

FIRST TIME ACCESS TO THE ANGLING GUIDE REPORTING SHAREPOINT SITE

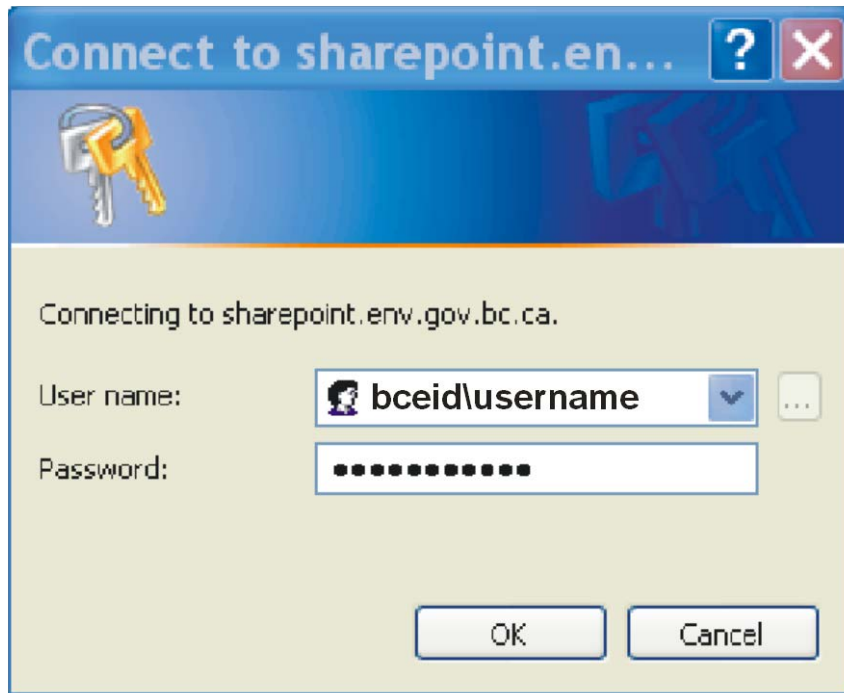
Please Note the best time to Access the SharePoint site FOR THE FIRST TIME, is during business hours of 8:30 am to 4:30 pm Monday to Friday. **For first time access, allow up to 2 business days for your access request to be approved.** If approval has not been received send a note to the AnglingGuideReporting@gov.bc.ca mailbox.

If you have questions regarding this process, please send an email to AnglingGuideReporting@gov.bc.ca.

Step 1:

Go to the SharePoint Site at: <https://spc-env.gov.bc.ca/fwb/fms/ag/default.aspx>.

Login using your BCEID\Username.



Always type 'bceid' then your 'user name' - e.g. 'bceid\JimScott' (use the '\ ' slash not the '/').

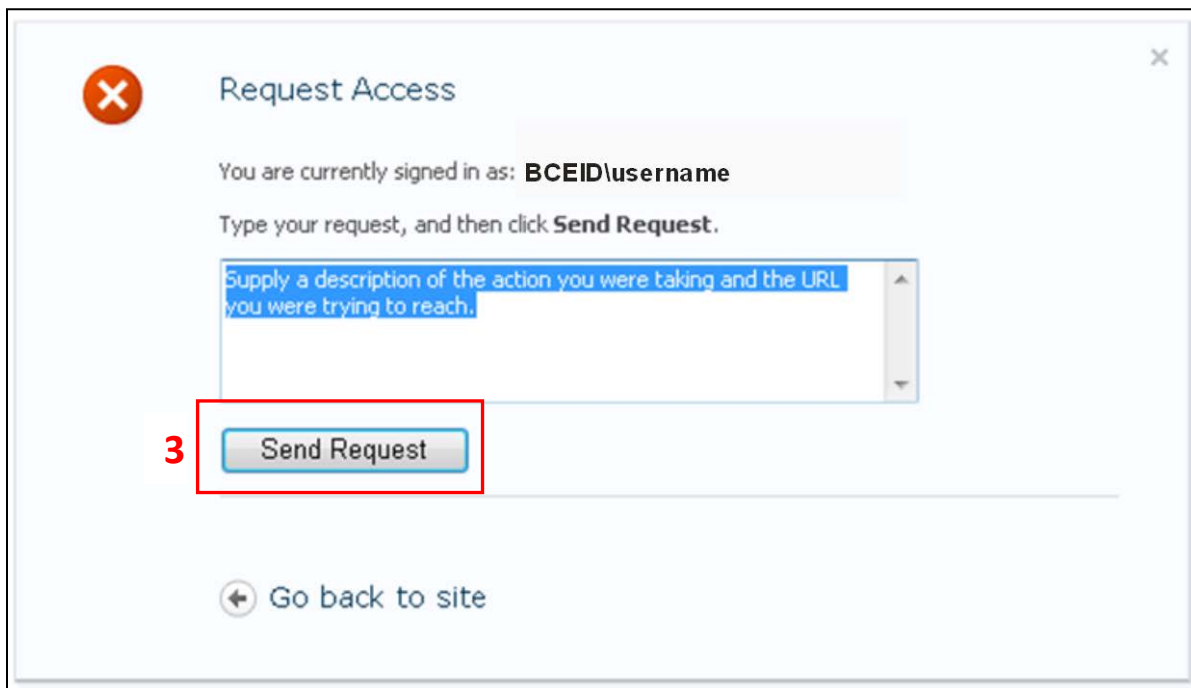
Step 2:

Request Access by clicking on 'Request access'.



Step 3: Request Access by directly clicking on the 'Send Request' button.

Note: It is not necessary to "supply a description of the action you were taking and the URL you are trying to reach"



You will receive a confirmation that your request was successfully sent.

Note: this is confirmation that your request has been sent. It is not confirmation that you have access. Access is granted manually within business hours. This is where you need to allow up to 2 business days for your access request to be approved. If approval has not been received by the end of that time period, send a note to the AnglingGuideReporting@gov.bc.ca mailbox.



Step 4: You will receive an email welcoming you to the SharePoint Site.

In the email click on the [underlined blue web link](#) following the invitation to 'Participate in the SharePoint site'.

Welcome to the SharePoint group: Angling Guide Submitters for site: BC Fresh Water Angling Guide Report Submissions ...

Message Developer

Reply Reply to All Forward Call IM -

Delete Move to Folder Create Rule Other Actions -

Block Sender Not Junk Safe Lists -

Categorize Follow Up Mark as Unread

Find Related -

Select -

Send to OneNote

Respond Actions Junk E-mail Options Find OneNote

From: DoNotReply@SP2010.gov.bc.ca Sent: Thu 2012-02-09 1:57 PM
To: **User Name**
Cc:
Subject: Welcome to the SharePoint group: Angling Guide Submitters for site: BC Fresh Water Angling Guide Report Submissions

Welcome to the 'Angling Guide Submitters' SharePoint group. Scholten, George FLNR:EX (IDIR\gscholte) has added you to the 'Angling Guide Submitters' group for this SharePoint site.
Group description: Use this group to give people contribute permissions to the SharePoint site: Angling Guide Report Submissions
yup
As a member of this SharePoint group, you can:

- * Participate in the SharePoint site at <https://spc-env.gov.bc.ca/fwbfms/ag> 4
- * View the group home page at: <https://spc-env.gov.bc.ca/fwbfms/ag/layouts/people.aspx?MembershipGroupId=4571>

What is a SharePoint site?

A SharePoint site is a Web site that provides a central storage and collaboration space for documents, information, and ideas. A SharePoint site is a tool for collaboration, just like a telephone is a tool for communication, or a meeting is a tool for decision making. A SharePoint site helps groups of people (whether work teams or social groups) share information and work together. For example, a SharePoint site can help you:

- * Coordinate projects, calendars, and schedules.

Step 5: Once you are on the SharePoint Site, add the site to your Internet Explorer's 'Favourites' list for future access. Subsequently you will always be asked to Login using your BCEID\username and Password, so keep this information in a safe location.

The screenshot shows a SharePoint site interface. At the top, there is a dark blue navigation bar with 'Site Actions' and 'Page' options. Below this is a white header area with the site title 'BC Fresh Water Angling Guide Report Submissions' and a search box labeled 'Search this site...'. The main content area is divided into a left sidebar and a main display area. The sidebar contains sections for 'Documents' (General Submission Information, Administration Only, Reporting Spreadsheet (Excel)) and 'Lists' (Angling Guide Report Submissions Unclassified Waters, Angling Guide Report Submissions Classified Waters, Test Classifie). The main display area features a large banner image of a person fishing in a river. Overlaid on the left side of the image is a semi-transparent box with the text 'On-Line Angling Guide Report Submissions'. Below the image, a yellow banner contains the text 'Welcome to the Online Angling Guide Annual Report Submissions SharePoint Site.'