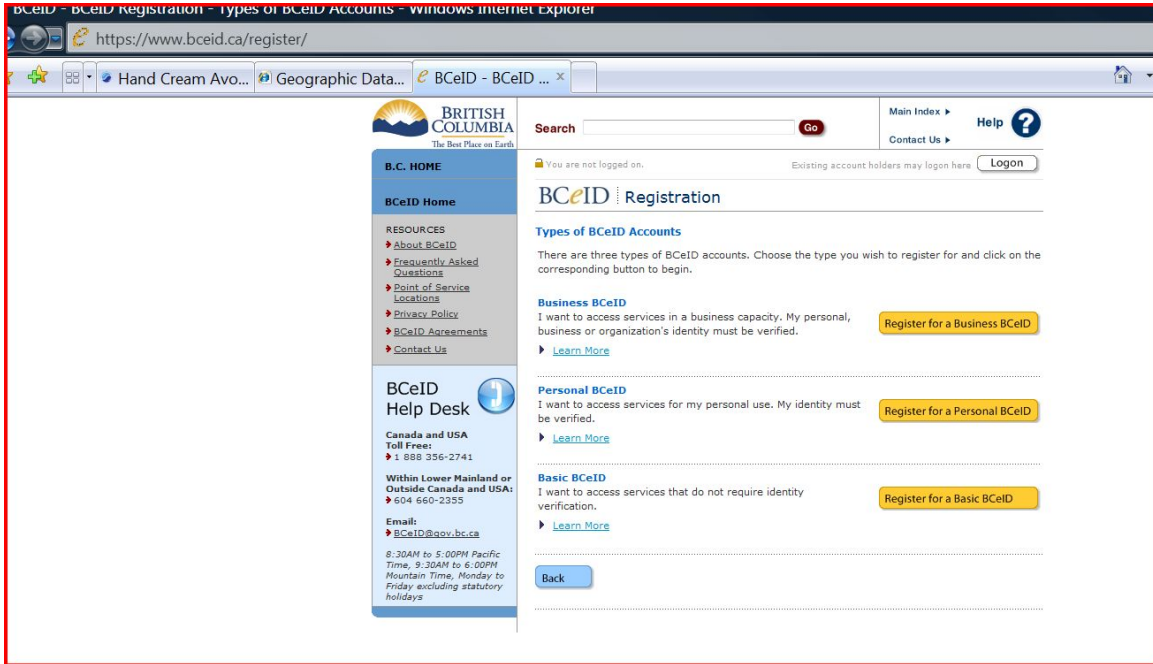


Getting a BCeID

Getting a BCeID, if you do not already have one, is the first step in accessing the Ministry of Environment Fish Data Submission SharePoint Site.

(1) If you do not currently have a BCeID, you can register for one through <https://www.bceid.ca/register/>. There are three BCeID account “types”. There are three BCeID account “types”. It is recommended that you register for the more secure “Business BCeID”. While the simpler “Basic BCeID” is also accepted, the “Personal BCeID” type is inappropriate.



(2) When asked for an online service to register with, please select “Register without specifying an Online Service”.



(3) As part of your BCeID registration, you select your own 'UserID' and 'Password'. You will be asked to fill in some basic information and three security questions and answers that you will need if you want to change your password in the future. It is suggested that you keep a copy of this form on file.

The screenshot shows the 'Basic BCeID Registration' page. The 'Account Details' section includes a 'Choose a User ID' field and a 'Password' section with a strength indicator (Weak, Medium, Strong). The 'Contact Information' section, highlighted with a red box, contains three required fields: 'Known As', 'Contact Email', and 'Contact Phone Number'. Below this is the 'Password Hints' section with several dropdown menus and text boxes. The 'Security Control' section features a CAPTCHA image with the text 'GUYPG' and a 'Text in Image' input field. At the bottom, there are radio buttons for 'Terms of Use' and a 'Next' button, which is also highlighted with a red box.

(3) Fill in the Registration Form

The *User ID and * Password will be used to enter the SharePoint Site

(4) We will need * your Name (Known As) and your Email address (Contact Email) for the SharePoint Site registry process, to Email you your access confirmation information and notifications.

The three Questions and corresponding Answers are key identifiers needed if you need to change your **Password**.

(5) Once you have completed the registration form, print a copy before you click the "Next" button. Once you click the "Next" button the form will not be accessible again.