

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:

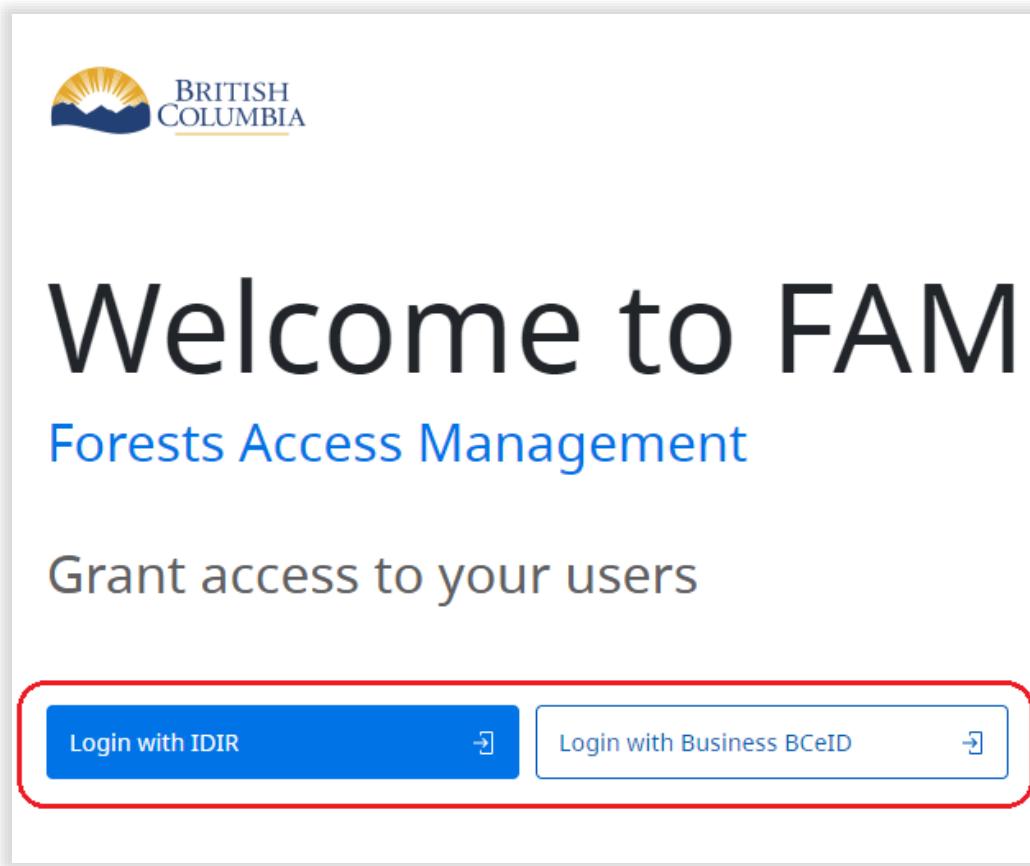
- Streamlines access authorization
- Allows users to manage their own groups, roles, and delegations
- Frees users from legacy systems, and
- Puts control in the hands of forest clients

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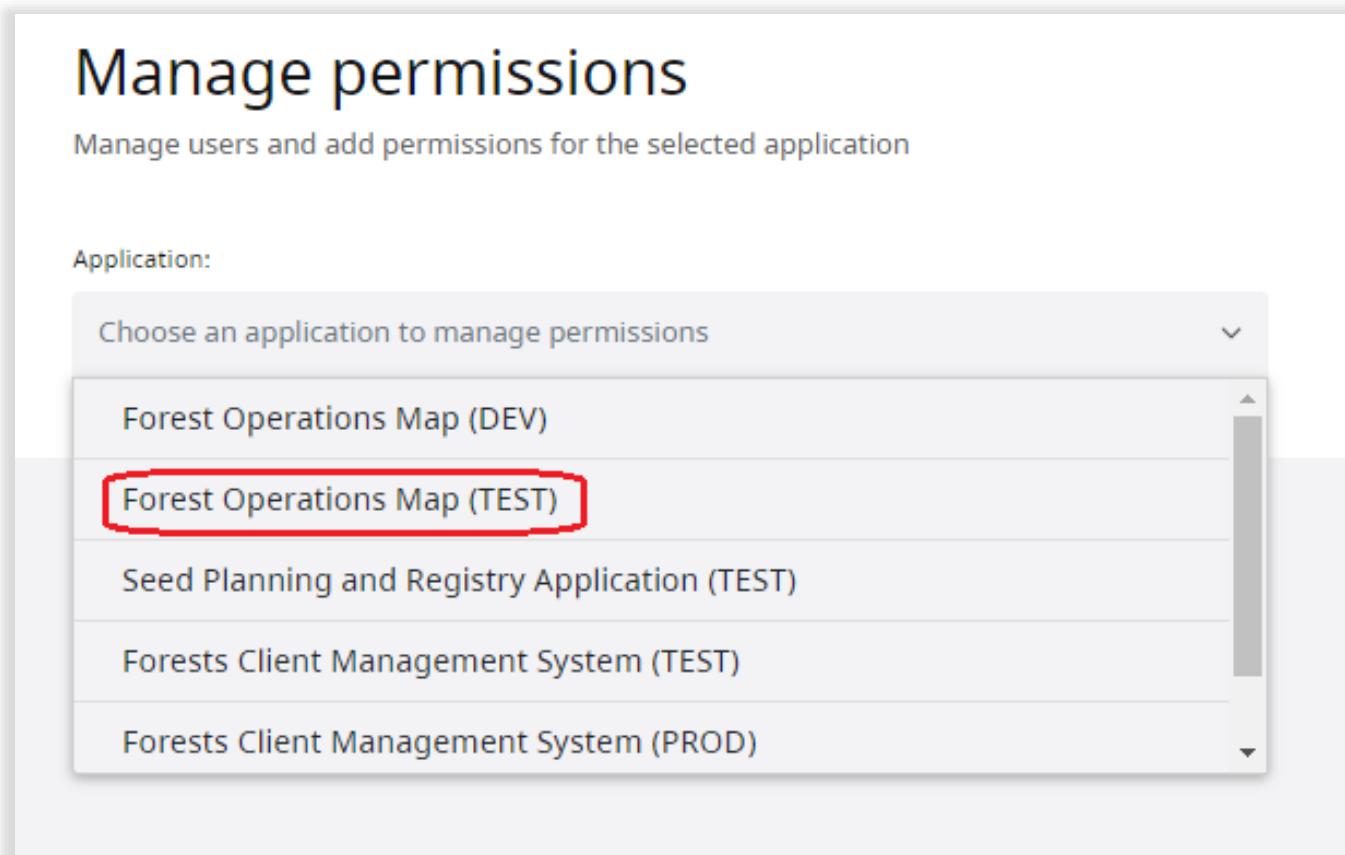
Accessing FAM

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

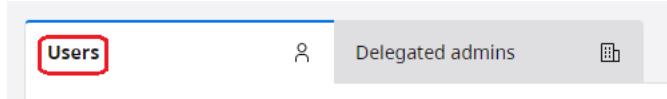
- Select the application you need to manage from the drop-down menu. (These instructions use the Forest Operations Map as an example.)
- Only applications you can grant access to will be on the menu.
- You can't add permissions to yourself.



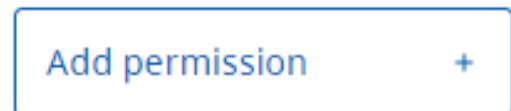
Adding IDIR user permissions

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 🔍

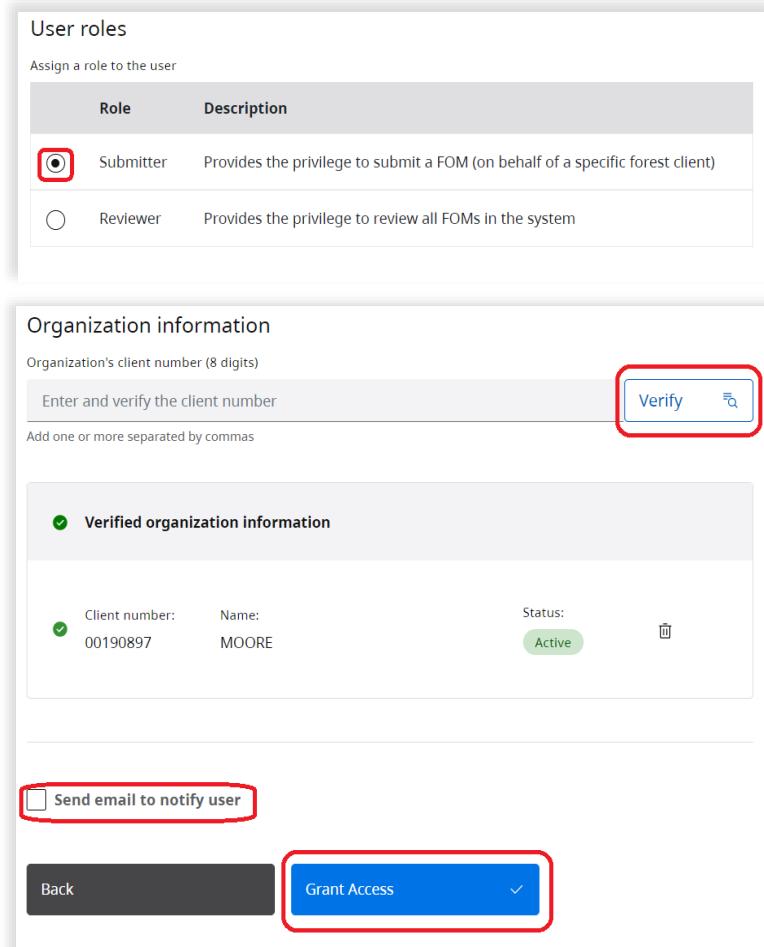
✓ Verified user information

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
<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 Verify 🔍

Add one or more separated by commas

✓ Verified organization information

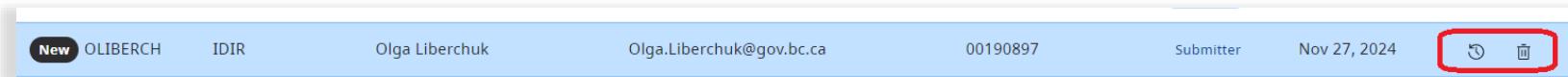
<input checked="" type="checkbox"/>	Client number:	00190897	Name:	MOORE	Status:	Active	trash
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Send email to notify user

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.



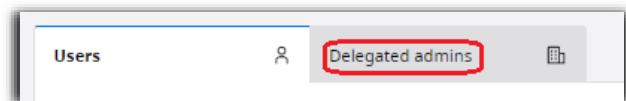
- If you delete the user's permission, this green banner lets you know it's done:



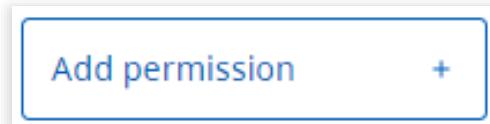
Adding IDIR delegated admins

Add a delegated admin

1. Choose the 'Delegated admins' tab



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



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 **Verify** 

Add one or more separated by commas

 Verified organization information

Client number:	Name:	Status:
00190897	MOORE	Active 

Send email to notify user

Create Delegated Admin 

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.

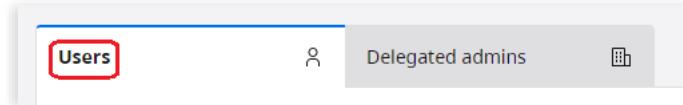


- If you delete the delegated admin's permission, this green banner lets you know it's done:

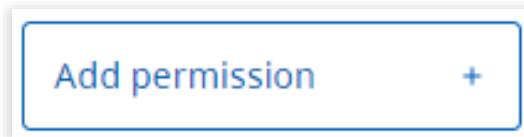


Adding Business BCeID user permissions

1. Choose the 'Users' tab



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



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 a software interface titled 'Add user permission' for 'Forest Operations Map (DEV)'. It includes fields for 'User information' (domain selection, username, and verify button), 'Verified user information' status, and a summary table with user details.

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

User information

Select user's domain

IDR

Business BCeID

Username

SALLYMITHA

Verify

Verified user information

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.

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: 00001012	Name: BELL POLE COMPANY	Status: Active
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Send email to notify user

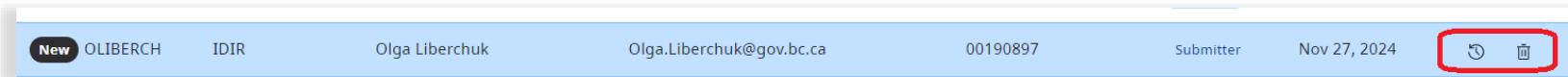
3. Uncheck 'Send email to notify user' if you don't want to send them one, and

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

Success 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.



- 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

The screenshot shows the 'Manage permissions' interface for the 'FAM Forests Access Management (TEST)' application. At the top, there's a 'Manage permissions' section with a 'My permissions' link. Below it, an 'Application:' dropdown is set to 'Forest Operations Map (TEST)'. On the right, a red box highlights the 'Add permission' button. The main area is titled 'Manage permissions' and shows a table of 'Delegated admins'. The table has columns for User Name, Domain, Full Name, Email, Client Number, Role Enabled To Assign, Added On, and Action. Five users are listed:

User Name	Domain	Full Name	Email	Client Number	Role Enabled To Assign	Added On	Action
AMitchell	Business BCeID	Andrew Mitchell	Andrew.Mitchell@company.bc.ca	00190949	Submitter	Nov 21, 2024	
CJONES	IDIR	Catherine Johnson	Catherine.johnson@gov.bc.ca		Reviewer	Nov 20, 2024	
CMSmith	Business BCeID	Craig Smith	craig.smith@company.bc.ca		Reviewer	Nov 19, 2024	
IANRAMI	IDIR	Ian Ramirez	Ian.Ramirez@gov.bc.ca		Reviewer	Feb 21, 2024	
IANLIU	IDIR	Ian Liu	Ian.Liu@gov.bc.ca	00001012	Submitter	Feb 20, 2024	

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.)

The screenshot shows the 'Add a delegated admin' form. It starts with a 'User information' section where the 'Select user's domain' dropdown is set to 'Business BCeID'. A red box highlights this selection. Below it, a 'Username' field contains 'SALLYMITHA', which is also highlighted with a red box. To the right of the username field is a 'Verify' button with a magnifying glass icon, also highlighted with a red box.

At the bottom, a 'Verified user information' section shows the following details:

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

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:

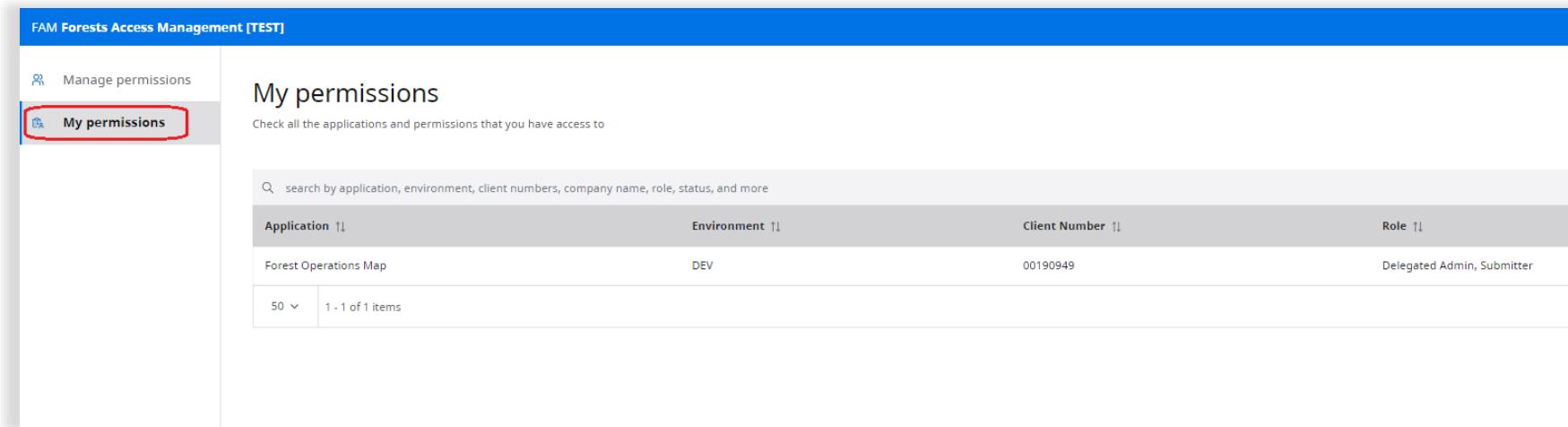
1. [Log into FAM](#)
2. Select 'Manage permissions'
3. Select the application from the drop-down menu
4. Scroll down to the application's user table
5. Select the 'User' tab to see your users. Select the 'Delegated admins' tab for delegated admins.
6. Find the user or delegated admin you need to delete 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 for the 'Forest Operations Map (TEST)' application. The 'Users' tab is selected. The table lists users with their details and permission levels. The 'Action' column contains icons for edit and delete. The 'Delete' icon for the user 'OLIBERCH' is highlighted with a red box.

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 'FAM Forests Access Management [TEST]' 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 the 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 follows, with columns: Application, Environment, Client Number, and Role. One row is visible: 'Forest Operations Map' under Application, 'DEV' under Environment, '00190949' under Client Number, and 'Delegated Admin, Submitter' under Role. At the bottom left of the table are dropdown menus for '50' and '1 - 1 of 1 items'.

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

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

By: Andrew.Mitchell@gov.bc.ca

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