

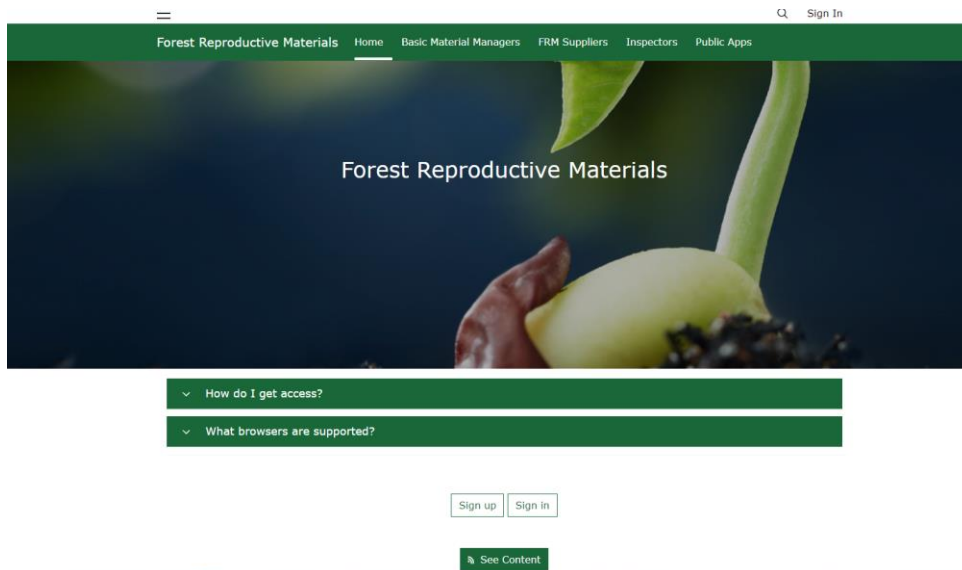
Creating an account on the online FRM system

First thing to note is that this is a two stage sign up process.

The FRM system can be accessed by this link:

<https://forest-reproductive-materials-forestergis.hub.arcgis.com/>

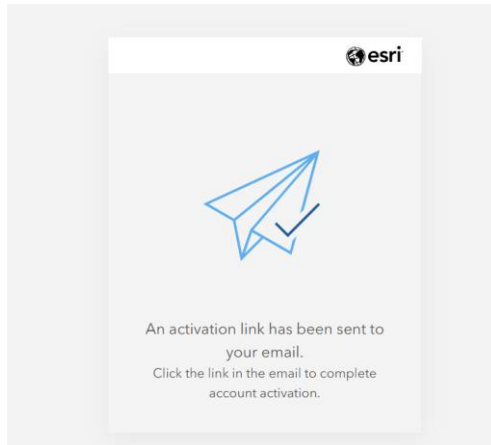
You will be presented with the following screen – this is the FRM system log in page.



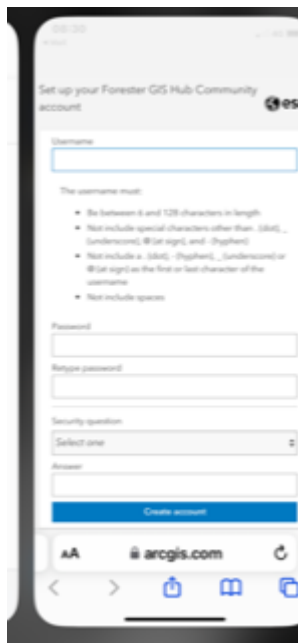
Click on the 'Sign up' button – you will be presented with this screen to complete.

The screenshot shows the 'Create a Forester GIS Hub Community account' form. The form is titled 'Create a Forester GIS Hub Community account' and features the Esri logo. Below the title, there is a section titled 'A Forester GIS Hub Community account allows you to:' with a bulleted list of benefits: 'Follow initiatives and events for updates', 'Sign up to attend events', and 'Create web maps and story maps'. The form includes input fields for 'First name', 'Last name', 'Email', and 'Confirm email'. Below these fields, there is a link to 'Review the Esri Master Agreement and Privacy Policy' and a link to 'Review the Esri Master Agreement and Privacy Policy in other select languages'. There are two checkboxes: 'I accept and agree to be legally bound by' followed by 'Esri Master Agreement' and 'Esri ArcGIS Online Privacy Policy'. At the bottom of the form is a blue 'Next' button.

You will be sent an activation link to your email address.

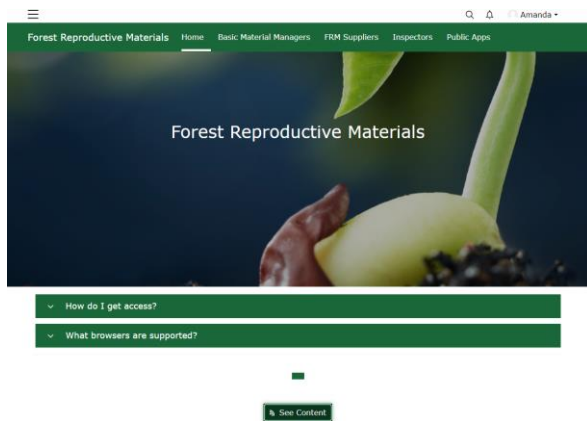


When you click on the link you will be asked to create a username, set your password, and select a security question – then click on 'Create your account'.

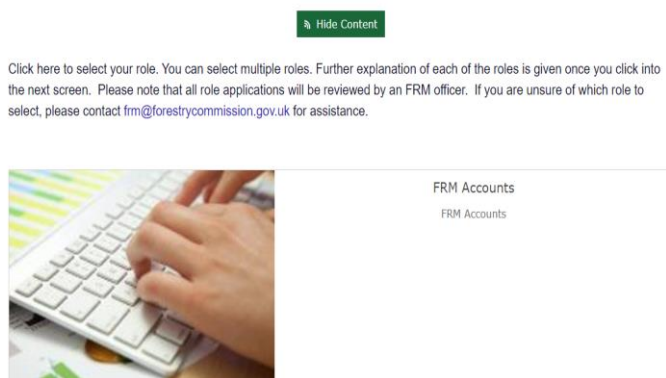


Once you click on the 'Create account' you will be taken to the FRM website.

Scroll down and click on 'See content'



Scroll down and click on 'FRM Accounts'



You will then see this screen – please choose the role or roles that are applicable to you (descriptions of roles are provided)

Account Details

Your Roles

Select one or more roles

Basic Material Manager: Someone who wishes to register basic material on behalf of themselves or a Basic Material Owner

FRM Supplier: Any person wishing to market FRM must be registered as a supplier.

Basic Material Inspector: Forest Research Technical Services Unit Inspectors

Seed Collection Inspector: Woodland officers in England, Scotland and Wales (FE,FLS, NRW)

FRM Supplier Inspector: Contractors employed by the Forestry Commission

Basic Material Manager

☐ Yes

FRM Supplier

The Forestry Commission will make publicly available a Register of FRM Suppliers. The information captured will be published in the register.

☐ Yes

Basic Material Inspector

☐ Yes

Complete the remaining details then click 'Submit'

Once you have submitted this, we will need to approve your account.

Please contact us by email to ask us to approve your account.

After your account has been approved, and you have access to the system, log in - you will see your 'name' where the sign in button was - to the left of that will be a little **red number - please click on this - you will then be presented with a message asking you to accept membership to the group for the role you have applied for. You will not be able to do anything in the system until you do this.**

Once accepted, please sign out of your account, then log in to your account again. Your account should now be fully functional.

If you have any issues or questions, please contact the FRM team at frm@forestrycommission.gov.uk