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’.

![Error: Access Denied](image)

**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 'Angling Guide Submitters' SharePoint group. Scholten, George FLNR-EX (IDIR:gscholtes) 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 yep

As a member of this SharePoint group, you can:
* Participate in the SharePoint site at: https://spc-env.gov.bc.ca/twb/fins/ag
* View the group home page at: https://spc-env.gov.bc.ca/twb/fins/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.