



# How to use Forest Access Management (FAM)

A guide for Delegated Administrators

Updated: 01-13-2025

For support using FAM, email [Heartwood@gov.bc.ca](mailto:Heartwood@gov.bc.ca)

# How to use Forest Access Management (FAM)

Forest Access Management (FAM) has modernized how users access Ministry of Forests applications by:

- Streamlining access authorization
- Allowing users to manage their own groups, roles, and delegations
- Freeing users from legacy systems, and
- Putting control in the hands of forest clients

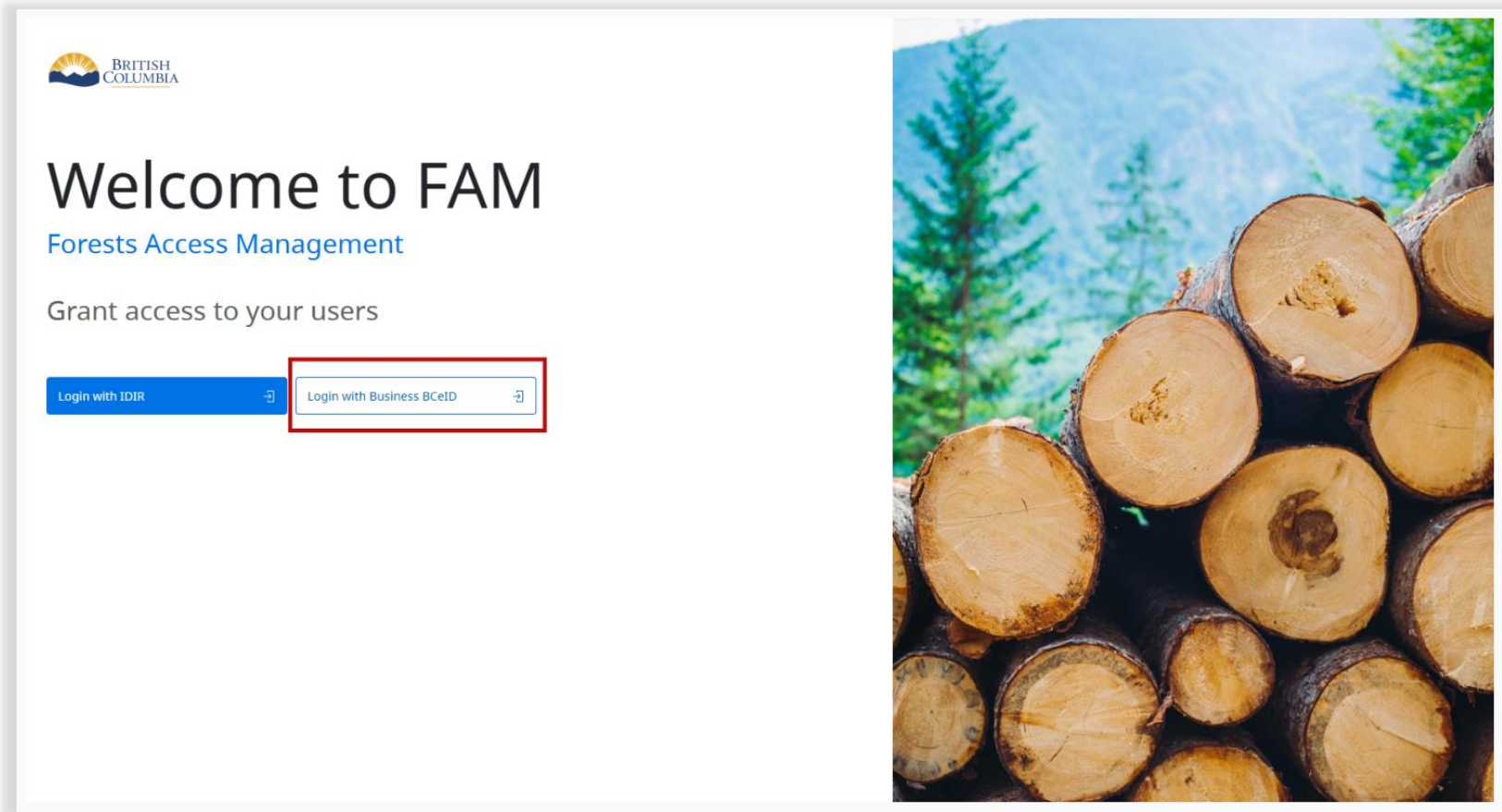
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## Accessing FAM

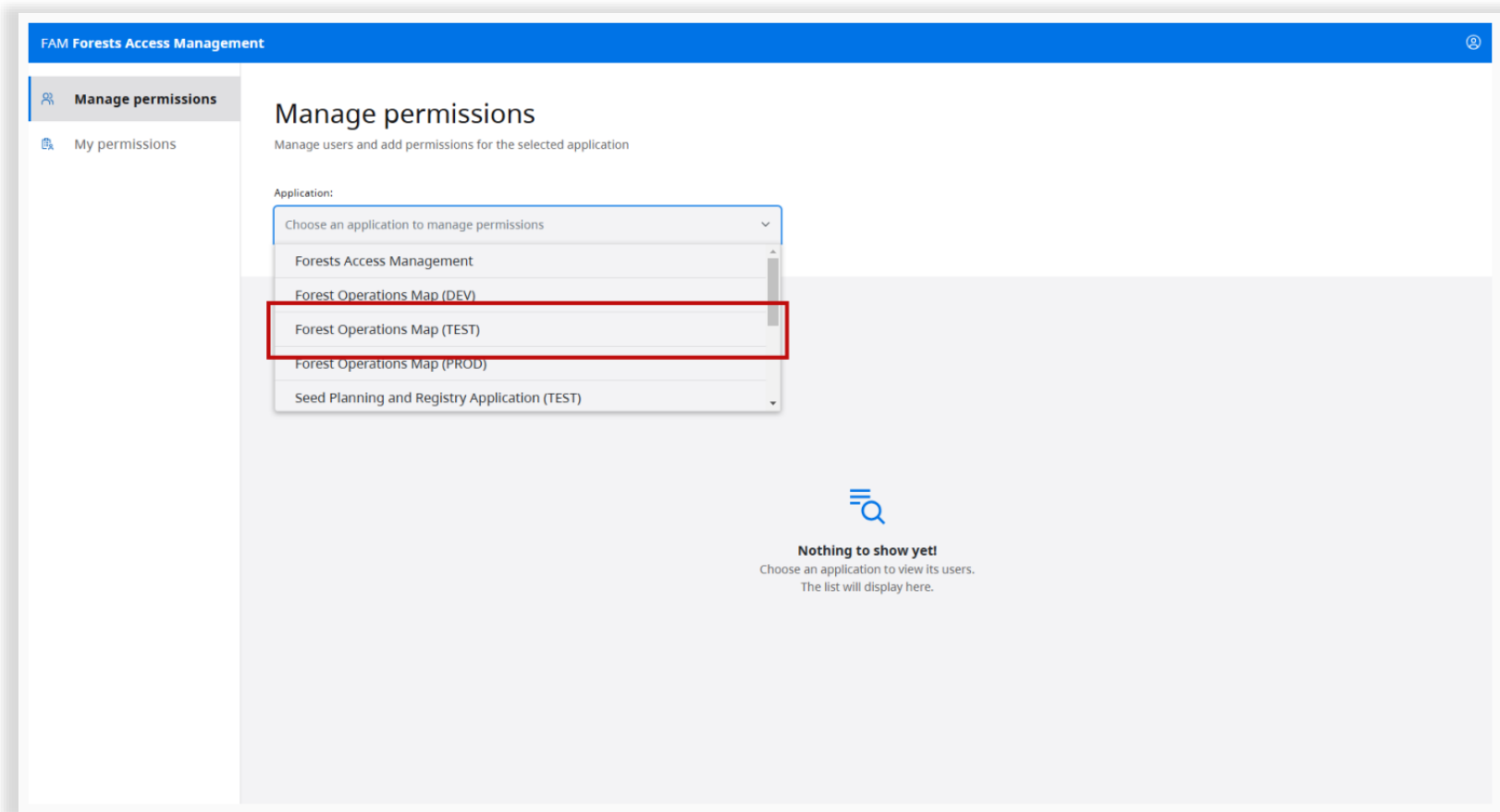
You need permission to access FAM. If you don't already have it, contact the application admin support group. Once you have access, log into FAM at [fam.nrs.gov.bc.ca](http://fam.nrs.gov.bc.ca) using a Business BCeID.



The image shows a screenshot of the FAM (Forests Access Management) login page on the left and a photograph of stacked logs on the right. The login page features the British Columbia logo at the top left, followed by the heading "Welcome to FAM" and the subtitle "Forests Access Management". Below this is the instruction "Grant access to your users". Two login buttons are visible: "Login with IDIR" (a blue button) and "Login with Business BCeID" (a white button with a red border). The photograph on the right shows a stack of cut logs in the foreground, with a background of green evergreen trees and a blue sky.

## Managing permissions

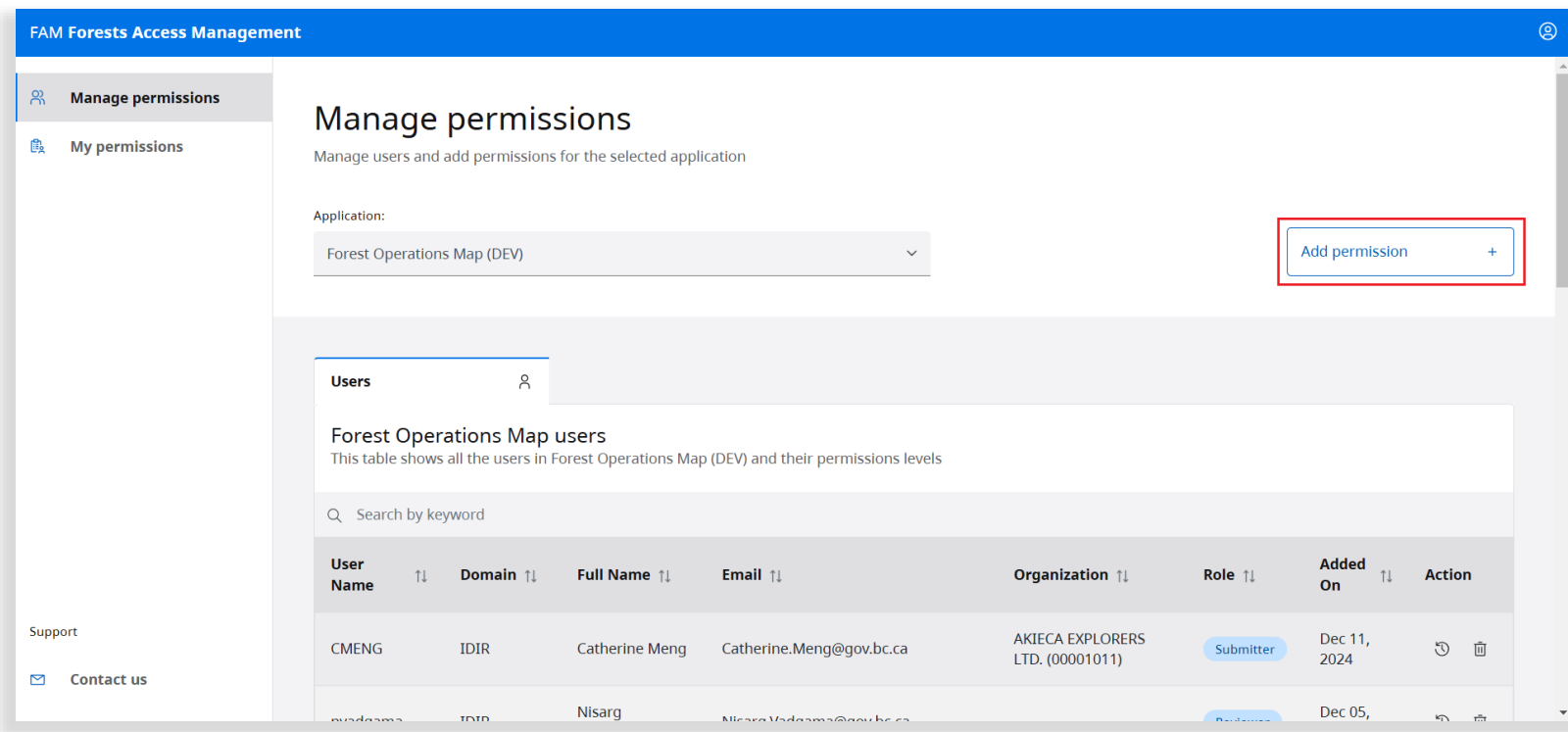
- Select the application you need to manage from the drop-down menu. (These instructions use the Forest Operations Map as an example.)
- Only applications you can grant access to will be on the menu.
- You can't add permissions for yourself.



The screenshot displays the 'FAM Forests Access Management' interface. The main heading is 'Manage permissions', with a subtitle 'Manage users and add permissions for the selected application'. A sidebar on the left contains 'Manage permissions' and 'My permissions'. A dropdown menu is open under the 'Application:' label, listing several options: 'Forests Access Management', 'Forest Operations Map (DEV)', 'Forest Operations Map (TEST)', 'Forest Operations Map (PROD)', and 'Seed Planning and Registry Application (TEST)'. The 'Forest Operations Map (TEST)' option is highlighted with a red rectangular border. Below the dropdown, a message states 'Nothing to show yet! Choose an application to view its users. The list will display here.' with a magnifying glass icon.

# Adding BCeID user permissions

1. Select the 'Add permission' button at the right of the screen. This will take you to the grant access page.



## Choosing a domain and verifying the user

1. Type the user's Business BCeID username in the field
2. Click 'Verify username'.
3. A verified user information card will appear, displaying the user's full name, email address, and organization name. Review this information to ensure you are granting access to the correct individual.  
\* Only users within your organization(s) will be displayed.

FAM Forests Access Management

Manage permissions /

### Add permission

Add a new user permission to Forest Operations Map (TEST)

User information

\* User's domain

IDIR

Business BCeID

\* Username (Business BCeID)

Jsmithfor

Type user's Business BCeID and click "Verify username"

**Verified user information**

Username	Full Name	Email	Organization Name
Jsmithfor	Joey Smith	Jo@org.com	BC Forestry Inc

User roles

Select a role for this user


\* Role

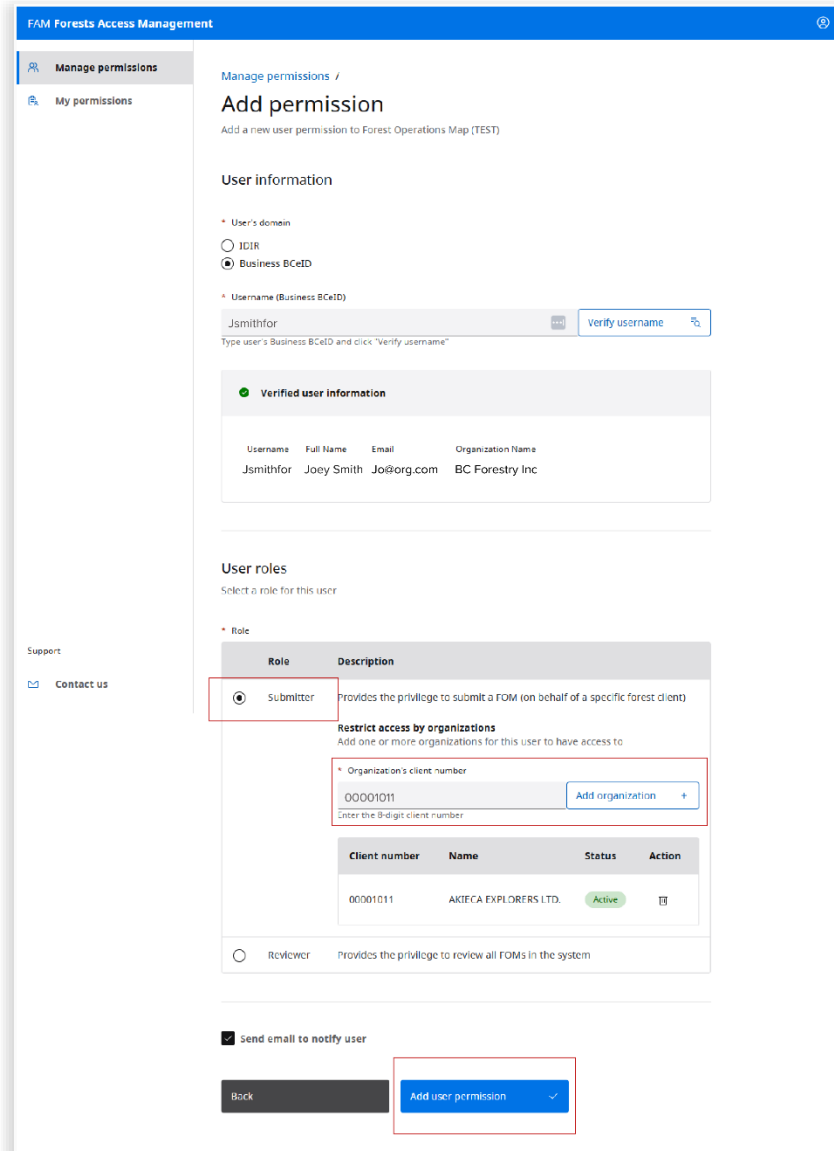
Role	Description
<input type="radio"/> Submitter	Provides the privilege to submit a FOM (on behalf of a specific forest client)
<input type="radio"/> Reviewer	Provides the privilege to review all FOMs in the system

Send email to notify user

## Assigning the user a role

1. Select the role you want to assign.
2. Enter the organization's Forest Client ID and select 'Add organization'. Use commas to separate multiple client numbers.
3. Uncheck 'Send email to notify user' if you don't want to send them one.
4. Select 'Add user permission'.
5. You will be taken to the 'Manage permissions' page and this green banner lets you know the user's permissions has been granted successfully:

 **Success** Olga Liberchuk (OLIBERCH) was successfully added with organization: MOORE (00190897)



FAM Forests Access Management

Manage permissions /

### Add permission

Add a new user permission to Forest Operations Map (TEST)

**User information**

\* User's domain

ICIR

Business BCeID

\* Username (Business BCeID)

Jsmithfor

Type user's Business BCeID and click "Verify username"

**Verified user information**

Username	Full Name	Email	Organization Name
Jsmithfor	Joey Smith	Jo@org.com	BC Forestry Inc

**User roles**

Select a role for this user

\* Role

Role	Description
<input checked="" type="radio"/> Submitter	Provides the privilege to submit a FOM (on behalf of a specific forest client)
<input type="radio"/> Reviewer	Provides the privilege to review all FOMs in the system

**Restrict access by organizations**

Add one or more organizations for this user to have access to

\* Organization's client number

00001011



Enter the 9-digit client number

Client number	Name	Status	Action
00001011	AKTECA EXPLORERS LTD.	Active	

Send email to notify user

## Reviewing a user's permissions

- Once the user has been added, their permissions will appear in user table flagged as 'New'.
- To see the user's permission history, select the clock icon under 'Action' at the right of the table row.

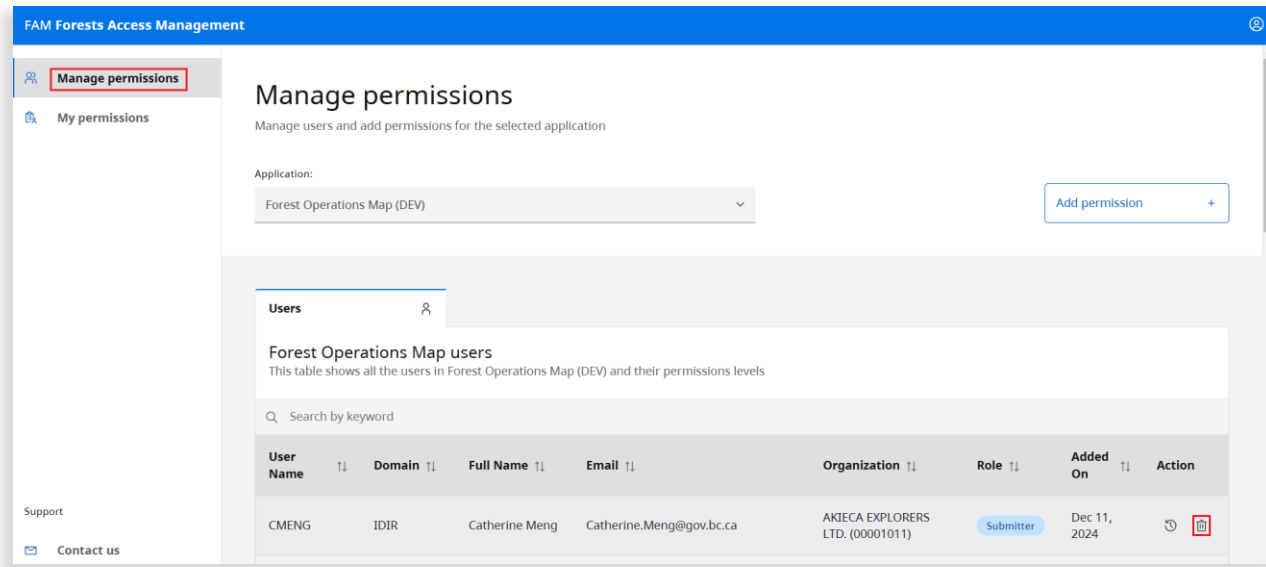
<b>New</b>	OLIBERCH	IDIR	Olga Liberchuk	Olga.Liberchuk@gov.bc.ca	00190897	Submitter	Nov 27, 2024	 
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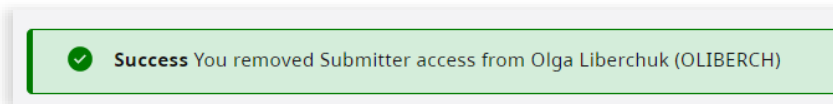
## Deleting user permissions

To delete permissions:

1. [Log into FAM](#)
2. Select the application from the drop-down menu
3. Find the user you need to delete in the user table
4. Click on the trash can icon under 'Action' at the right of the table



5. A green success banner lets you know access has been removed



## Viewing your own permissions

To see which applications you can access and your role, log into FAM and select 'My permissions' in the left navigation column.

The screenshot shows the 'FAM Forests Access Management [TEST]' interface. The left navigation menu has two items: 'Manage permissions' and 'My permissions', with the latter highlighted by a red box. The main content area is titled 'My permissions' and includes a search bar and a table of permissions.

Application	Environment	Client Number	Role
Forest Operations Map	DEV	00190949	Delegated Admin, Submitter

1 - 1 of 1 items

For support using FAM, email [Heartwood@gov.bc.ca](mailto:Heartwood@gov.bc.ca)

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