



GIMS USER GUIDE

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INSTRUCTIONS TO CREATE AN ACCOUNT

Use the following link to access the Gladue Services Information Management System (known as GIMS):

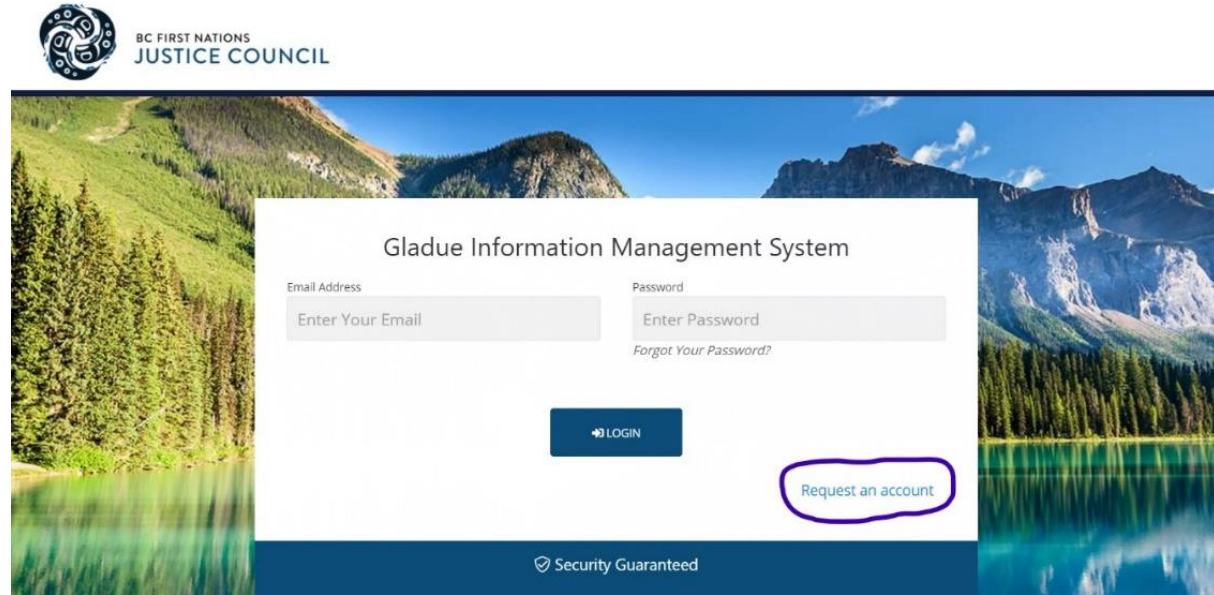
<https://gims.bcfnjc.com/login>

For assistance with creating an account, finding a username, or resetting a password, or if you need assistance navigating the GIMS portal after reviewing these instructions, call the Gladue Service Department at 778-940-3585 or email the Gladue Services Coordinator at gladueservices@bcfnjc.com



STEP 1: NEW USER REGISTRATION

To start the application process, you will need to create an account. From the GIMS portal login page, **click** the "Request an Account" button at the bottom right side of the login page (see image below).





STEP 2: ENTER DETAILS IN GIMS REQUEST FORM

Step 2(a) - Complete the GIMS “request an account” form fields.

1. Select “User Account Type”

Request an Account

I am requesting user access as:*

First Name:*

Last Name:*

-Select-

-Select-

Gladue Writers

Gladue Workers

Legal Reviewer

Defence Counsel

2. Enter in your First Name,
3. Enter Last name,
4. Enter in your email address
5. Enter in your phone number,
6. Review the User Terms and Conditions
7. After reviewing the User Terms and Conditions click off the “I agree....” box
8. Click create an account.

(Note : You must have a valid email address to complete the following steps to create an account.)



Request an Account

I am requesting user access as:*

First Name:*

Last Name:*

Email:*

Phone Number:*

I agree to and will comply with these [User Terms and Conditions](#). **Please read**

check off box

CREATE AN ACCOUNT

Click “create an account”

[Back to Login](#)



Step 2(b) - You will be brought to the DocuSign portal to complete your user account request. Please make sure to complete the highlighted fields and sign the DocuSign document.

Step 2(c) - Once the DocuSign document has been completed you will be brought back to the GIMS log in page. At the TOP of the page, you will see a message in a green box pop up (see *image below*)

Request an Account

Your account has been created successfully. Waiting for admin approval.

Step 2(d) – Next, please check your email (the email address used for the account request) for a receipt stating that your account request is being reviewed for approval into the GIMS system by the Gladue Services Department.

NOTE: *If you do not receive the confirmation message within a few minutes of requesting an account, please check your spam or bulk e-mail folder just in case the confirmation email got delivered there instead of your inbox. If so, select the confirmation message and mark it not spam, which should allow future messages to get through.*

Your account should be approved within 72 hours of submitting your request. If the Gladue Services Coordinator requires any further information, they will contact you at the email and/or phone number you provided.



STEP 3: ACTIVATING ACCOUNT

Once your account has been approved an email will be sent with the subject line “GIMS User Account Confirmation”.

→ Click the “reset password” link in the body of the email to complete the activation process

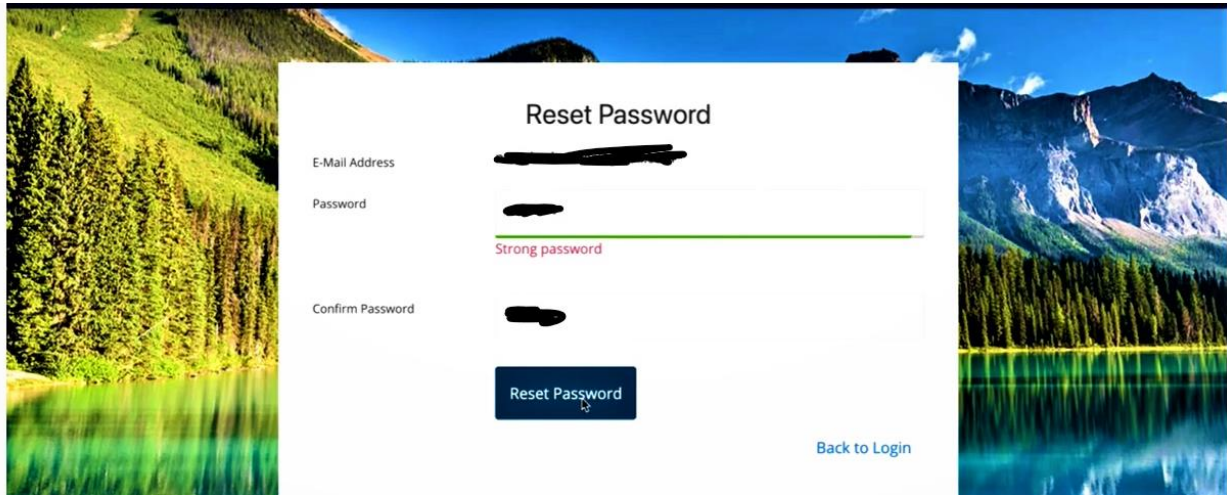
The screenshot shows an email interface. At the top left, the sender is identified as 'Gims' with a question mark icon and 'to me'. The time is '11:15 PM (0 minutes ago)'. The email body starts with 'WELCOME TO GIMS' and a warning: '***DO NOT SHARE this email with anyone else as it contains account information and links that could allow your account to be compromised***'. It then states: 'This email is confirmation that your GIMS User request has been approved. Please see below for instructions on the required next steps to complete your account activation and access to GIMS.' Under 'User Account Details:', it lists 'User Type: Gladue Writers' and 'User login: [redacted]'. A link labeled 'Reset Password' is circled in red, with a red arrow pointing to it and the text 'Click reset password'. Below this, it says 'Please note if you did not request this account or believe this email was sent in error, please contact the Gladue Services Coordinator at [redacted]'. Under 'Before you begin:', there are two bullet points: '• Upon beginning the activation process by clicking the link in step 1 listed below, note that you must complete all 4 steps immediately.' and '• If you experience any delays or issues that prevent you from completing all 4 steps your account please contact the Gladue Services Coordinator at [redacted] for assistance.' At the bottom left is the BC First Nations Justice Council logo and name. At the bottom, it says 'I acknowledge that I live and work within the ancestral, traditional and unceded territory of the Syilx Nation.'



STEP 4: RESET PASSWORD

Clicking on the link provided in your email will take you to the page to reset your password (please see image below).

You will need to create a password for your account. Type in your password twice and click Save New Password.



GIMS PASSWORD STANDARDS

Passwords are used as the front-line protection for user accounts, and secure electronic access into GIMS that contain sensitive and/or confidential Information.

- Password length is a minimum of 7 characters
- Your password will require one of the each of the following:
 - Lower case (a-z)
 - Upper case (A-Z)
 - Numeric (0-9)
 - Special characters, i.e. - []{}|;':",.<>?`~@#\$\$%^&*()-=_+!

Please note:

- Passwords are set to expire after **90 days**
- Your last 8 passwords cannot be re-used (history)



STEP 5: LOGGING INTO THE GIMS PORTAL

Once you are registered, you can log in to the portal. Please enter in your new password and info and click login.

This will take you to your GIMS account homepage.

