



# 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](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. FAM:

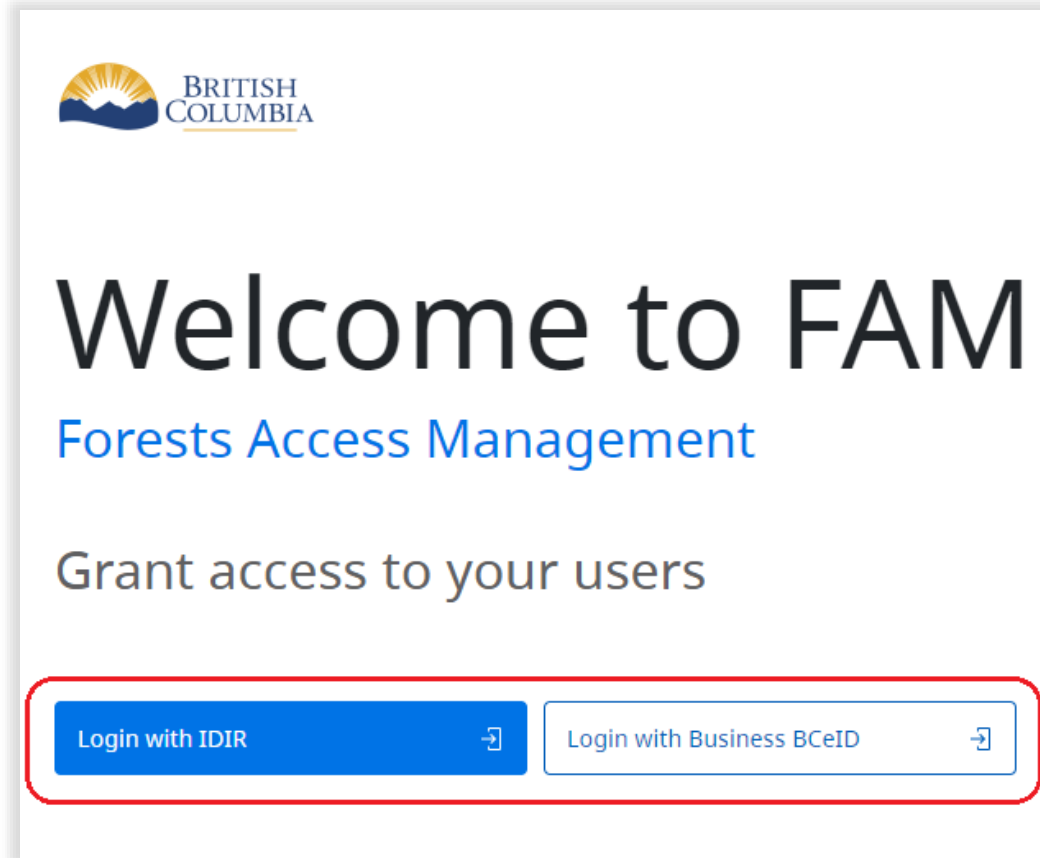
- Streamlines access authorization
- Allows users to manage their own groups, roles, and delegations
- Frees users from legacy systems, and
- Puts control in the hands of forest clients

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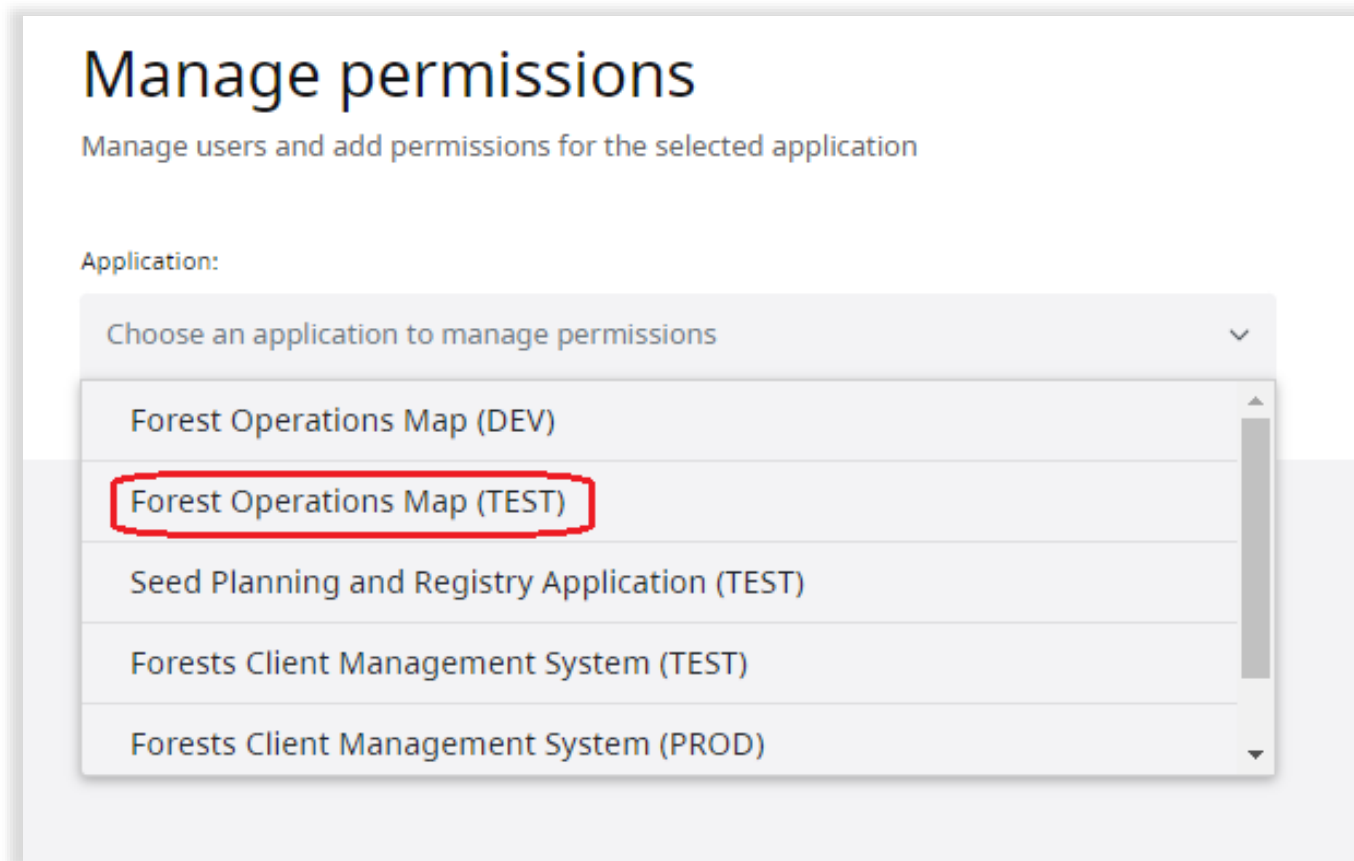
## Accessing FAM

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



## Managing permissions

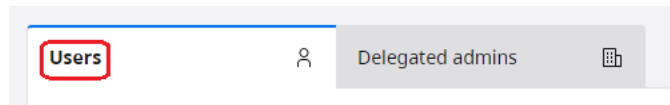
- Select the application you need to manage from the drop-down menu. (These instructions use the Forest Operations Map as an example.)
- Only applications you can grant access to will be on the menu.
- You can't add permissions to yourself.



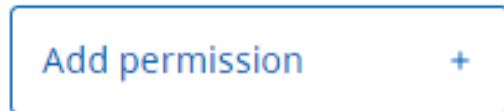
## Adding IDIR user permissions

### 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 🔍

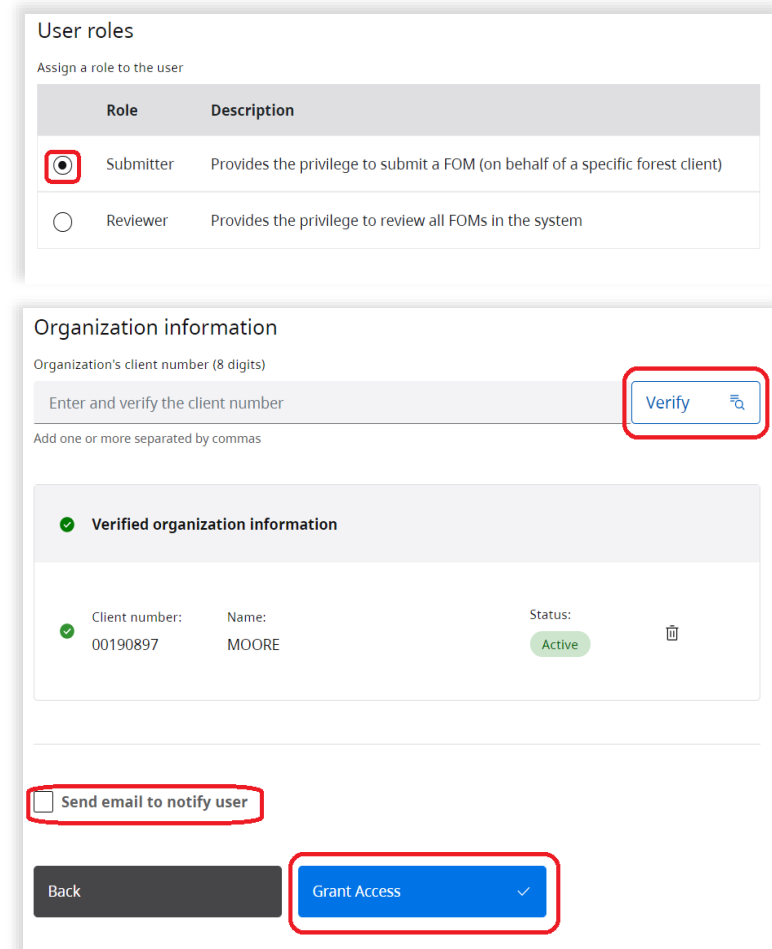
✔ **Verified user information**

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)



The image shows two screenshots from a web application. The top screenshot, titled 'User roles', shows a table with two roles: 'Submitter' (selected with a radio button) and 'Reviewer'. The bottom screenshot, titled 'Organization information', shows a form with a 'Verify' button, a 'Send email to notify user' checkbox (unchecked), and a 'Grant Access' button.

### User roles

Assign a role to the user

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

### Organization information

Organization's client number (8 digits)

Enter and verify the client number

Add one or more separated by commas



**Verified organization information**

Client number:	Name:	Status:	
<input checked="" type="checkbox"/> 00190897	MOORE	Active	

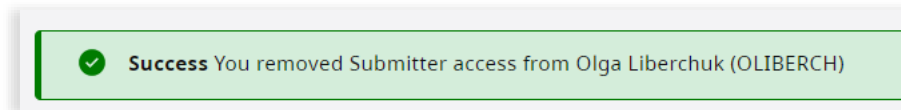
Send email to notify user

## 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.

<b>New</b> OLIBERCH	IDIR	Olga Liberchuk	Olga.Liberchuk@gov.bc.ca	00190897	Submitter	Nov 27, 2024	 
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- If you delete the user's permission, this green banner lets you know it's done:

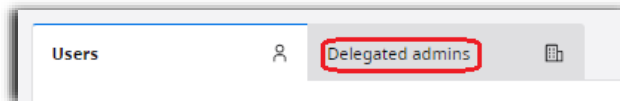




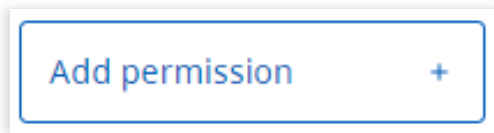
## Adding IDIR delegated admins

### Add a delegated admin

1. Choose the 'Delegated admins' tab



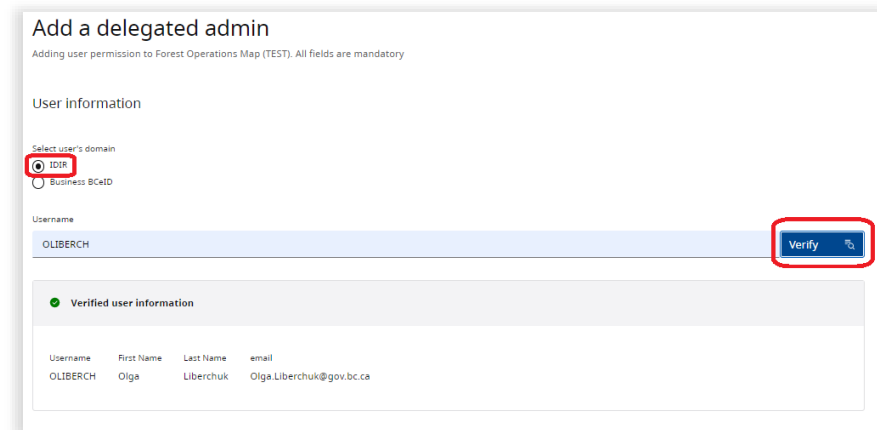
2. Select the 'Add permission' button at the right of the screen



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### 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)

Assign a role to the user

Assign a role the delegated admin can manage

Assign a role to the user

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

Organization information

Organization's client number (8 digits)

Enter and verify the client number

Add one or more separated by commas



Verified organization information

Client number:	Name:	Status:	
00190897	MOORE	Active	

Send email to notify user

## 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.

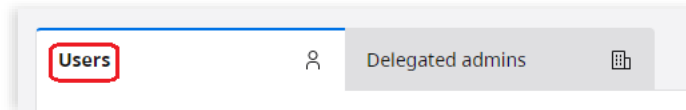
New	OLIBERCH	IDIR	Olga Liberchuk	Olga.Liberchuk@gov.bc.ca	00190897	Submitter	Nov 28, 2024	 
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- If you delete the delegated admin's permission, this green banner lets you know it's done:

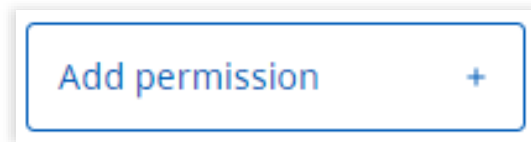


## Adding Business BCeID user permissions

1. Choose the 'Users' tab



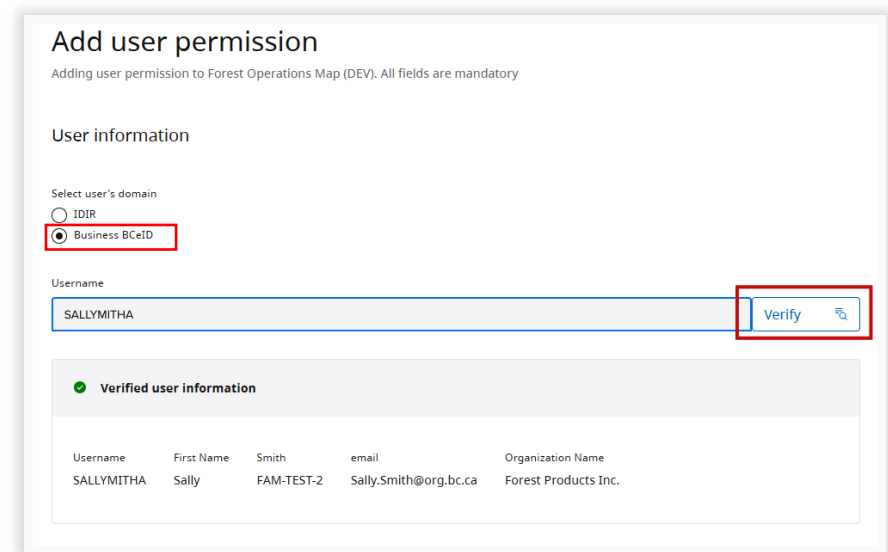
2. Select the 'Add permission' button at the right of the screen



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## 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.)

A screenshot of the 'Add user permission' form. The form title is 'Add user permission' with a subtitle 'Adding user permission to Forest Operations Map (DEV). All fields are mandatory'. Under 'User information', there are two radio buttons for 'Select user's domain': 'IDIR' and 'Business BCeID'. The 'Business BCeID' option is selected and highlighted with a red box. Below this is a text input field for 'Username' containing 'SALLYMITHA', with a 'Verify' button to its right, also highlighted with a red box. At the bottom, there is a section titled 'Verified user information' with a green checkmark icon. Below this section is a table with the following data:

Username	First Name	Smith	email	Organization Name
SALLYMITHA	Sally	FAM-TEST-2	Sally.Smith@org.bc.ca	Forest Products Inc.

## 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, and

**User roles**

Assign a role to the user

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

**Organization information**

Organization's client number (8 digits)

Enter and verify the client number

Add one or more separated by commas

**Verified organization information**

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



Send email to notify user

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

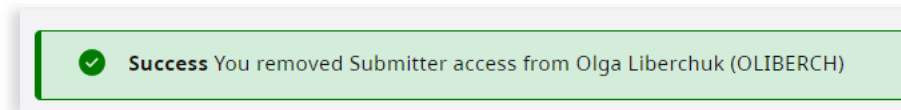
**Success** Olga Liberchuk (OLIBERCH) was successfully added with organization: MOORE (00190897)

## 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.

<b>New</b> OLIBERCH	IDIR	Olga Liberchuk	Olga.Liberchuk@gov.bc.ca	00190897	Submitter	Nov 27, 2024	 
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- If you delete the user's permission, this green banner lets you know it's done:



## Adding Business BCeID delegated admins

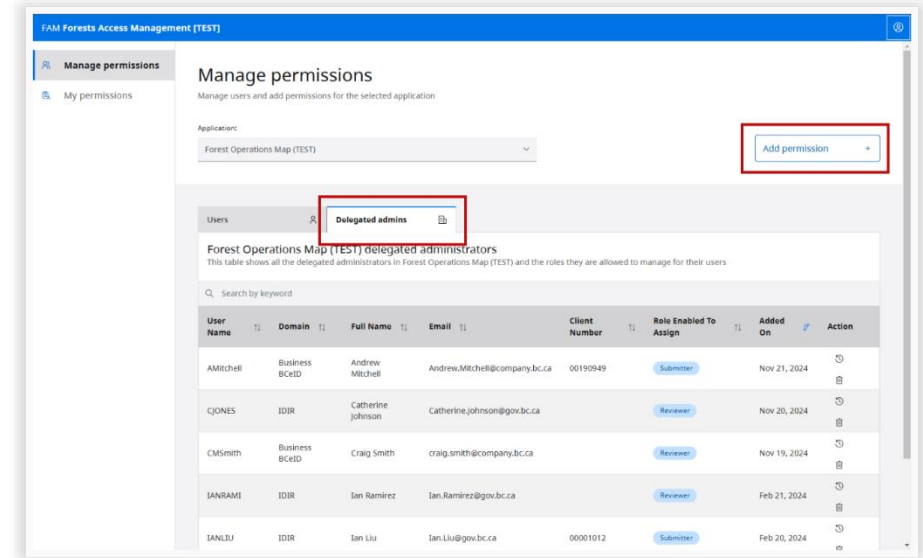
### Prerequisites

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.

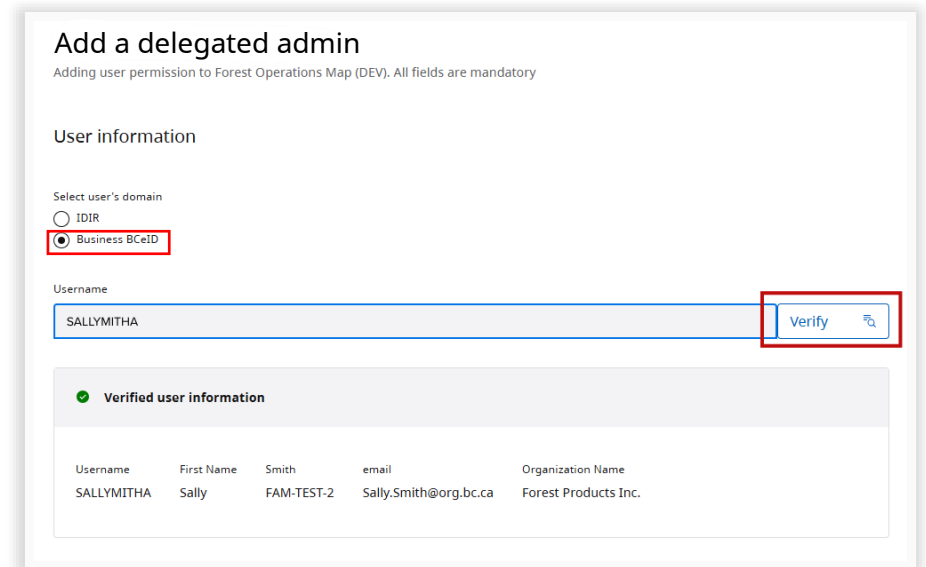
## Add a delegated admin

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:

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

Assign a role to the user

Assign a role the delegated admin can manage

Assign a role to the user

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

Organization information

Organization's client number (8 digits)

Enter and verify the client number

Add one or more separated by commas

Verified organization information

Client number:	Name:	Status:	
00190897	MOORE	Active	

Send email to notify user

# 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.)

The screenshot shows the 'Manage permissions' interface. The left sidebar has a 'Manage permissions' button highlighted with a red box. The main content area shows the application 'Forest Operations Map (TEST)' selected. Below this, there are tabs for 'Users' and 'Delegated admins'. The 'Users' tab is active, displaying a table of users. The table has columns for 'User Name', 'Domain', 'Full Name', 'Email', 'Client Number', 'Role', and 'Action'. The 'Action' column contains trash can icons, with the one for user 'OLIBERCH' highlighted by a red box. The table also includes a search bar and a pagination control at the bottom.

User Name	Domain	Full Name	Email	Client Number	Role	Action
CMENG	Business BCeID			00001011	Submitter	
CMENG	IDIR	Catherine Meng	Catherine.Meng@gov.bc.ca	00001011	Submitter	
CMENG	IDIR	Catherine Meng	Catherine.Meng@gov.bc.ca	00002011	Submitter	
IANLIU	IDIR	Ian Liu	Ian.Liu@gov.bc.ca	00132184	Submitter	
LOAD-3-TEST	Business BCeID	NRS Load Test-3	NRPP_TEST@NRPP.COMPRATECH.COM	00001013	Submitter	
OLIBERCH	IDIR	Olga Liberchuk	Olga.Liberchuk@gov.bc.ca		Reviewer	

## 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 'My permissions' page in the FAM Forests Access Management [TEST] system. The left navigation menu has 'My permissions' highlighted with a red box. The main content area displays a table with one row of permissions.

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

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

By: [Andrew.Mitchell@gov.bc.ca](mailto:Andrew.Mitchell@gov.bc.ca)

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