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## USFS Enterprise License for Avenza Maps Pro Mobile Application 2024-2025

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The USDA Forest Service (USFS) has a finite number of Avenza Maps Pro licenses available for official use by USFS employees, volunteers, seasonals, contractors, and cooperators performing official work for the USFS. Use requires a license key code to access and use Avenza Maps Pro features. This document provides guidance to obtain a 2024-2025 Avenza Pro USFS license key, and to register an Android or iOS mobile device.

### Frequently Asked Questions

**Who can use a USFS Avenza Pro license key?** USFS employees, volunteers, and cooperators who are performing official work for the USFS may use ONE license per person, loaded on a single device.

**Expiration Date:** The 2024-2025 USFS Avenza Pro license key is active through **2/28/2025**.

**USFS Avenza Pro license keys may be deactivated without notification for any of the following reasons:**

- License not used for 90 days.
- Incomplete registration or registration errors.
- Batch deactivations may occur during times of emergency to free up licenses. (Last resort option only!)

**Number of devices per person:** ONE license per person, loaded on a single device.

Note: The only exception to the “ONE license per person, loaded on a single device” rule is the instance of “pooled” government devices.

### How to register “pooled” devices for a crew/district/forest:

“Pooled” devices are two or more government devices managed by a single government employee for use by a crew, district, or forest for check-out.

- To register multiple “pooled” government devices which are not assigned to named individuals:
  - “Pooled” devices using Avenza Pro need to be registered by a USFS employee with **@usda.gov** email.
  - Register following instructions except for the field **Organization**:
    - For **Organization** field, enter Home Unit (region & forest code) + Crew Name/Forest Activity + and number for the device such as (1,2,3...).

Examples:

- |                             |                             |
|-----------------------------|-----------------------------|
| • 0414 Sawtooth Hotshots #1 | • 0414 Sawtooth Hotshots #3 |
| • 0414 Sawtooth Hotshots #2 |                             |
| • 0610 Timber #1            | • 0610 Timber #3            |
| • 0610 Timber #2            | • 0610 Timber #4            |

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- Do not register Avenza Maps Pro on “pooled” devices until ready to be used. Registering devices ties up licenses, making them unavailable for others to use.
- Only use for government furnished devices in a pool for use by a crew, district, or forest, and assigned to a single individual to manage.
- All licenses are subject to the same deactivation circumstances listed above.
- If individual devices are assigned to named individuals (one device per person), register normally.

### When to Unregister Avenza Maps Pro:

- Unregister Avenza Pro licenses BEFORE turning in old mobile devices for new ones or wiping device contents for device updates (think migrating from MOM to InTUNE, or re-imaging).
- Unregister AFTER field assignments are completed, ending of temporary/seasonal/term appointments, if no plans to use further.

Note: Each device registered with Avenza Maps Pro, counts as one license used. While registered, nobody else can use that license until the device is unregistered or deactivated.

### Do NOT share licenses between agencies! Most federal agencies (USFS, NPS, BLM, USFWS, ...) have their own license keys.

PLEASE, use your own agency’s license information. For a list of contacts for other agencies, see the very bottom of this document.

**Sharing licenses with cooperators:** Licenses may only be shared with cooperators working on a specific project for the USFS and only for the duration of that project. Following completion of the project, the licenses should be uninstalled allowing for use by others. For longer-term projects (more than 3 months), a maximum of 5 licenses may be shared with a single organization. All licenses (shared and otherwise) are subject to the same deactivation circumstances listed above.

## Getting started with Avenza

1) **READ this document in its entirety before starting!**

2) **Finding a License key & Getting Registered**

Persons with active **@usda.gov** email addresses can access license key codes themselves.

Everyone else (*including volunteers, seasonals, contractors, cooperators, etc.*) must be supplied a license key code by their USFS Supervisor/Point of Contact with active **@usda.gov** email. In situations where a USFS Supervisor/Point of Contact is not available, your local USFS Avenza Approver [\(see bottom of this document\)](#) should be contacted for assistance.

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- a) Log onto a USFS computer.
- b) Go to the Field Data Automation-Mobile Computing SharePoint site [https://usdagcc.sharepoint.com/sites/fs-eng-fdamc/technology/Pages/georef\\_pdf\\_software.aspx](https://usdagcc.sharepoint.com/sites/fs-eng-fdamc/technology/Pages/georef_pdf_software.aspx) (to access the sharepoint site, eVPN access or a login to USFS network is required). The license key and a QR code (which will auto-fill the license key for the user into the registration) are both posted.

To scan the QR code provided open the Avenza app, tap the menu button, select settings, select Account details (the QR code scan is in the upper right).

- c) If you provide a key or QR code to someone doing work for the USFS and who does not already have access to a license through their own organization, please also:
  - i) Provide users with a copy of this User Guide. (SHARE\_UserGuidanceAvenzaMapsPro\_USFS\_2024\_2025).
  - ii) Remind users NOT to forward the key or QR code.
  - iii) Encourage users to offload data and sync regularly with internet to avoid any loss of data.

**USFS Approvers Note:** send all USFS personnel with @usda.gov emails to the sharepoint location to get the key on their own. This helps ensure security is maintained.

### 3) Download and install the Avenza Maps App to device

- a) (Wi-Fi connection may be needed.)
- b) Ensure that the most current version (or at least Avenza Maps version 3.9) is downloaded and installed.

### 4) Open the Avenza Pro application on device

#### a) Navigate to Avenza Registration Screen

Note: Use appropriate instructions for device environment. Instructions for each environment are general. Individual screens may differ.

Note: Past users of Avenza Maps Pro may need to Log Out before re-entering registration information. Logging out will not delete any of your maps or data.

Apple/iOS	Android
1. Tap <b>Settings</b> (bottom right of screen) 2. Under <b>Subscription</b> 3. Tap <b>Enter Pro Account Details</b> 4. Field specific instructions below. <i>Read carefully!</i>	1. Tap overflow menu (top right) 2. Go to <b>Avenza Maps Settings</b> section. 3. Under <b>Subscription</b> 4. Tap <b>Enter Pro Account Details</b> 5. Field specific instructions below. <i>Read carefully!</i>

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### 5) Registering with Avenza Pro license key - **Read Carefully!**

The following are required fields found in registration window of Avenza Maps Pro:

- a) **Work Email** – this must be an active **@usda.gov** email!
  - i) User enters active **@usda.gov** work email (Example: [smokey.bear@usda.gov](mailto:smokey.bear@usda.gov))
  - ii) If user, doesn't have **@usda.gov** email, enter **@usda.gov** email of Supervisor or Point of Contact (Example: [supervisormokey.bear@usda.gov](mailto:supervisormokey.bear@usda.gov))
  - iii) **@fs.fed.us** emails are no longer valid. Use will result in deactivation.
  
- b) **Username** – enter license key **T###-####-####-####-###C**
  - i) If using QR code, license key will be automatically entered in this field
  - ii) If entering manually, the license key is not case sensitive and doesn't require dashes.
  
- c) **Password** – **LEAVE BLANK!**
  - i) If user sets this and forgets it, there is no way to recover.
  
- d) **Full Name** –
  - i) If you have **@usda.gov** work email, enter your first and last name (Example: Smokey Bear)
  - ii) If you **do not have @usda.gov** work email, enter your first and last name and your email so that you can be contacted in case of issue. (Example: John Doe [jdoe@gmail.com](mailto:jdoe@gmail.com))
  
- e) **Organization** –
  - i) Enter Home Unit (region and forest) that you are doing USFS work for (Example: 0302 → 03 = Southwest Region, 02 = Carson National Forest)  
(1) If you don't know the code for your region and forest, ask your supervisor.
  - ii) If a contractor, volunteer, AD, etc, doing work for the USFS, enter the region and forest that you are working for?
  - iii) For "pooled" devices managed by a single individual, see additional information needed under FAQ (Frequently Asked Questions Register - [How to register "pooled" devices](#))

### 6. Click Log In

**Be advised! Avenza Maps Pro license keys referenced in this document are for use by the USFS and those working with the USFS on official business only.** Misuse or illegal distribution of the license beyond the USFS may result in a user's license key being blocked from use, penalty to individuals, or a loss of the enterprise license altogether. **Help the USFS utilize Avenza wisely!**

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### Need Help?

- For further questions or license key assistance, please contact the USFS GIS Help Desk directly using the [GIS Support Form](#).
- For technical issues, contact Avenza [Support Page](#) directly.
- For more information on the Avenza Maps Pro configuration, see [KBA00098558](#) (see supervisor if no access behind USFS firewall.)
- Great tutorials are available online. Check them out. (Search on “Avenza Maps Tutorial”).
- Not USFS, but need assistance? For a list of contacts, see below.

### Regional Avenza Approvers:

Region/Station	Contact	Phone	Email
R1	Heather Weldon	406-396-8095	heather.weldon@usda.gov
R1	Thomas Powell	Teams	thomas.powell@usda.gov
R1	Ronald Lodgepole	Teams	ronald.lodgepole@usda.gov
R1	Joseph Seechang	Teams	joseph.seechang@usda.gov
R2	Elise Bowne	303-517-7510	elise.bowne@usda.gov
R3	Candace Bogart	505-842-3858	candace.bogart@usda.gov
R3	Abie Carabajal	505-842-3460	abie.carabajal@usda.gov
R4	Teresa Rhoades	801-625-5273	teresa.rhoades@usda.gov
R4	Greg Mcnamee	801-625-5580	greg.mcnamee@usda.gov
R4	Kimberly McCallum	928-637-5927	kimberly.mccallum@usda.gov
R5	Ahmed Rhuma	707-562-9102	ahmed.rhuma@usda.gov
R5	Kent Bloomer	530-226-2313	kent.bloomer@usda.gov
R6	Desraye Assali	541-517-4816	desraye.assali@usda.gov
R8	Doug Shipley	404-347-2590	douglas.shipley@usda.gov
R9	Kirsten Tighe	414-297-3520	kirsten.tighe@usda.gov
R10	Justin Martens	907-313-6508	justin.martens@usda.gov
Enterprise	Fay Dearing	586-214-3833	fay.dearing@usda.gov
GTAC	Thor “TC” Christensen	801-975-3829	thore.christensen@usda.gov

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GACC Avenza contacts:

GAAC	Contact	Phone	Email
Alaska	Justin Martens	907-313-6508	justin.martens@usda.gov
California North Ops	Ahmed Rhuma	707-562-9102	ahmed.rhuma@usda.gov
California North Ops	Kent Bloomer	530-226-2313	kent.bloomer@usda.gov
California South Ops	Ahmed Rhuma	707-562-9102	ahmed.rhuma@usda.gov
Eastern	Brendan Neylon	610-742-7864	brendan.p.neylon@usda.gov
Eastern	Jennifer Parrish	414-944-3811	jennifer.parrish@usda.gov
Great Basin	Michael Krupski	385-228-6763	michael.krupski@usda.gov
Northern Rockies	Joseph Seechang	Teams	joseph.seechang@usda.gov
Pacific Northwest	Desraye Assali	541-517-4816	desraye.assali@usda.gov
Rocky Mountain	Elise Bowne	303-517-7510	elise.bowne@usda.gov
Southern	Heather Robbins	951-295-8494	heather.robbins@usda.gov
Southern	Calvin Miller	678-320-3005	calvin.miller@usda.gov
Southwest	Abie Carabajal	505-842-3460	abie.carabajal@usda.gov

Other Agency Contacts:

Other Agency	Process to obtain Avenza license	For more specifics, contact	Phone	Email
BLM	Contact BLM National Operations Center Division of IRM Support Services	John Reitsma	303-236-1984	<a href="mailto:jreitsma@blm.gov">jreitsma@blm.gov</a>
FWS	Sign up on Google Forms with FWS IDs- <a href="https://doimspp.sharepoint.com/sites/fws-gis/SitePages/Software-and-Applications">https://doimspp.sharepoint.com/sites/fws-gis/SitePages/Software-and-Applications</a>	Kenneth "Kenny" Elsner	303-275-2325	<a href="mailto:kenneth_elsner@fws.gov">kenneth_elsner@fws.gov</a>
NPS	Contact NPS Regional GIS & Fire GIS Specialists	Neil T. Winn	See agency directory	See agency directory for contact
BIA	Contact Geospatial Support Help Desk	Geospatial Help Desk	405-230-0480	<a href="mailto:geospatial@bia.gov">geospatial@bia.gov</a>