How to use Forest Access Management (FAM)

A guide for Application Administrators

Created on: 11-28-2024

For support using FAM, email Heartwood@gov.bc.ca

How to use Forest Access Management (FAM)

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

- Streamlines access authorization
- Allows users to manage their own groups, roles, and delegations
- Frees users from legacy systems, and
- Puts control in the hands of forest clients

Contents

Accessing FAM

You need permission to access FAM. If you don't already have it, email: Heartwood@gov.bc.ca Once you have access, log into FAM at fam.nrs.gov.bc.ca using a IDIR ID or Business BCeID.
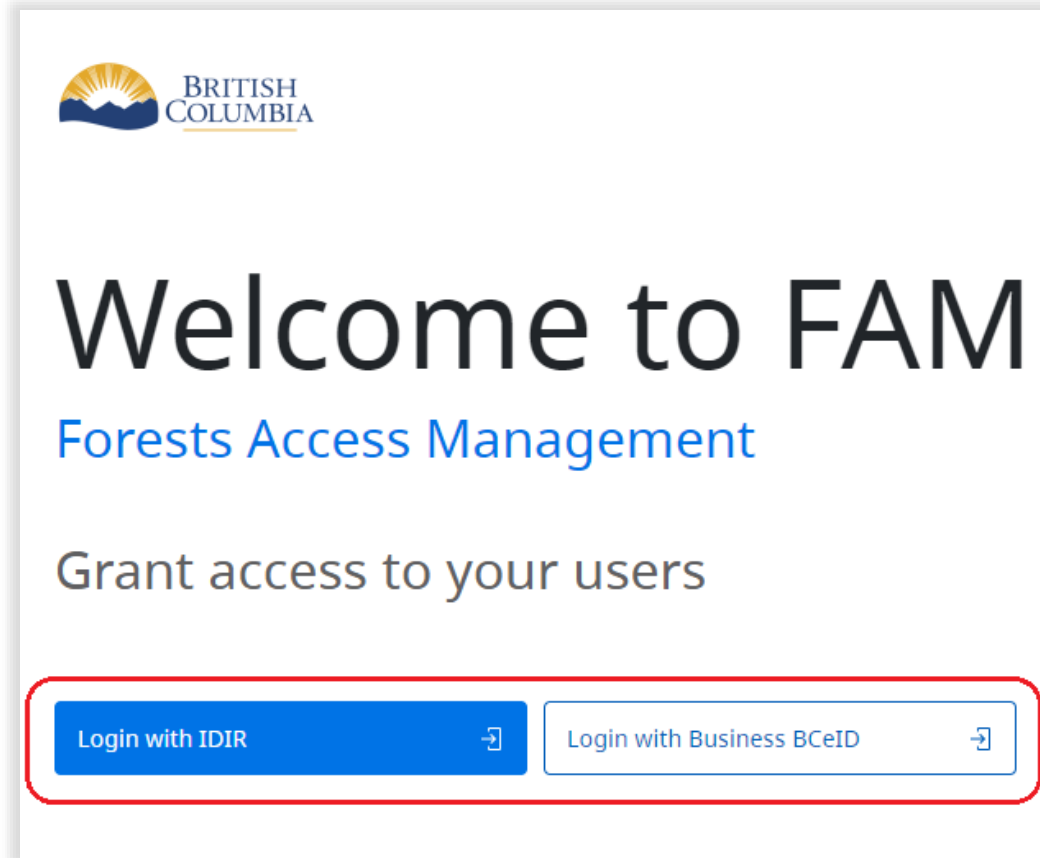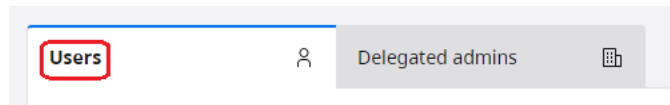
Managing permissions

- 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.
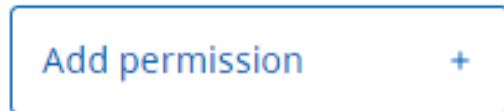- You can't add permissions to yourself.
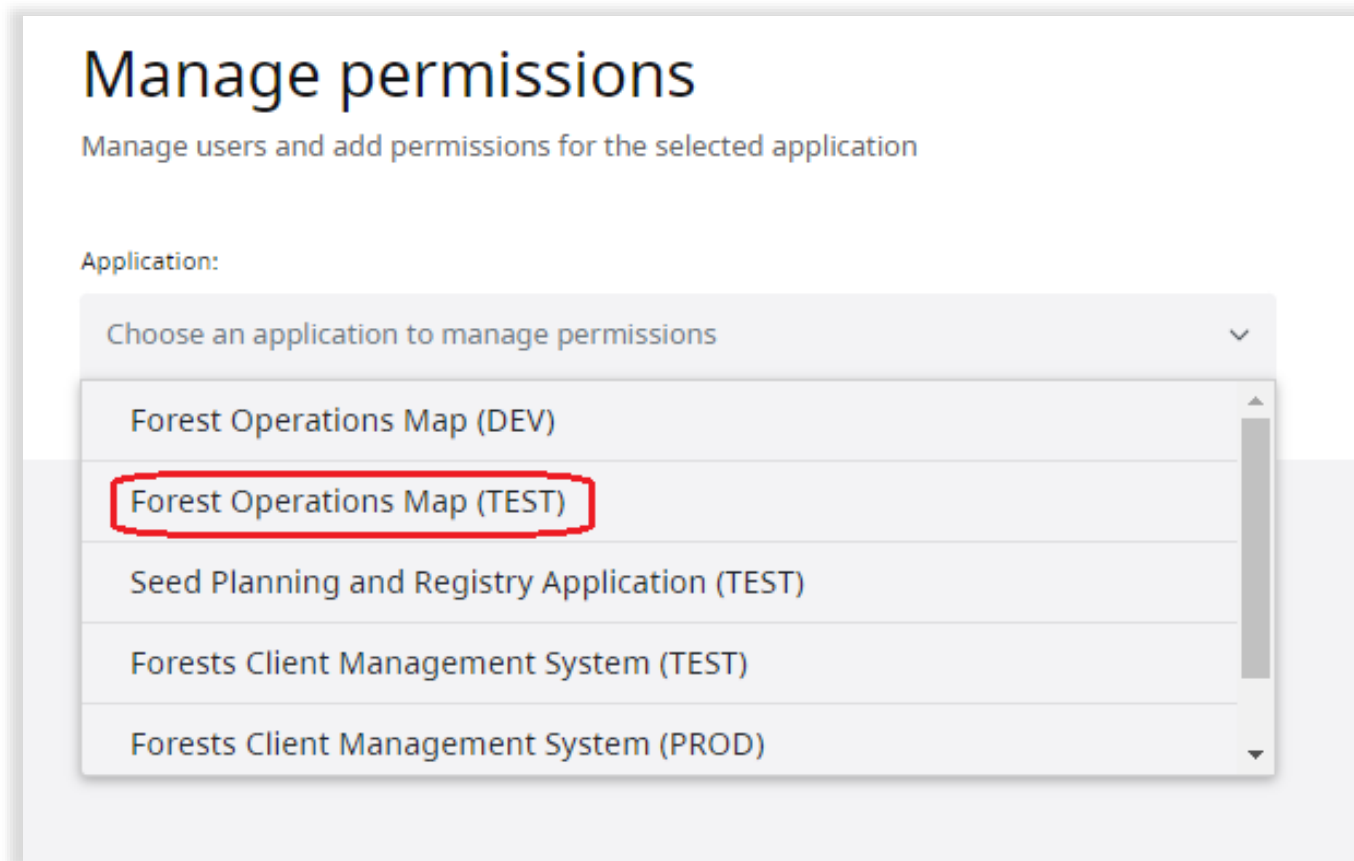
Adding IDIR user permissions

Add a permission

1. Choose the 'Users' tab

2. Select the 'Add permission' button at the right of the screen

Choose a domain and verify the user

1. Choose the IDIR radio button
2. Type the user's IDIR username in the field
3. Click 'Verify'. (Check the 'Verified user information' box that will appear to confirm the person's ID.)

Manage permissions /

Add user permission

Adding user permission to Forest Operations Map (TEST). All fields are mandatory

User information

Select user's domain

◉ IDIR
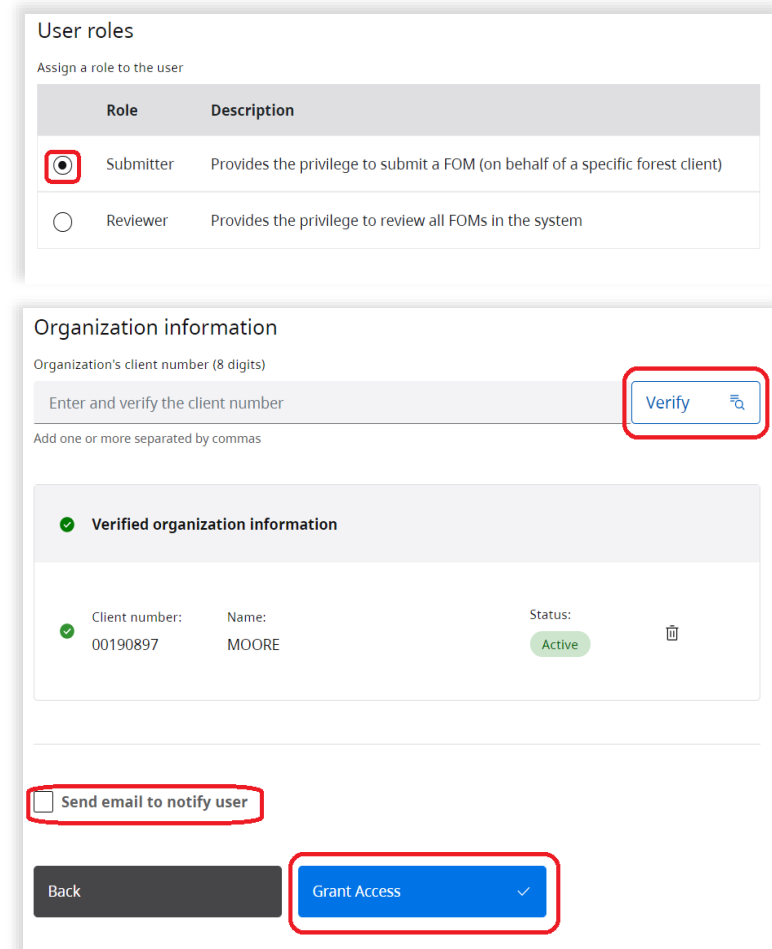◯ Business BCeID

Username

| OLIBERCH | Verify 🔍 |

✓ **Verified user information**

Username	First Name	Last Name	email
OLIBERCH	Olga	Liberchuk	Olga.Liberchuk@gov.bc.ca

Assign the user a role

1. Use the radio buttons to assign a role. (To grant a user more than one role, you'll have to do the access form again.)
2. If you assigned the 'Submitter' role, enter the organization's client number under 'Organization information' and select 'Verify'. 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 'Grant Access'. This green banner lets you know the user's permissions has been added:

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

User roles

Assign a role to the user

	Role	Description
◉	Submitter	Provides the privilege to submit a FOM (on behalf of a specific forest client)
○	Reviewer	Provides the privilege to review all FOMs in the system

---

Organization information

Organization's client number (8 digits)

Enter and verify the client number	Verify 🔍

Add one or more separated by commas

✓ **Verified organization information**

	Client number:	Name:	Status:	
✓	00190897	MOORE	Active	🗑

☐ **Send email to notify user**

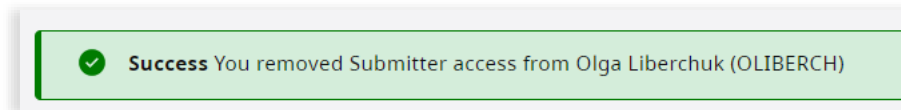| Back	Grant Access ✓

Reviewing and deleting a user's permissions

- Once the user's 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.
- To delete their permissions, select the trash can icon.

| New OLIBERCH | IDIR | Olga Liberchuk | Olga.Liberchuk@gov.bc.ca | 00190897 | Submitter | Nov 27, 2024 | ⟲ 🗑 |

- If you delete the user's permission, this green banner lets you know it's done:

✓ **Success** You removed Submitter access from Olga Liberchuk (OLIBERCH)

Adding IDIR delegated admins

Add a delegated admin
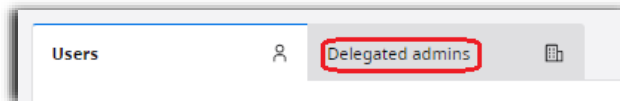
1. Choose the 'Delegated admins' tab

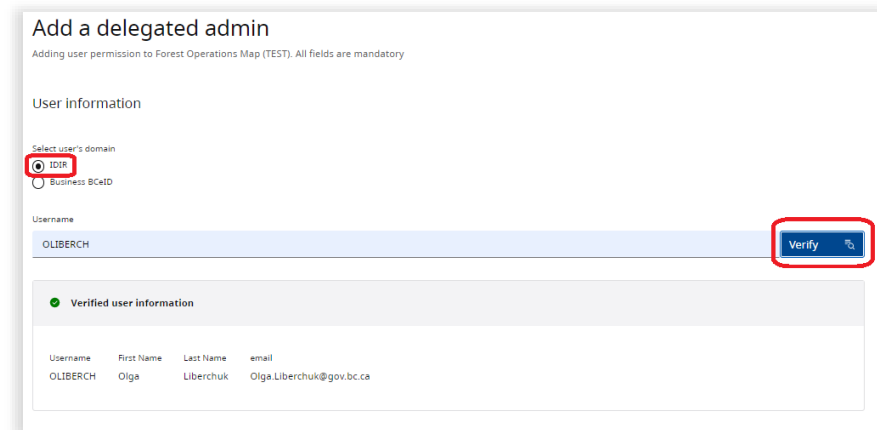| Users		Delegated admins	

2. Select the 'Add permission' button at the right of the screen

Add permission +
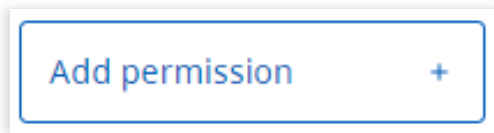
Choose a domain and verify the admin

1. Choose the IDIR radio button
2. Type the user's IDIR username in the field
3. Click 'Verify'. (Check the 'Verified user information' box that will appear to confirm the person's ID.)

Add a delegated admin

Adding user permission to Forest Operations Map (TEST). All fields are mandatory

User information

Select user's domain
- ⦿ IDIR
- ◯ Business BCeID

Username

OLIBERCH	Verify

✓ **Verified user information**

Username	First Name	Last Name	email
OLIBERCH	Olga	Liberchuk	Olga.Liberchuk@gov.bc.ca

Assign the admin a role

1. Select a radio button to assign a 'Submitter' or 'Reviewer' role to the user.
2. If you assigned the 'Submitter' role, enter the organization's client number under 'Organization information' and select 'Verify'. Use commas to separate multiple client numbers. (A green success banner lets you know the organization is verified.)
3. Uncheck 'Send email to notify user' if you don't want to send them one.
4. Select 'Grant Delegated Admin'. This green banner lets you know the user's permissions have added:

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

Reviewing and deleting a delegated admin's permissions

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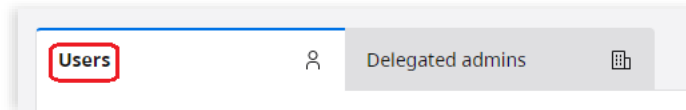- To delete their permissions, select the trash can icon.

| New OLIBERCH | IDIR | Olga Liberchuk | Olga.Liberchuk@gov.bc.ca | 00190897 | Submitter | Nov 28, 2024 | ↺ 🗑 |

- If you delete the delegated admin's permission, this green banner lets you know it's done:

✓ **Success** You removed Submitter privilege from Olga Liberchuk (OLIBERCH)
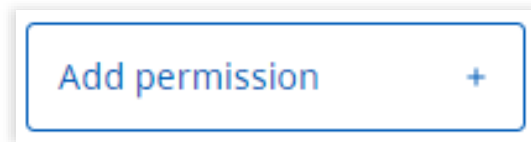
Adding Business BCeID user permissions
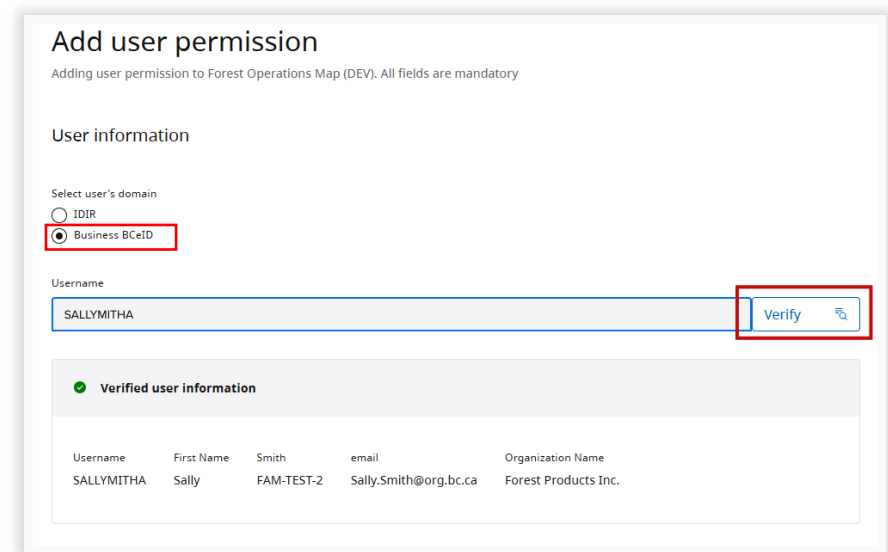
1. Choose the 'Users' tab

2. Select the 'Add permission' button at the right of the screen

---

Choose a domain and verify the admin

1. Choose the Business BCeID radio button
2. Type the user's Business BCeID in the field
3. Click 'Verify'. (Check the 'Verified user information' box that will appear to confirm the person's ID.)

Assign the user a role

1. Use the radio buttons to assign a role. (To grant a user more than one role, you'll have to do the access form again.)
2. If you assigned the 'Submitter' role, enter the organization's client number under 'Organization information' and select 'Verify'. Use commas to separate multiple client numbers.

User roles
Assign a role to the user

	Role	Description
⦿	Submitter	Provides the privilege to submit a FOM (on behalf of a specific forest client)
○	Reviewer	Provides the privilege to review all FOMs in the system

Organization information
Organization's client number (8 digits)

Enter and verify the client number   Verify

Add one or more separated by commas

✓ Verified organization information

	Client number:	Name:	Status:	
✓	00001012	BELL POLE COMPANY	Active	🗑

☑ Send email to notify user

3. Uncheck 'Send email to notify user' if you don't want to send them one, and

4. Select 'Grant Access'. This green banner lets you know the user's permissions have been added:
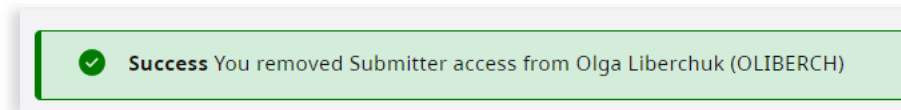

✓ **Success** Olga Liberchuk (OLIBERCH) was successfully added with organization: MOORE (00190897)

Reviewing and deleting a user's permissions

- Once the user's been added, their profile 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.
- To delete their permissions, select the trash can icon.

| New | OLIBERCH | IDIR | Olga Liberchuk | Olga.Liberchuk@gov.bc.ca | 00190897 | Submitter | Nov 27, 2024 | 🕘 🗑 |

- If you delete the user's permission, this green banner lets you know it's done:

✅ **Success** You removed Submitter access from Olga Liberchuk (OLIBERCH)
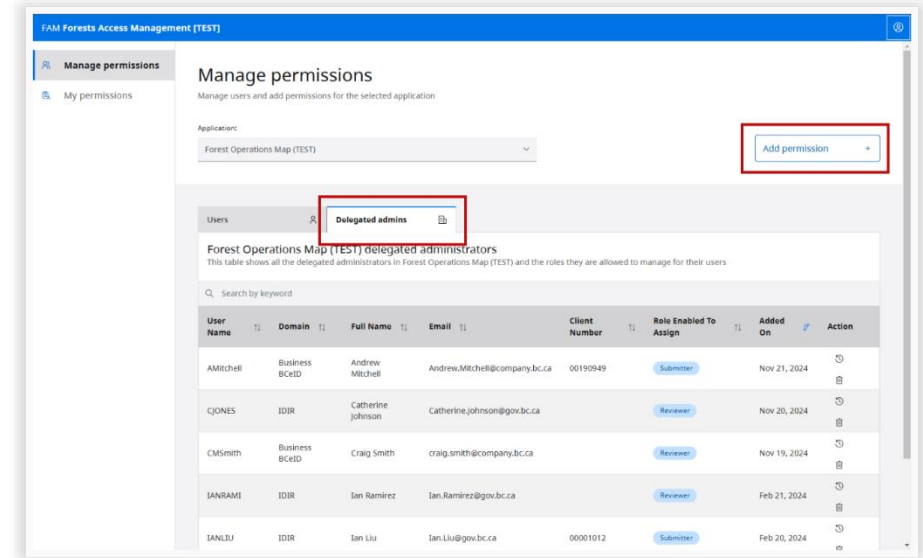
Adding Business BCeID delegated admins

Prerequisites

To add a Business BCeID delegated admin you **should**:

1. **Ensure** the Business Profile Manager exists on the [BCeID white pages](). (The profile manager is the highest level of authority in the organization.)
2. **Assign** the BCeID Delegated Admin **only** when a profile manager submits a request:
   - For themselves, or
   - For someone else in their organization
3. **Confirm** the candidate for Delegated Admin is trained on FAM and understands their responsibilities.

Add a delegated admin

1. Choose the 'Delegated admins' tab
2. Select the 'Add permission' button at the right of the screen

Choose a domain and verify the delegated admin

1. Choose the Business BCeID radio button
2. Type the user's Business BCeID in the field
3. Click 'Verify'. (Check the 'Verified user information' box that will appear to confirm the person's ID.)
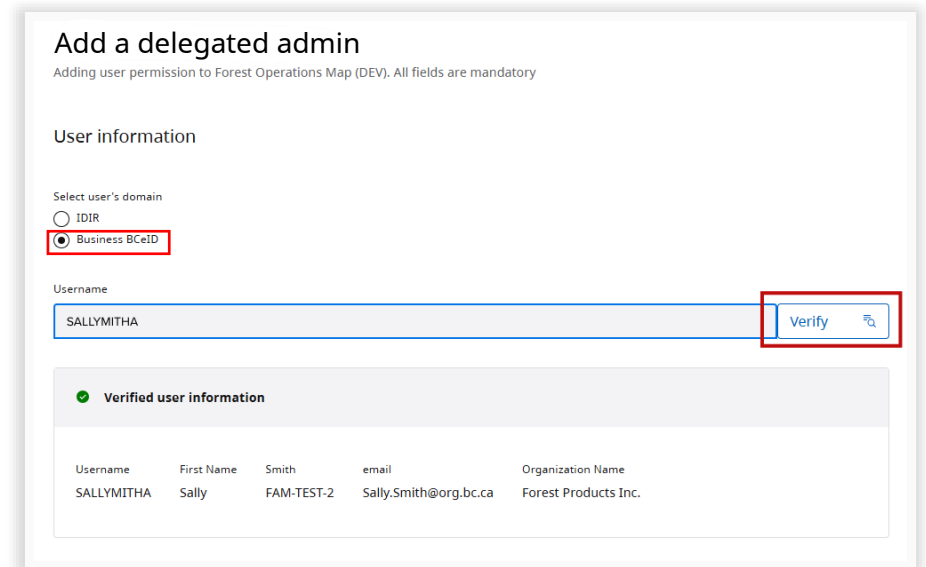
Assign the delegated admin a role

1. Select a radio button to assign a 'Submitter' or 'Reviewer' role to the user.
2. If you assigned the 'Submitter' role, enter the organization's client number under 'Organization information' and select 'Verify'. Use commas to separate multiple client numbers. (A green success banner lets you know the organization is verified.)
3. Check the 'Send email to notify user' box if you want to let a user know they've been given a delegation role, and
4. Select 'Grant Delegated Admin'. This green banner lets you know the user's permissions have added:

Deleting user or delegated admin permissions

To delete permissions:

1. Log into FAM
2. Select 'Manage permissions'
3. Select the application from the drop-down menu
4. Scroll down to the application's user table
5. Select the 'User' tab to see your users. Select the 'Delegated admins' tab for delegated admins.
6. Find the user or delegated admin you need to delete in the table
7. Click on the trash can icon under 'Action" at the right of the table (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.

For support using FAM, email Heartwood@gov.bc.ca

By: Andrew.Mitchell@gov.bc.ca   Created on: 11-28-2024