

# A Primer – Requesting Access to the Partner Portal

Do you plan to request access to submit projects to the A.T. Landscape's Conservation Portfolio? Review the information below to help facilitate a smooth request process!

Thank you for your interest in signing up as a conservation Partner with the ATLP and NATLP to access the Conservation Portfolio. Before completing the *Partner Portal Access Form*, please review this document in full.

## Why request access?

Access provides your organization with secure A.T. Landscape Hub Community credentials that can be used to access *partner only* content and tools, such as to project submissions to the Conservation Portfolio, updating submissions as the projects progress, and aggregated project statistics in the A.T. Landscape. Requesting access through the *Partner Portal Access Form* is an additional level of vetting and verification ensuring a secure and smooth Conservation Portfolio for all parties.

## How do I request access?

Access can be granted in one of two ways:

*Pathway #1* = Through an existing ArcGIS Online organization account

*Pathway #2* = Through an ATC-provided, ArcGIS Community Hub account

First, review this document. Then request access for either pathway through this Microsoft Form: <https://forms.cloud.microsoft/r/1ruAeGQmr6>

## Which pathway is best for me and my organization?

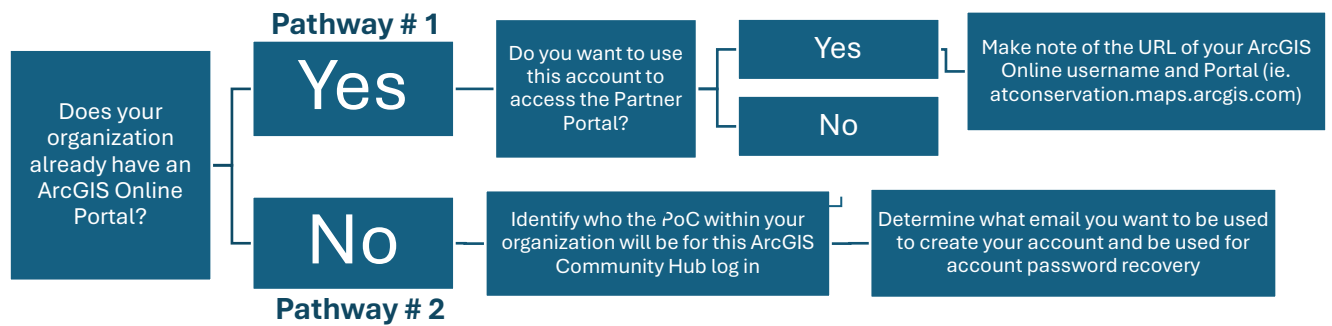
Both pathways ensure a secure login experience, protecting your organization and project's sensitive information.

*Pathway #1* is a good option for organizations that already hold ArcGIS Online organization accounts. The major benefit of this approach is that your organization can use an existing username and password to gain access to the A.T. Landscape Partner Portal. This will allow you to stay logged in under your organization's credentials while still providing you the secure access to submit and update your land protection projects through the Partner Portal.

*Pathway #2* is the best option for organizations that do not have an ArcGIS Online organization account. This pathway will give you the same access and security as any other organization that has its own ArcGIS Online organization account. Pathway #2 may also be a good option for organizations that want to keep their ATLP or NATLP work more distinct from their primary ArcGIS Online organization account. For example, if your existing ArcGIS Online organization account is tied to your employer and your role as a partner with the ATLP or NATLP is purely a volunteer role, you may want to request to have a separate ArcGIS Community Hub log in. *Please note:* only one log in will be granted per organization. Please carefully determine who the points of contact will be, and what email will be used to manage this account.

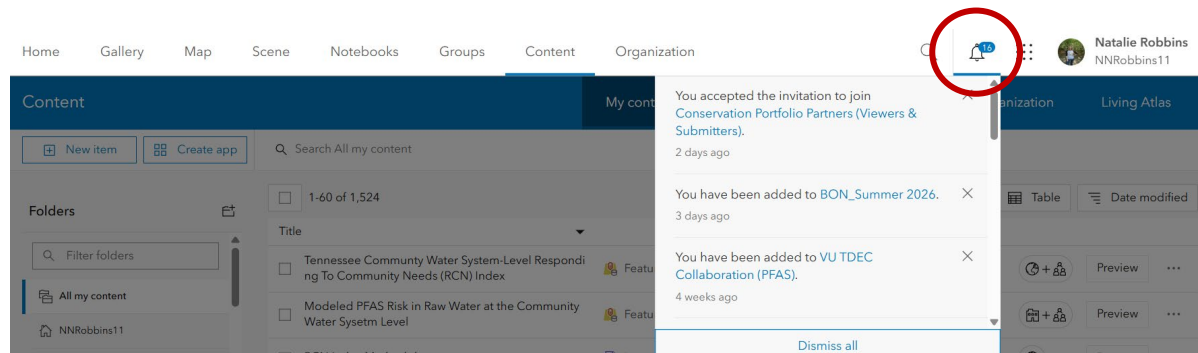
## What information do I need to request access?

Please review the flow chart below to determine what information you need to request access.

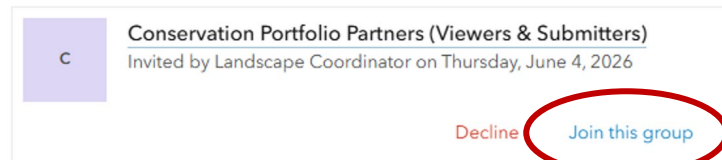


**Pathway # 1** - I want to use my existing ArcGIS Online organizational account, what do I need to do?

1. Identify the ArcGIS Online Account you want to connect with. If you are not the owner/email holder for that account, please communicate your intent to use it with that individual and your internal ArcGIS Online administrator.
2. Complete the Partner Portal Access Form with the most appropriate ArcGIS Online organization account details.
3. Once an ATLP administrator has added you as a user to the A.T. Landscape Hub Site, you will receive a notification (bell icon, circled in red) that you need to accept. Notifications, and in this case an invitation to join a group, show up as a message drop-down at the top of your ArcGIS online organization account.



### Group invitations (1)



*Please note: If you are using your existing ArcGIS Online account, ATC staff cannot assist you with password recovery or other account related issues. If you find yourself locked out of your existing account, please contact your organization's ArcGIS Administrator. ATC can only manage access to the A.T. Landscape Hub Site and Conservation Portfolio.*

## Pathway #2 - I want to request a new ArcGIS Community Hub account, what information do I need to provide and what should I expect?

Fill in the information on the Partner Portal Access Form and ensure you are providing the email address you want the new account to be associated with. You will need to have access to this email account to finish setting up your account. Once the account has been created, ArcGIS may prompt you to verify your email for the account. This email will also be used for account recovery if your password needs to be reset. A username will automatically be assigned to you at the time of account creation. For ArcGIS Community Hub accounts, you may contact the [ATLP admin](#) if you need help with account recovery or if you have forgotten your username.

### What happens after I request access?

If you are establishing a new account, you should expect an invite to arrive in the inbox associated with the email address you indicated. Follow the instructions outlined in the email to formalize your account and your ability to access the Partner Portal. Please reference [this document](#) for instructions to access the Partner Portal.

### Pathway 2 New Hub Community Account — Automated Email Example

Once established by ATLP support staff, you should receive the following automated email prompting you to complete the process.

From: ArcGIS Notifications <[notifications@arcgis.com](mailto:notifications@arcgis.com)>

Sent: Wednesday, June 3, 2026 10:37 AM

To: Peter McKinley <[pmckinley@twc.org](mailto:pmckinley@twc.org)>

Subject: An invitation to join an ArcGIS Online organization, Appalachian Trail Conservancy - ArcGIS Hub Community.

ATLP Admin has invited you to join an ArcGIS Online Organization, Appalachian Trail Conservancy - ArcGIS Hub Community.

Please click this link to finish setting up your account and establish your password to join the organization, Appalachian Trail Conservancy - ArcGIS Hub Community:

<https://www.arcgis.com/home/newuser.html?invitation=Afaed8ec6c68148b2a1204c5c1cce7289>

This link will expire in 14 day(s).

Note that your account has already been created for you with the username, **pmckinley\_ATLandscape**.

If you have difficulty signing in, please contact ATLP Admin ([atlp@appalachiantrail.org](mailto:atlp@appalachiantrail.org)). Be sure to include a description of the problem, the error message, and a screenshot.

For your reference, you can access the home page of the organization here:

<https://appalachiantrail.maps.arcgis.com>

Experience what's possible with ArcGIS Online.

Check out complimentary [tutorials](#) or explore courses on [Esri Academy](#).

This is an automated email. Please do not reply.

Click this link to set up your account and establish your password

Your username is bolded and cannot be changed.

This URL will only be used for account creation and/or password reset. You do not use this URL to access the Conservation Portfolio.

### Who can I contact for more information or request assistance to help with access?

Please reach out to ATLP support staff directly or by emailing [atlp@appalachiantrail.org](mailto:atlp@appalachiantrail.org)

Request Access to the A.T. Landscape Hub Site partner portal here: <https://forms.cloud.microsoft/r/1ruAeGQmr6>

