

## ACCESSING THE NEW ANGLING GUIDE REPORTING SHAREPOINT SITE

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Please Note the best time to Access the SharePoint site is during business hours of 8am to 4pm Monday to Friday, **allow up to 2 business days for your request to be approved**. If approval has not been received send a note to the [AnglingGuideReporting@gov.bc.ca](mailto:AnglingGuideReporting@gov.bc.ca) mailbox.

If you have questions regarding this process, please send an email to [AnglingGuideReporting@gov.bc.ca](mailto:AnglingGuideReporting@gov.bc.ca).

**Step 1:** Using the Internet go to the SharePoint Site at: <https://spc-env.gov.bc.ca/fwb/fms/ag/default.aspx>.

Login using your BCEID\Username.



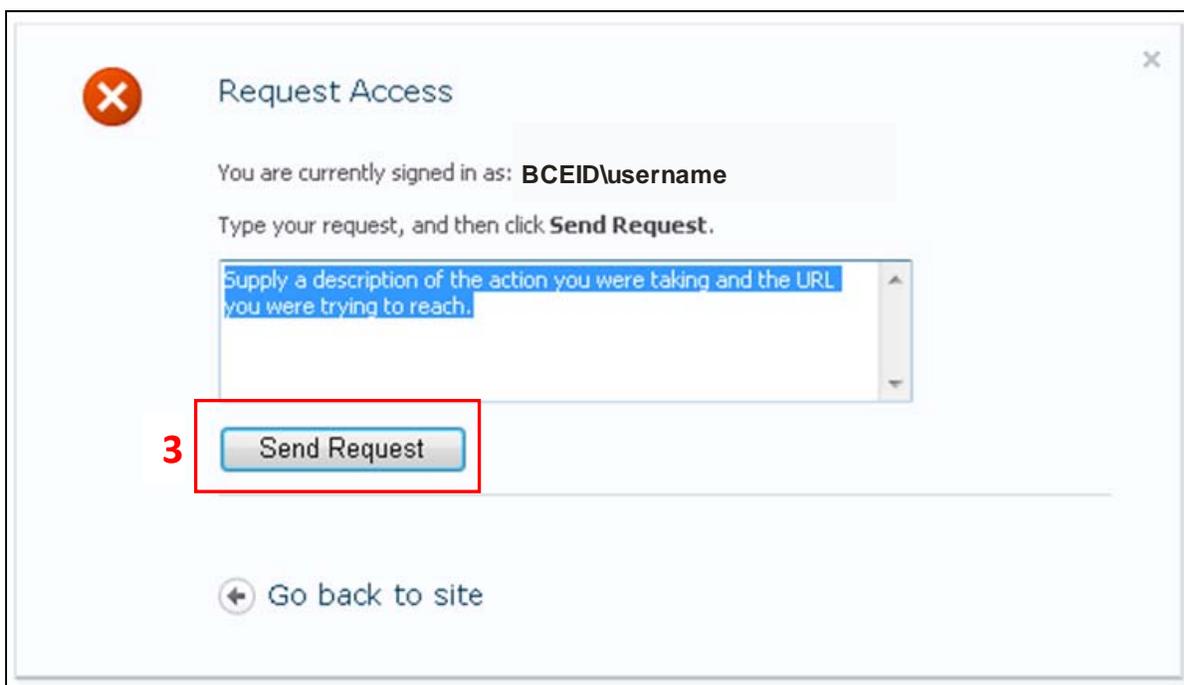
**Always type 'bceid' then your 'user name' - e.g. 'bceid\JimScott' (use the '\ ' slash not the '/' ).**

**Step 2:** Request Access by clicking on 'Request access'.

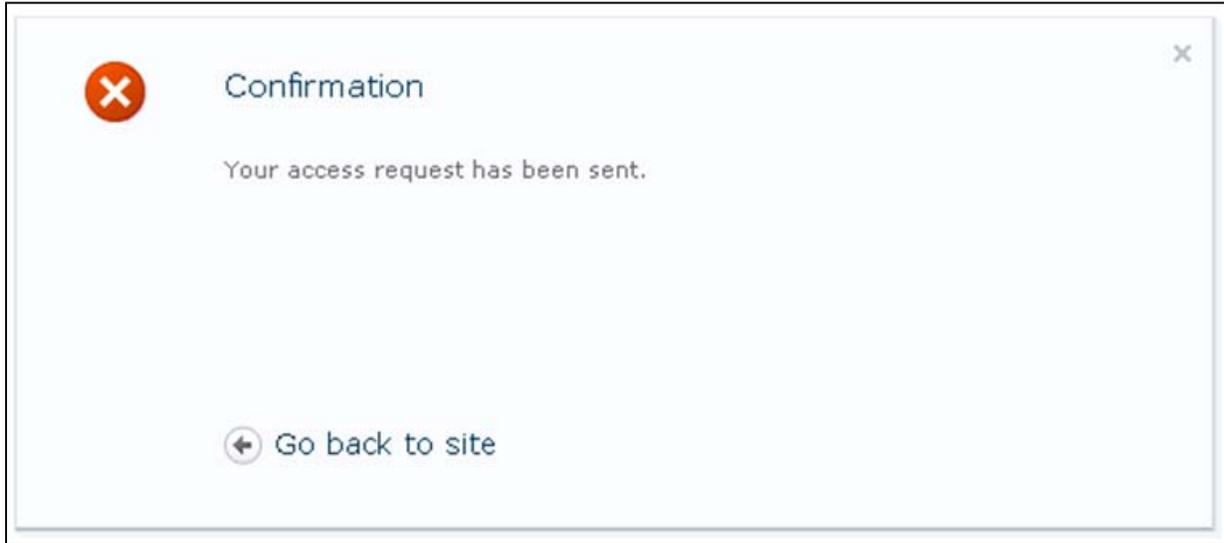


**Step 3:** Request Access by directly clicking on the 'Send Request' button.

It is not necessary to supply a description of the URL you are trying to access.

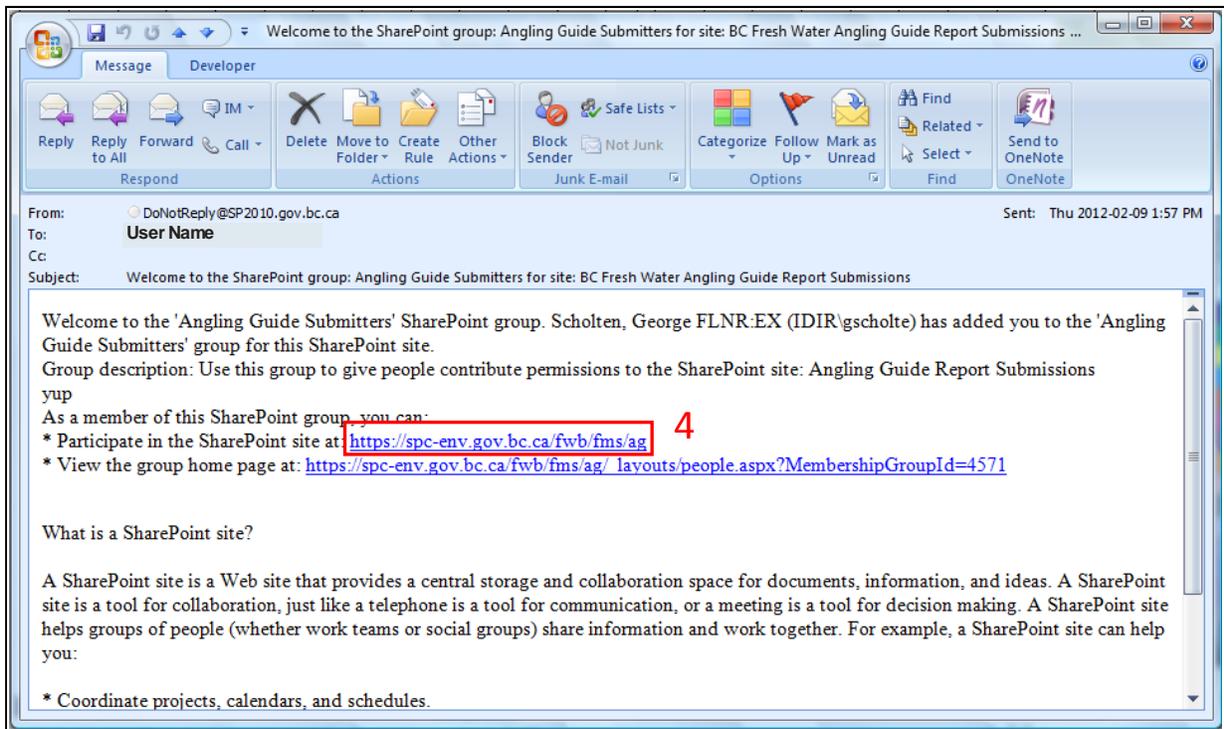


You will receive a confirmation that your request was successfully sent.



**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'.



**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 navigation bar with 'Site Actions', 'Browse', and 'Page' options. Below this is a 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 content pane. The sidebar contains a 'Home' button and two sections: 'Documents' and 'Lists'. Under 'Documents', there are links for 'General Submission Information', 'Administration Only', and 'Reporting Spreadsheet (Excel)'. Under 'Lists', there are links for 'Angling Guide Report Submissions', 'Unclassified Waters', 'Angling Guide Report Submissions Classified Waters', and 'Test Classifie'. The main content pane 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.'