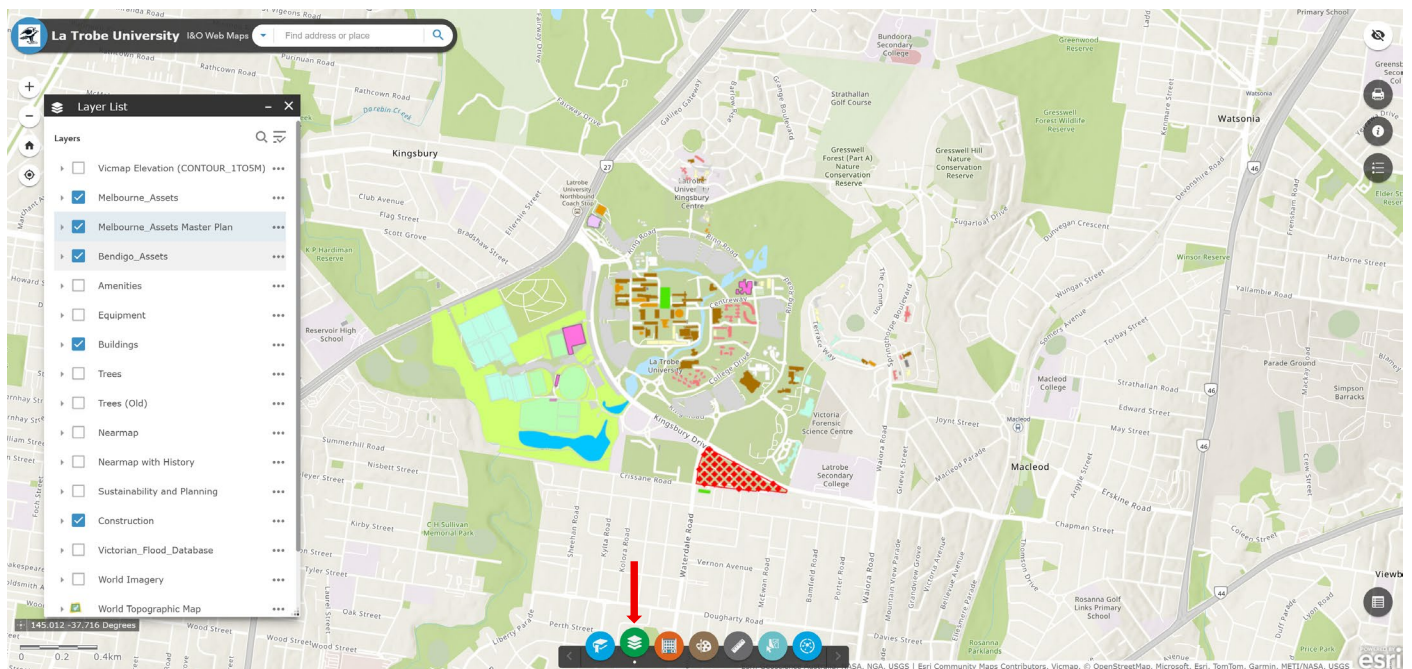
4 Switch Campus



Next Screen:



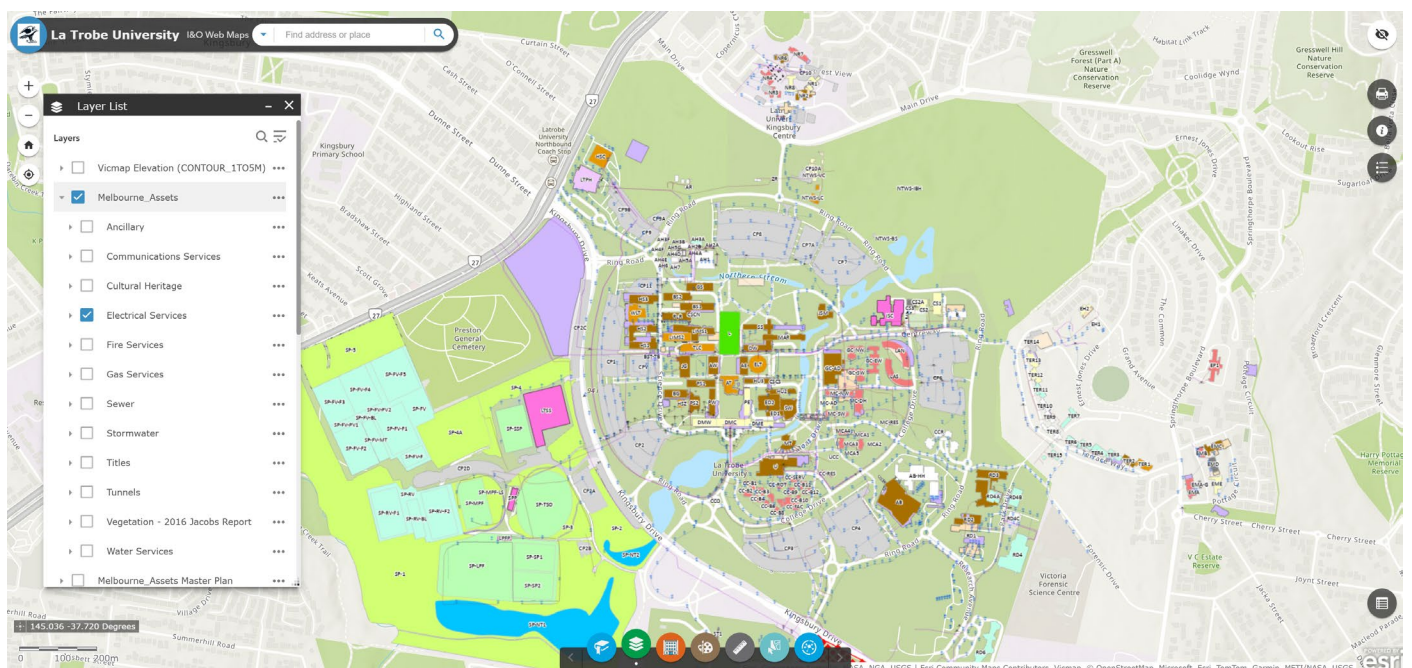
5 Turn On Layer List



5.1 Underground Asset Layer

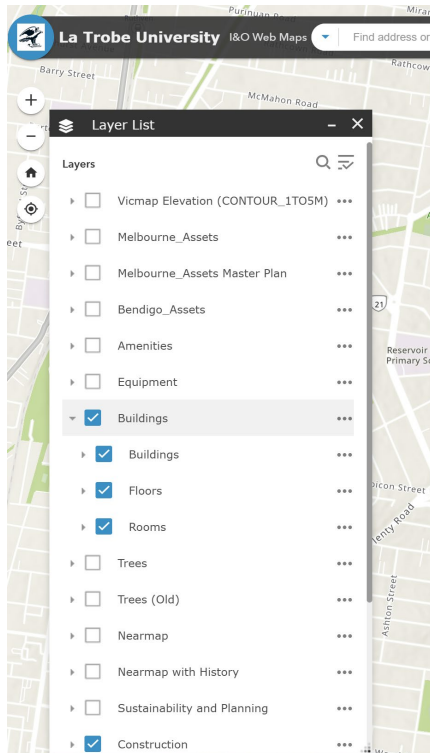
Viewing Asset Layers and Underground Services

- **Melbourne Campus**
Select the **Melbourne Asset** to view asset information specific to the Melbourne campus. Under this section, you will find all available underground services accessible in ESRI.
- **Bendigo Campus**
To view asset and underground service data for the Bendigo campus, select the **Bendigo Asset**.



5.2 Building, Floor and Room Layer

Turn on the Building Layer to view detailed building information directly on the map.



5.2.1 Filter with floor ID

To filter with Floor ID check the menu item next to the Layer List.

