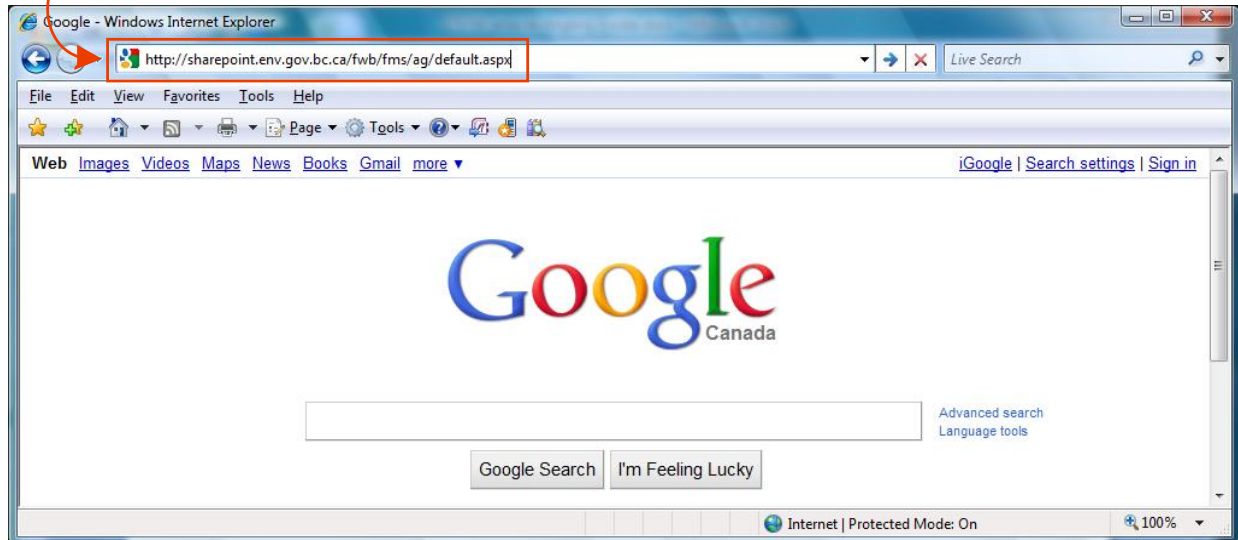


Accessing the Angling Guide Reporting SharePoint Site

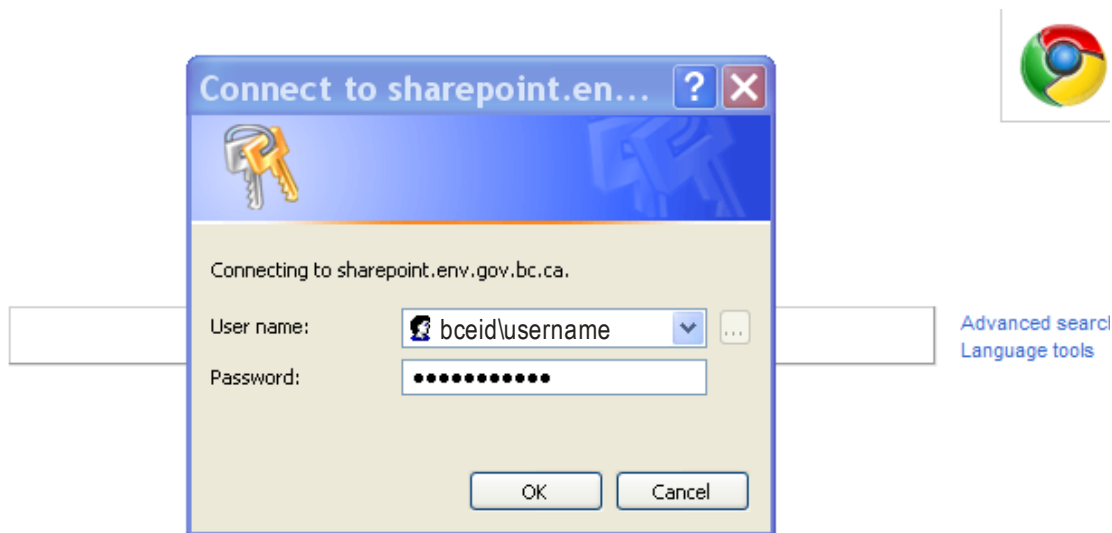
1) Click on this live link (<http://sharepoint.env.gov.bc.ca/fwbfms/ag/default.aspx>), to go to the SharePoint site or; Using a Web Browser enter the SharePoint Address into the search field

<http://sharepoint.env.gov.bc.ca/fwbfms/ag/default.aspx>

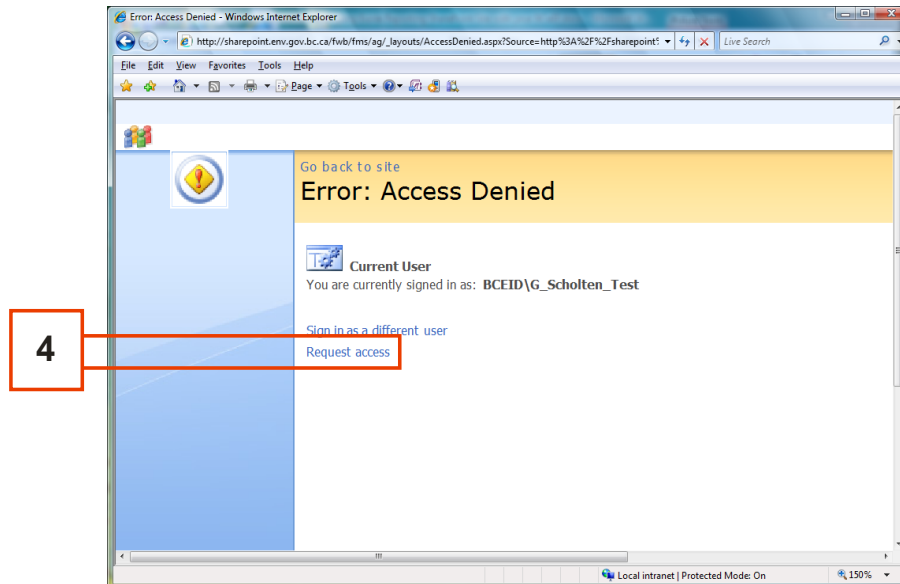


2) After you click to enter the SharePoint Site you will be prompted with the sign-in box "Connect to Sharepoint.env.gov.bc.ca".

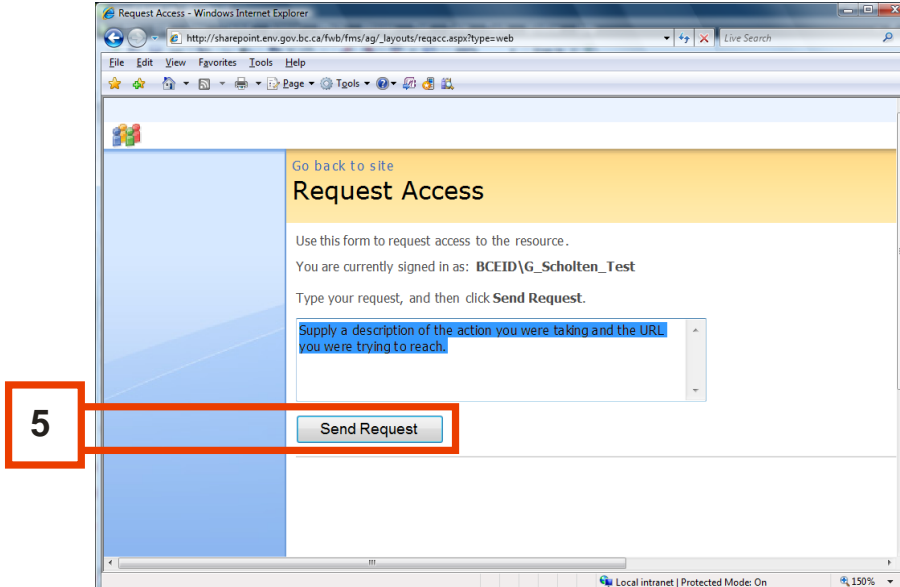
Type "bceid\" followed by your 'User name' so that the format looks like: bceid\username. **Important: Make sure you are using a "\" and not "/" between "bceid" and your 'username' e.g. bceid\eagleeyeguide**



3) Enter your 'Password' in the password field. **Important: Do not be concerned when you receive an “Error Access Denied” screen** (This is a standard screen produced by SharePoint).

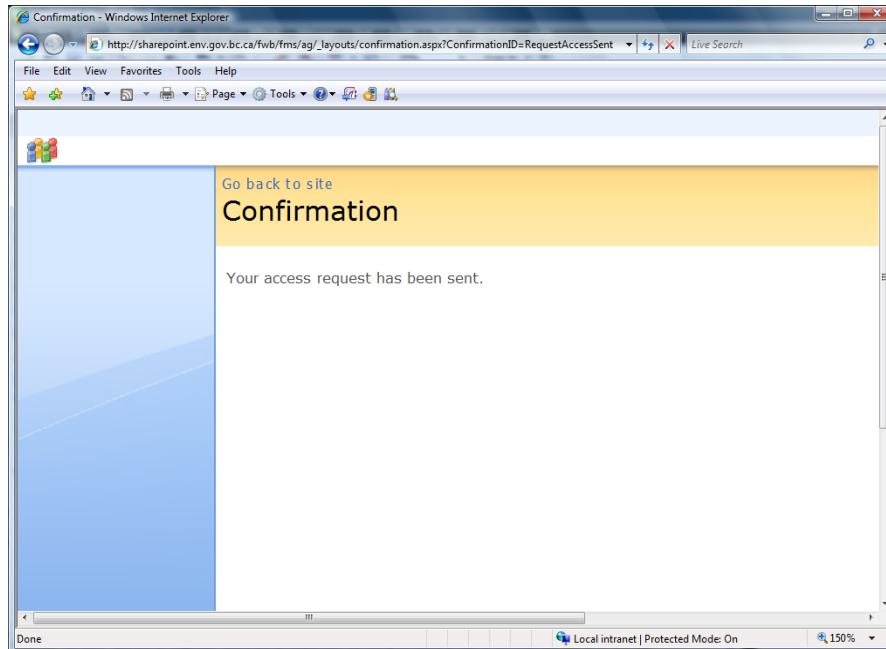


4) You then need to click the **"Request access"** link on the “Error Access Denied” screen.



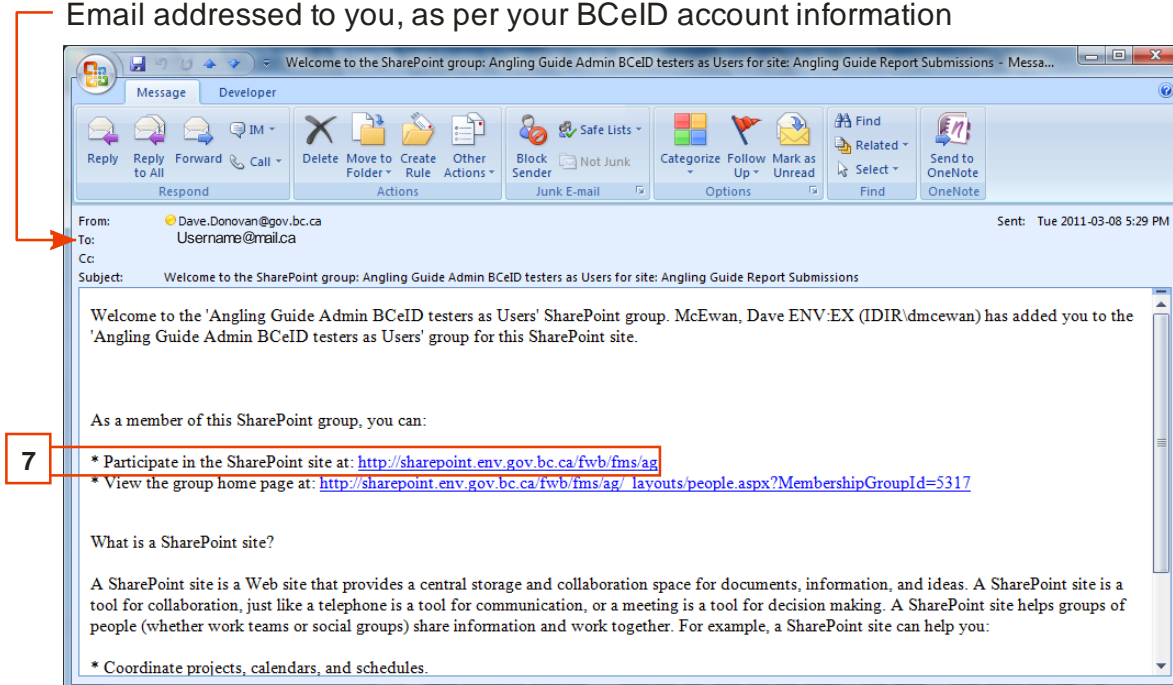
5) Then select **“Send Request”** on the “Request Access” screen that pops up

6) You will receive a confirmation that “Your access request has been sent”



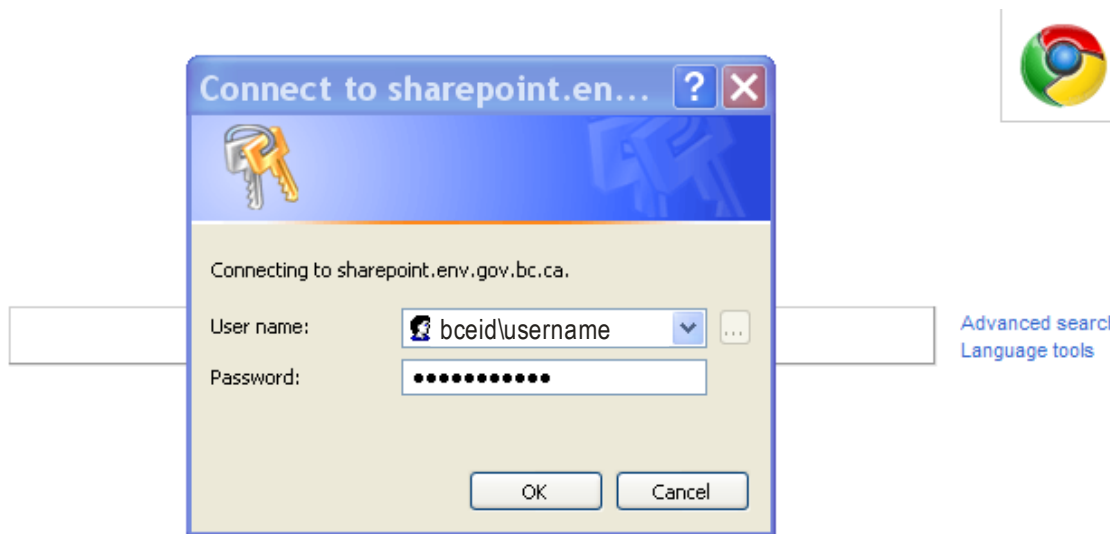
Note: access is not immediate; your request will be granted manually (Monday to Friday during business hours) by one of our staff and you will be sent an email confirming your access, **if you provided one to BCeID. This is usually within a couple of hours or a day. If you have not received access within (2) business days,** or have further problems or questions, please contact us at AnglingGuideReporting@gov.bc.ca

Email addressed to you, as per your BCeID account information



7) You can now access the SharePoint Site by clicking on web address in the email.

8) You will be prompted for user name and password after which the site will open. At this point save the web location in your web browser Favourites' List. You will be prompted for your credentials whenever you access the site.



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