

# Accessing the “Online Fish Data Submissions” SharePoint Site (for BCeID Clients)

## First Time Access

**1) Click** on the SharePoint Address (URL),

[http://sharepoint.env.gov.bc.ca/ESI/Fish\\_Info/Fish\\_Submissions/default.aspx](http://sharepoint.env.gov.bc.ca/ESI/Fish_Info/Fish_Submissions/default.aspx), to go to the SharePoint site or;

Using a Web Browser enter the SharePoint Address (URL) into the search field.

**2)** You will be prompted with the log-in box "**Connect to Sharepoint.env.gov.bc.ca**".

**a) Type** “bceid\” followed by your “**User name**” so that the format looks like: bceid\user name.

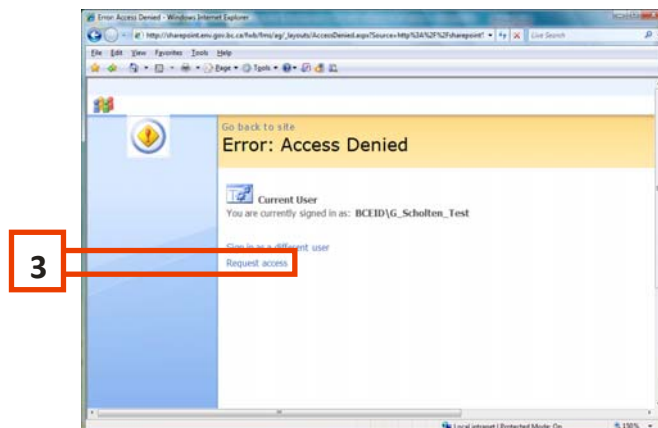
**Important: Make sure you are using a backslash ( \ ) and not a forward slash ( / ), between “bceid” and your ‘user name’; e.g. bceid\leagleyeguide**

**b) Enter** your ‘**Password**’ in the “**Password**” field. You need to enter it exactly as you provided to BCeID (It is case sensitive). **Click “OK”**.

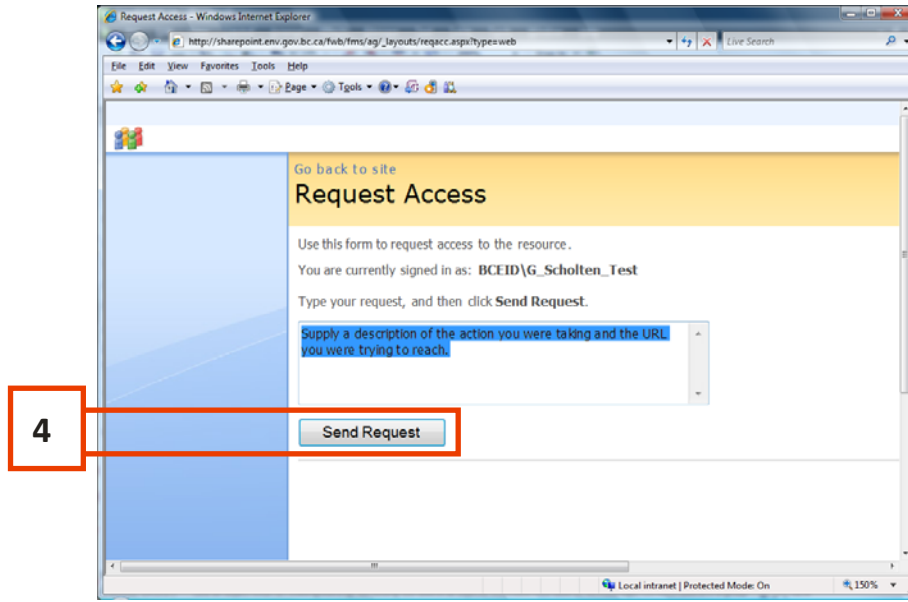


**3) Do not be concerned when you receive an “Error Access Denied” screen.** This is a standard screen produced by SharePoint. **(This step is only with ‘First Time’ Access).**

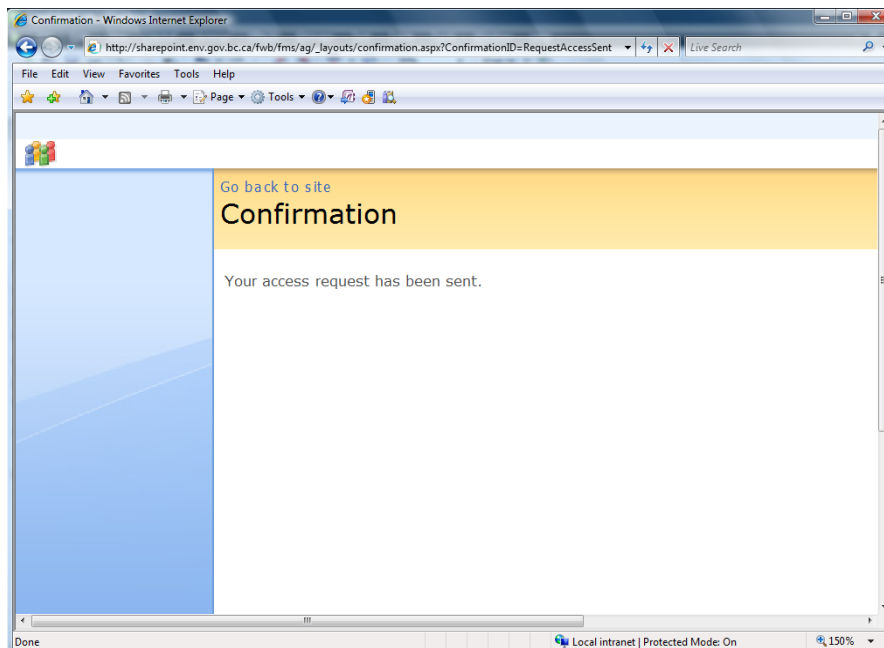
**Click** the "Request access" link on the “Error Access Denied” screen.



**4) Select “Send Request” on the “Request Access” screen that pops up. (This step is only with ‘First Time’ Access).**



**5) You will now see a “Confirmation” screen indicating your “Your access request has been sent”. (This step is only with ‘First Time’ Access).**

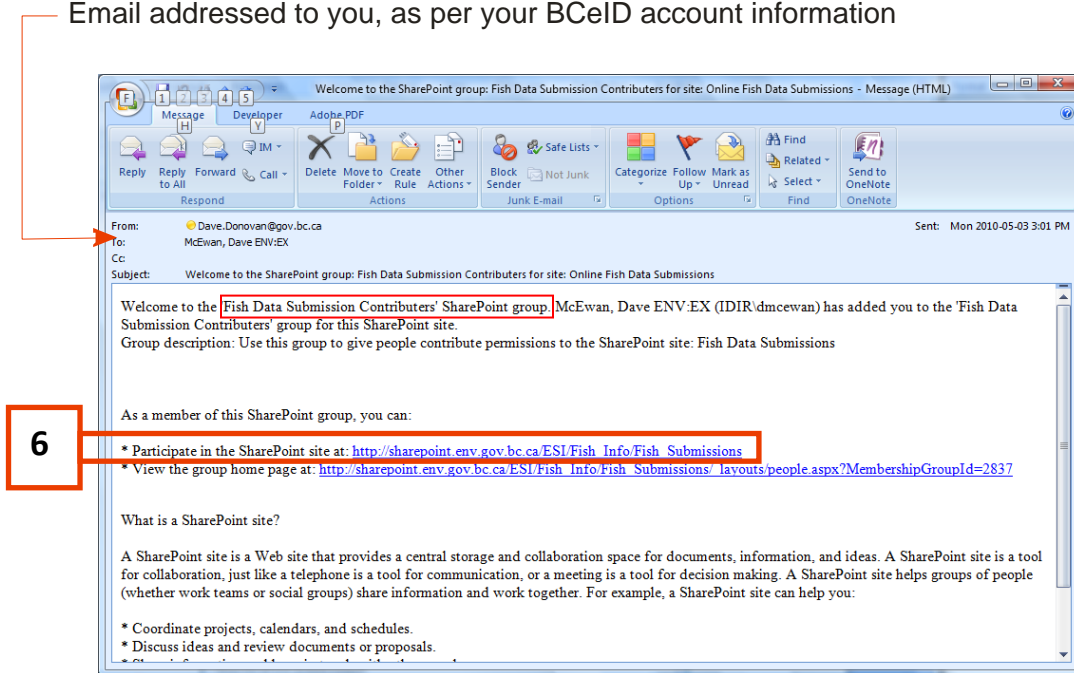


**6)** After the “Confirmation”, ‘First time’ access **is not immediate**; your ‘access request’ will be granted manually (Monday to Friday during business hours) by one of our staff. This is usually shortly after your ‘confirmation’ or within a couple of hours. **(This step is only with ‘First Time’ Access)**. There are now two options to access the SharePoint site depending on whether you provided BCeID your email (Optional with Basic BCeID).

- a) If you provided BCeID your email; you will now receive an automated “Welcome to the SharePoint Group...” email ‘confirming your access’ to the SharePoint site. **If you have not received an email within one (1) business day of ‘access request’ “Confirmation”, please contact us at [fishdatasub@gov.bc.ca](mailto:fishdatasub@gov.bc.ca). Note: Please **Do Not** ‘reply’ to this automated email or send questions to [Dave.Donovan@gov.bc.ca](mailto:Dave.Donovan@gov.bc.ca)**

**Click** on the SharePoint Address (URL) in the body of the email to access the SharePoint Site.

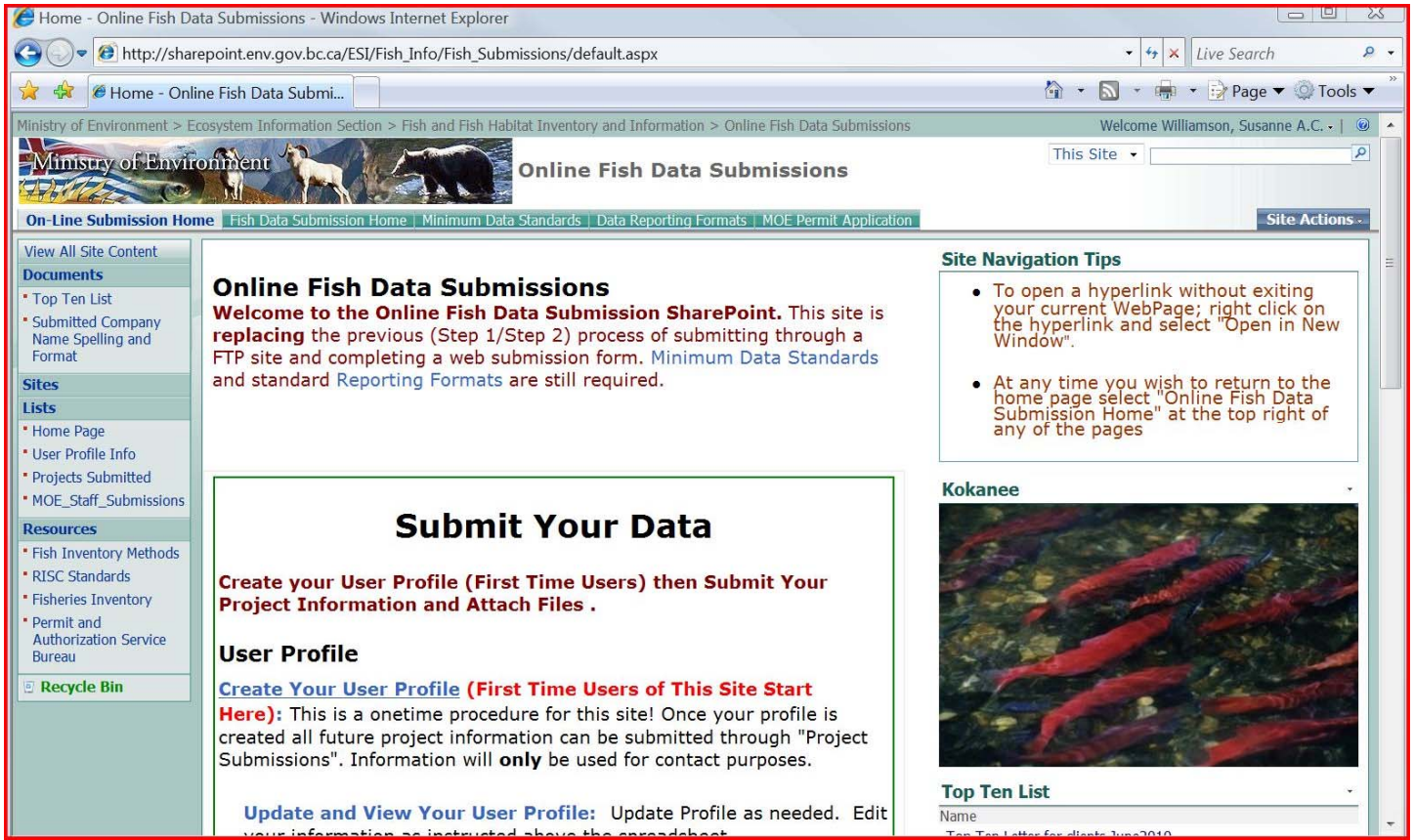
Email addressed to you, as per your BCeID account information



- b) If you did not provide an email to BCeID, you will not receive the automated email above. In this case: **Click** on [http://sharepoint.env.gov.bc.ca/ESI/Fish\\_Info/Fish\\_Submissions/default.aspx](http://sharepoint.env.gov.bc.ca/ESI/Fish_Info/Fish_Submissions/default.aspx) or use your Web Browser to enter the SharePoint Address (URL) into the search field to go to the SharePoint site. If you have difficulties accessing the SharePoint site after one (1) business day since “Confirmation”, please contact us at [fishdatasub@gov.bc.ca](mailto:fishdatasub@gov.bc.ca)

**7)** You will be again prompted for your ‘User name’ and ‘Password’ [**See Step 2)** above, for how to log in with your ‘User name’ and ‘Password’].

8) You will now be taken to the Home Page of the site. At this point we suggest saving the web location in your web browser Favourites' List.



The screenshot shows a web browser window displaying the 'Online Fish Data Submissions' SharePoint site. The browser's address bar shows the URL: [http://sharepoint.env.gov.bc.ca/ESI/Fish\\_Info/Fish\\_Submissions/default.aspx](http://sharepoint.env.gov.bc.ca/ESI/Fish_Info/Fish_Submissions/default.aspx). The page header includes the Ministry of Environment logo and the title 'Online Fish Data Submissions'. A navigation menu contains links for 'On-Line Submission Home', 'Fish Data Submission Home', 'Minimum Data Standards', 'Data Reporting Formats', and 'MOE Permit Application'. A sidebar on the left lists 'Documents' (Top Ten List, Submitted Company Name Spelling and Format) and 'Resources' (Fish Inventory Methods, RISC Standards, Fisheries Inventory, Permit and Authorization Service Bureau). The main content area features a 'Submit Your Data' section with instructions to create a user profile and submit project information. A 'Site Navigation Tips' box provides advice on opening hyperlinks in new windows. A 'Kokanee' section includes an image of several red fish. At the bottom, a 'Top Ten List' section is partially visible.

## Return Access

- 1) Whenever you return to the site just **go to** the "Fish Data Submissions" SharePoint site at [http://sharepoint.env.gov.bc.ca/ESI/Fish\\_Info/Fish\\_Submissions/default.aspx](http://sharepoint.env.gov.bc.ca/ESI/Fish_Info/Fish_Submissions/default.aspx)
- 2) **Repeat** the instructions from "First Time Access" step 2), above; for logging in with your 'Username' and 'Password'.
- 3) You will now be taken to the Home Page of the "Online Fish Data Submissions" SharePoint site.

**If you have any questions or difficulties please contact:** [fishdatasub@gov.bc.ca](mailto:fishdatasub@gov.bc.ca)