



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

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 using a Business BCeID.



Welcome to FAM

Forests Access Management

Grant access to your users

[Login with IDIR](#) [Login with 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 for yourself.

The screenshot shows the 'Manage permissions' interface for the FAM (Forests Access Management) system. The top navigation bar is blue with the title 'FAM Forests Access Management'. On the left, there's a sidebar with a 'Manage permissions' button (which is highlighted in grey) and a 'My permissions' link. The main content area has a heading 'Manage permissions' and a sub-instruction 'Manage users and add permissions for the selected application'. Below this is a 'Application:' dropdown menu. The dropdown list includes 'Choose an application to manage permissions', 'Forests Access Management', 'Forest Operations Map (DEV)', 'Forest Operations Map (TEST)' (which is highlighted with a red box), 'Forest Operations Map (PROD)', and 'Seed Planning and Registry Application (TEST)'. At the bottom of the page, there's a search icon (magnifying glass with a line) and the text 'Nothing to show yet! Choose an application to view its users. The list will display here.'

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.

The screenshot shows the 'Manage permissions' interface for the 'Forest Operations Map (DEV)' application. On the left, there's a sidebar with 'Manage permissions' selected. The main area has a heading 'Manage permissions' and a sub-instruction 'Manage users and add permissions for the selected application'. Below this is a dropdown for 'Application' set to 'Forest Operations Map (DEV)'. To the right of the dropdown is a blue button labeled 'Add permission' with a '+' sign, which is highlighted with a red box. The central part of the screen displays a table titled 'Forest Operations Map users' with the following data:

User Name	Domain	Full Name	Email	Organization	Role	Added On	Action
CMENG	IDIR	Catherine Meng	Catherine.Meng@gov.bc.ca	AKIECA EXPLORERS LTD. (00001011)	Submitter	Dec 11, 2024	
nvadgama	IDIR	Nisarg	Nisara.Vadgama@gov.bc.ca		Reviewer	Dec 05, 2024	

At the bottom left of the sidebar, there are 'Support' and 'Contact us' links.

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.

The screenshot shows the 'Manage permissions' interface for adding a new user permission. In the 'User information' section, the 'User's domain' is set to 'Business BCeID' and the 'Username (Business BCeID)' field contains 'Jsmithfor'. A red box highlights the 'Verify username' button. Below it, a 'Verified user information' card displays the user's details: Username Jsmithfor, Full Name Joey Smith, Email Jo@org.com, and Organization Name BC Forestry Inc. In the 'User roles' section, there are two options: 'Submitter' and 'Reviewer'. The 'Submitter' role is selected, with a description: 'Provides the privilege to submit a FOM (on behalf of a specific forest client)'. At the bottom, a checkbox 'Send email to notify user' is checked, and a 'Back' button is next to a blue 'Add user permission' button with a checkmark icon.

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:



FAM Forests Access Management

Manage permissions / Add permission

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

User information

User's domain: Business BCeID (selected)

Username (Business BCeID): Jsmithfor

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	Description
Submitter	Provides the privilege to submit a FOM (on behalf of a specific forest client) Restrict access by organizations Add one or more organizations for this user to have access to
Reviewer	Provides the privilege to review all FOMs in the system

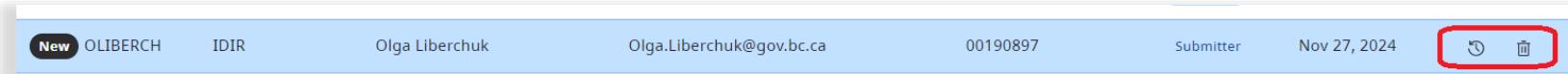
Send email to notify user

Back Add user permission

The screenshot shows the 'Add permission' section of the FAM interface. It includes fields for user domain selection, a verified user information summary, a table of user details, a user roles section with a 'Submitter' role selected, and a table of organization client numbers. A green success banner at the bottom left indicates the user was added successfully.

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.



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

The screenshot shows the 'Manage permissions' interface. On the left, there's a sidebar with 'Manage permissions' highlighted. The main area has a title 'Manage permissions' and a subtitle 'Manage users and add permissions for the selected application'. A dropdown shows 'Forest Operations Map (DEV)'. An 'Add permission' button with a '+' icon is visible. Below is a table titled 'Forest Operations Map users' with columns: User Name, Domain, Full Name, Email, Organization, Role, Added On, and Action. A row for 'CMENG' is shown with a trash can icon in the Action column. The bottom left of the page has 'Support' and 'Contact us' links.

User Name	Domain	Full Name	Email	Organization	Role	Added On	Action
CMENG	IDIR	Catherine Meng	Catherine.Meng@gov.bc.ca	AKIECA EXPLORERS LTD. (00001011)	Submitter	Dec 11, 2024	

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 'My permissions' page in the FAM interface. The left sidebar has two options: 'Manage permissions' and 'My permissions'. The 'My permissions' option is highlighted with a red box. The main content area is titled 'My permissions' and contains a sub-instruction: 'Check all the applications and permissions that you have access to'. Below this is a search bar with the placeholder 'search by application, environment, client numbers, company name, role, status, and more'. A table lists the user's access details:

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

At the bottom left of the table are pagination controls: '50' with a dropdown arrow, and '1 - 1 of 1 items'.

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Created on: 11-28-2024