



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:

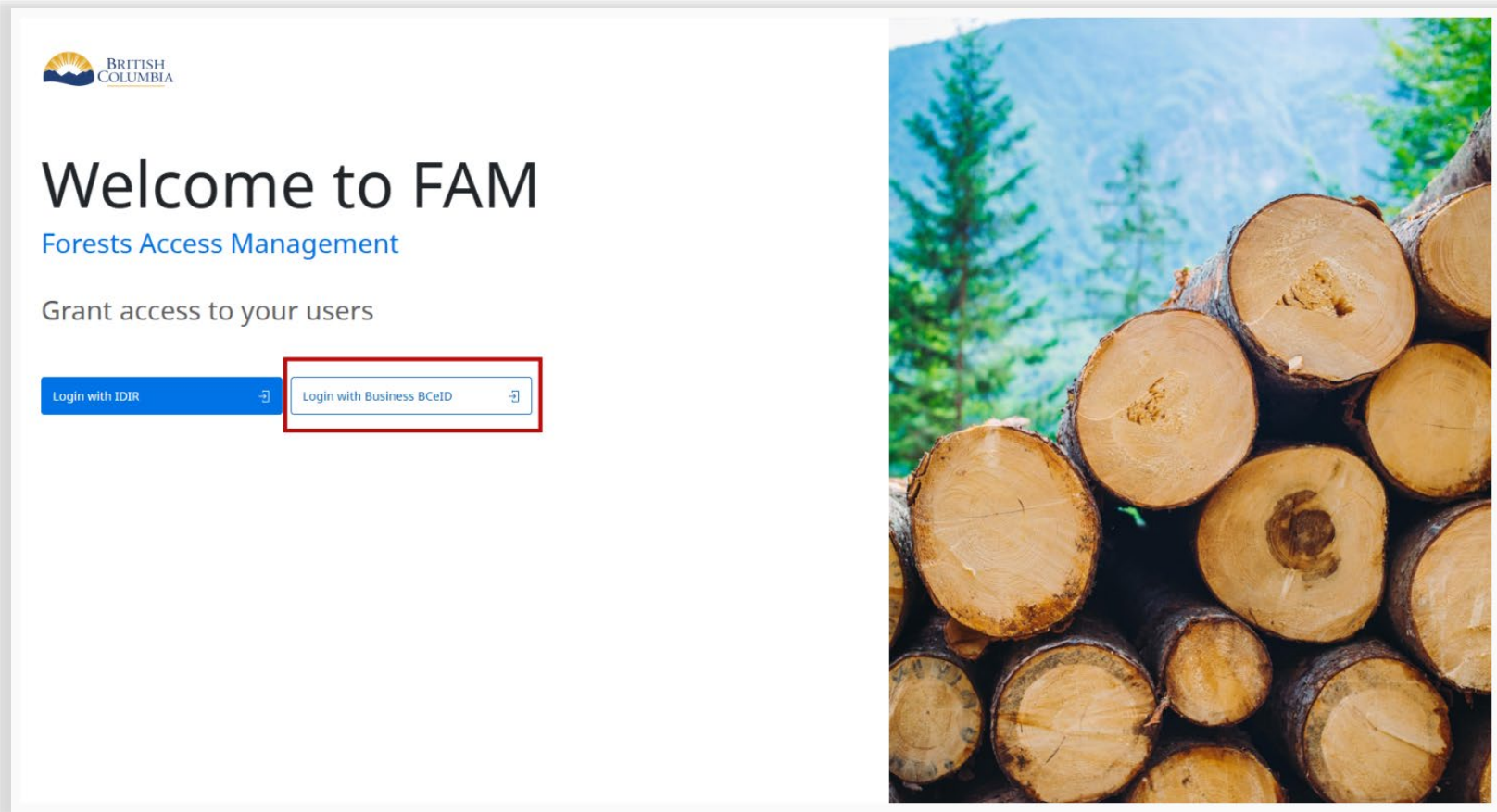
- Streamlining access authorization
- Allowing users to manage their own groups, roles, and delegations
- Freeing users from legacy systems, and
- Putting control in the hands of forest clients

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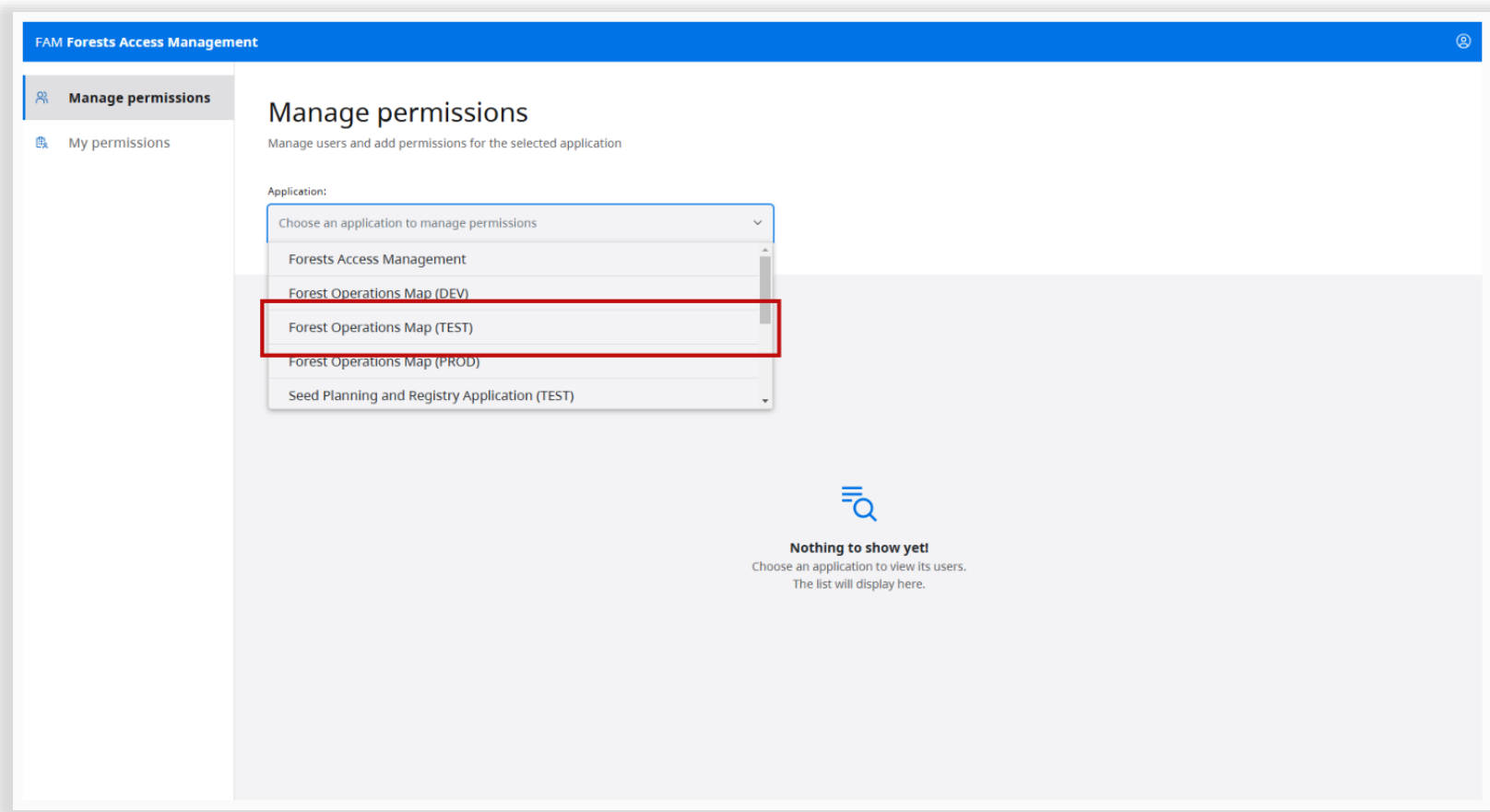
Accessing FAM

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.



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.



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.

FAM Forests Access Management

Manage permissions

Manage users and add permissions for the selected application

Application: Forest Operations Map (DEV)

Add permission +

Users

Forest Operations Map users
This table shows all the users in Forest Operations Map (DEV) and their permissions levels

Search by keyword

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	
nisarg	IDIR	Nisarg	Nisarg.Vadgaonkar@gov.bc.ca		Reviewer	Dec 05,	

Support

Contact us

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

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

* Rule

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 8-digit client number

Client number	Name	Status	Action
00001011	AKTECA EXPLORERS LTD.	Active	<input type="button" value="Edit"/>

☒ 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.

New	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

FAM Forests Access Management

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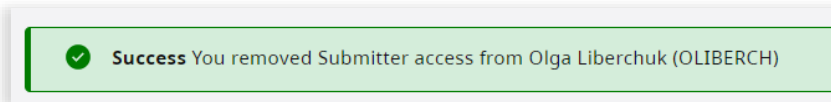
Search by keyword

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	

Support

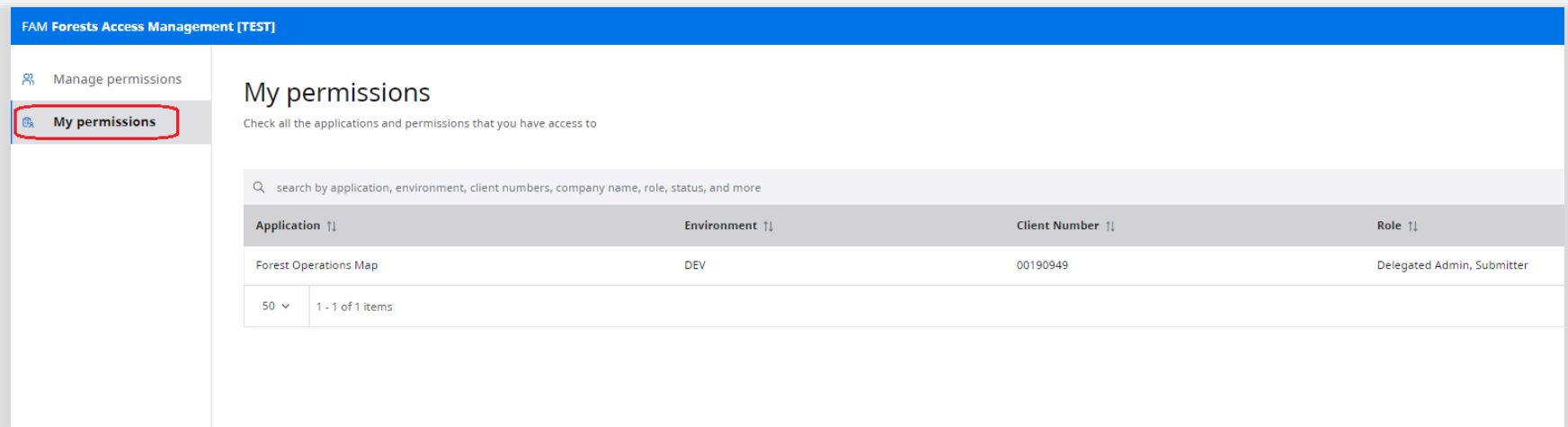
Contact us

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.



FAM Forests Access Management [TEST]

Manage permissions

My permissions

Check all the applications and permissions that you have access to

search by application, environment, client numbers, company name, role, status, and more

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

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