



## Borrow and Return an ArcMap License

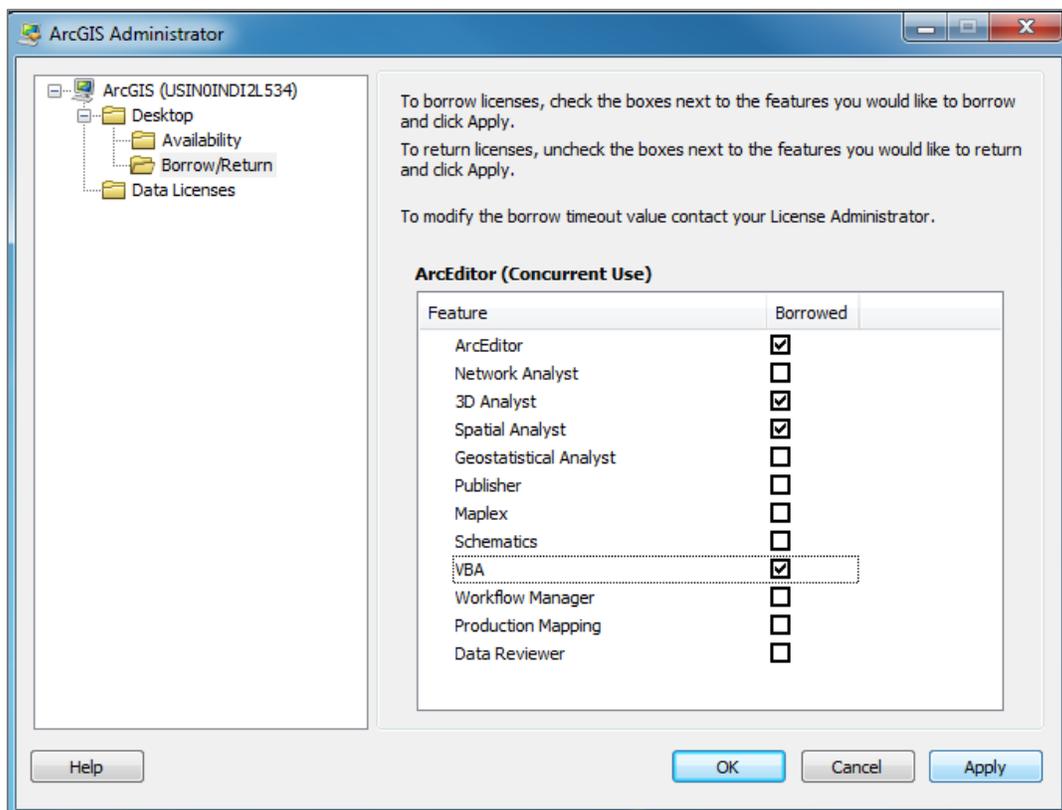
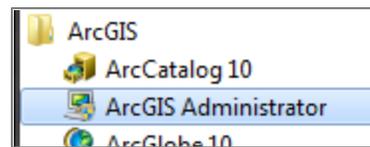
### Abstract

This guide explains how to borrow or return a license to use ArcMap (and other ArcGIS Desktop products), for times when the user will not be on the network. If a user tries to work offline without a borrowed license, ArcMap will not launch because it normally uses a license server from the USDA network. This guide also explains the fastest ways to launch ArcMap when using a borrowed license. At 10.0, licenses are able to be borrowed for 30 days, by default per current server admin settings.

### Details

#### Borrow an ArcGIS License

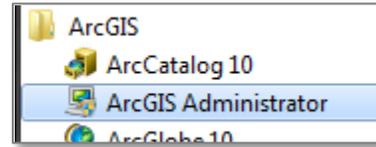
1. **Close** ArcMap if it is running.
2. **Click Start → All Programs → ArcGIS → ArcGIS Administrator.**
3. **Click** the **Borrow/Return** folder icon in the Administrator window.
4. **Check** the boxes for ArcEditor (or ArcInfo), Spatial Analyst, 3D Analyst, and VBA.
5. **Click Apply.** Wait for the process to finish.
6. **Click OK** to close the window after license borrowing is complete.





### Return an ArcGIS License

1. **Close** ArcMap if it is running.
2. **Click Start → All Programs → ArcGIS → ArcGIS Administrator.**
3. **Click** the **Borrow/Return** folder icon in the Administrator window.
4. **Uncheck** the boxes for ArcEditor (or ArcInfo), Spatial Analyst, 3D Analyst, and VBA, as well as any other boxes that happen to be checked.
5. **Click Apply.** Wait for the process to finish.
6. **Click OK** to close the window after license return is complete.



### Launching ArcMap with a Borrowed License

There are currently some configuration issues with the license server when it interacts with borrowed licenses. Due to these issues, the following recommendations are made for launching ArcMap. These recommendations are applicable no matter how you open ArcMap, whether you are starting an MXD file or using ArcMap from the start menu or a shortcut icon to start a blank project.

#### **Fastest Launch with a Borrowed License**

The fastest way to launch ArcMap when you have a borrowed license is to be completely offline.

1. **Disconnect** from the internet, whether you are using an Ethernet cable or a wi-fi signal.
2. **Launch ArcMap.**
3. **Reconnect** to the internet after *ArcMap* opens.

#### **Next Fastest Launch with a Borrowed License**

If you must be online when starting ArcMap for some reason, establish a VPN connection prior to launch. You can log out of VPN after ArcMap opens if you don't need it, but typically if you need other USDA or NRCS resources online, including the CR, TE, and Ranking tools, you will need to remain on VPN.

1. **Connect** via VPN to the USDA network.
2. **Launch ArcMap.**
3. The startup will take a little longer than normal, but should still be less than 2 minutes on the first start. If you no longer need VPN but still need internet, you can disconnect from the VPN network.

#### **Slowest Launch with a Borrowed License**

Some users have reported up to 30 minute launch times for ArcMap when using a borrowed license and connected to the internet, but not connected with VPN. For this reason, it is recommended to **NOT** try to launch ArcMap while you are on the internet without VPN. Either be completely offline or using VPN if online at the moment you try to start ArcMap. You can change your connection status or type, if needed, after ArcMap successfully starts.