



First Nation Land Registry Fundamentals for the CITRIX User

Thursday, January 13, 2022



11:00 AM PST / 2:00 PM EST

Welcome





Today we will cover:



Fundamentals for the CITRIX User

- Request Access
- Navigate Internal Menu Selections
- System Tabs
- Generating Reports



How to Request RC 1:1 FNLRS Training



Mute Devices



Recorded Session



Closed Caption



Presentation &
Materials



Questions &
Comments



Overview of the First Nation Land Registry System CITRIX-FNLRS



Angie Derrickson

TMPD Manager

First Nation Land Registry System

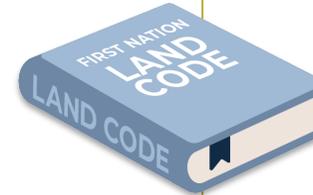


Canada to establish a register to record interests on-reserve

First Nation Land Registry Regulations (FNLRR)



Regulation set out rules for the registration or recording of documents



Only applies to First Nations with a Land Code in force



First Nation Land Register



Aboriginal Affairs and
Northern Development Canada

Affaires autochtones et
Développement du Nord Canada

Canada



The FNLRS is administered by Government of Canada and is located in Ottawa



The system is entirely electronic and does not contain the actual physical documents



Applications are submitted to the Registry through a secure website



FNLRS Public Registry

Government of Canada / Gouvernement du Canada

Search Canada.ca

Franglais

MENU

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Indian Lands Registry System (ILRS)

The ILRS is a database of instruments registered in the Indian Lands Registry relating to Reserve Lands and Crown Lands. The FNLRS is a database of instruments registered in the Indian Lands Registry relating to Reserve Lands under the First Nation Land Management Act. The SGFNLR is a database of instruments that are registered/recorded in a First Nation's Land Registry established according to its specific Self Government Land Management Act.

Log In

Email Address:

angiederrickson@me.com

Password:

.....

Log In

[Create an Account](#) [Recover Password](#)

Report a problem on this page

Share this page

https://services.aadnc-aandc.gc.ca/ILRS_Public/

CITRIX Access Portal



Logo	<FN>
	Land Governance Office
<Address>	

CITRIX ACCESS APPROVAL FORM
First Nation Land Registry System (FNLRs)

REQUESTED BY

Name	
Title	
Company	
Address	
Phone	
Email	

FNLRs Access – CITRIX ILRS, read/write access
 FNLRs Access – CITRIX ILRS-Training
 FNLRs Access – CITRIX ILRS, read only access
 [ILRS-FNLRs Public Site](#) – Self generated username to access reports and searches

<FN> APPROVAL

Name	
Title	
Phone	
Email	
Signature	

SUBMIT TO

CANADA – IT SERVICE DESK
Toll Free 1-866-795-6465
E-mail aadnc.sti-its.aandc@canada.ca

An advisory is in place on the internal FNLRs site to prompt users to contact the First Nation Lands Office to obtain access under the new FNLRs Citrix Access requirements.

IT Service Desk

Monday through Friday, 7 AM to 8 PM EST

☎ Toll free
866-795-6465

☎ NCR and region
819-953-4263

@ E-Mail
aadnc.sti-its.aandc@canada.ca

CITRIX Technical Requirements



Minimum System Configuration

Windows 10, High-speed internet, HTML5 browser



Citrix Workspace App

Full Version (PC) & Light Versions (web)



Limitations

(printing, access to local drive)



Access Portal Users Guide

https://pa-ap.sac-isc.gc.ca/logon/LogonPoint/Guide2FA_v1.pdf

Logging into CITRIX



To logon to the Citrix Access Portal <https://pa-ap.sac-isc.gc.ca>



Click on “I have read and accept the conditions”



Enter your LAN account username and Submit, you will automatically receive an OTP code via “email”



Copy, paste and submit OTP Code



Then enter your LAN password



Double Click “ILRS”



OTP Guidance

Please read if you are using an OTP (One-Time Password) code as a second authentication factor.

OTP Procedure

When logging on with an OTP code, you will see 4 screens. At each step you will :

1. Accept the End User License Agreement (EULA)
2. Enter your LAN account username
3. Enter your OTP code (sent by e-mail) *
4. Enter your LAN account password

If you enter the OTP code incorrectly, you will be prompted to enter a new OTP code. Do not re-enter the same code a second time, it will not work. You will receive a new OTP code in your email. Please ensure you refresh your inbox to obtain the latest code.

* We highly recommended that you copy and paste the OTP code in the login screen to avoid typos, whenever possible.

Virtual Applications

All (2) Categories ▾



ILRS
Public Access



ILRS - Training
Public Access

ILRS

Starting...



First Nation Land Register
www.aadnc-aandc.gc.ca

[Français](#) |
 [eRIP/CLSS](#) |
 [Help](#) |
 [Contact Us](#) |
 [aadnc-aandc.gc.ca](#)

Welcome Angie Derrickson

Please read and acknowledge the **Privacy Notice** and **Acceptable Use Policy** below before proceeding into the Lands Registry System.

PRIVACY NOTICE

By entering this system, I acknowledge the following:

- I understand that all personal information I provide in this system is protected under the Privacy Act.

By agreeing to the terms of this Notice and Policy, I understand I am contributing the following personal information:

- My contact information, that I enter and update myself, that will be visible to other users of the system.
- Audit Trail information on my activities on the system, which is automatically collected on all system actions, and visible to the system manager and other administrators of the system.
- Session cookies may be stored on my workstation to enable the secure service to recognize me throughout the course of a particular session. These cookies are no longer used after my session is complete (i.e., I have logged off or disconnected.)

I understand that any personal information collected through these means will be used only for the following purposes:

- To comply with basic records and information management policies of the department for effective record keeping.
- To provide support to me and other participants on the system in the case that we encounter technical or other problems using the system.
- To enable the project administrator to moderate work processes and monitor for inappropriate use of the service.

I understand that all information I provide through my contributions to the AANDC Land Registry will be stored on an INAC server and the records will become the property of AANDC. The records will be managed according to departmental information management policies. This includes all applicable Privacy and Access to Information legislation. The records will be retained for the life of the Registry.

ACCEPTABLE USE POLICY

I also agree to abide by the following Acceptable Use Policy:

- The AANDC Land Registry is for authorized business use only.
- The system may be accessed by authorized participants only.
- Participants will protect and not share their credentials (user ID, password, etc.) with others or allow records of their credentials to be viewed by unauthorized individuals.
- Information registered in the system is public information. Participants agree to not enter private or confidential information in the system.
- Participants will protect and manage information obtained from the system to prevent unauthorized use.
- Participants will access the service from personal or organizational workstations that are not intended for public use. This is intended to reduce the likelihood that user credentials or other sensitive information could be cached on the workstation and accessed by unauthorized individuals.

USER INFORMATION

Last Login Date	Last Login Time	Account Status
January 11, 2022	7:46:51 PM	Your account is currently enabled and active.



FNLRS Menus & Tabs



Aboriginal Affairs and Northern Development Canada

Affaires autochtones et Développement du Nord Canada

Canada



Français	eRIP/CLSS	Help	Contact Us	aadnc-aandc.gc.ca
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HOME	INSTRUMENTS	EOT	LAND	REPORTS	ANGIE DERRICKSON	SYSTEM MAINTENANCE
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MY SAVED SEARCHES	SHOW
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SYSTEM MESSAGES	SHOW
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MY INBOX	HIDE
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INBOX	HIDE
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First Nation Land Registry User Guide



Content



Index



Glossary



ILRS Application WebHelp - Internet Explorer

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ILRS/FNLRS/SGFNLRS Online User Guide

**Welcome to the
ILRS/FNLRS/SGFNLRS
Online User Guide**

Updated 13-Jan-18

FNLRS System Icons



Show/Hide



Find/Search



Add



Edit



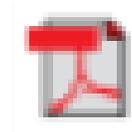
Save



Go Back



Delete/Remove



PDF



Wildcard



System
Releases



System Alerts



General
Information



Help/Training



Exploring the Home Page

HOME INSTRUMENTS EOT LAND REPORTS ANGIE DERRICKSON SYSTEM MAINTENANCE

MY SAVED SEARCHES [SHOW](#)

SYSTEM MESSAGES [SHOW](#)

MY INBOX [HIDE](#)

INBOX (Home Band) [HIDE](#)



Registration Number	Type	System Create Date	Status	Land Affected/Legal Description
4024560	Mortgage	2016-03-04	Registered	LOT 91 WITHIN THE NE 1/4 SEC 30 TWP 33 RGE 5 W3M
4024559	Lease	2016-03-04	Registered	LOT 91 WITHIN THE NE 1/4 SEC 30 TWP 33 RGE 5 W3M
4024542	Relinquishment	2016-03-04	Registered	LOT 91 WITHIN THE NE 1/4 SEC 30 TWP 33 RGE 5 W3M
5020581	Transfer	2016-03-01	Registered	LOT 43-1-1

Registration Number	Instrument Type	System Create Date	Status	Land Affected/Legal Description
4024560	Mortgage	2016-03-04	Registered	LOT 91 WITHIN THE NE 1/4 SEC 30 TWP 33 RGE 5 W3M
4024559	Lease	2016-03-04	Registered	LOT 91 WITHIN THE NE 1/4 SEC 30 TWP 33 RGE 5 W3M
4024542	Relinquishment	2016-03-04	Registered	LOT 91 WITHIN THE NE 1/4 SEC 30 TWP 33 RGE 5 W3M
5020581	Transfer	2016-03-01	Registered	LOT 43-1-1



Set Up User Preferences

HOME | INSTRUMENTS | EOT | LAND | REPORTS | ANGIE DERRICKSON | SYSTEM MAINTENANCE

Edit Save Cancel

MY DEFAULTS

Band
[Text Field]

Province [Dropdown] ***Default Registry** [FNLRS] ***Language** [English]

MY HOME PAGE PREFERENCES

Maximum Rows [10] **Home Band** [Text Field]

MY COMMUNICATION INFO

Mailing Address
[Text Field]
[Text Field]
[Text Field]

City [Text Field] **Province** [Dropdown]

Postal Code [Text Field]

Email Address [Text Field]

Telephone [() -] **Mode of Contact** [E-mail]

Save Cancel

(Note: Red arrows in the original image point to the Edit button, the Band field, the Province dropdown, the Maximum Rows field, the Home Band field, the Mailing Address fields, the Email Address field, the Telephone field, and the Save/Cancel buttons at the bottom.)



Reports

MY SAVED REPORTS HIDE 

AVAILABLE REPORTS

[Band-Reserve](#)
Information on Bands and Reserves.

[EOT/Lawful Possessor](#) **[Instrument Report](#)**
Information on EOTs and Lawful Possessors by Band or Reserve. Detailed information on Instruments.

[Online Activity Report](#) **[Parcel Abstract Report](#)**
Provides the status and counts of all initiated and pending applications for registration for a specified period. Parcel Abstract Report

[Reserve General Abstract](#)
List of historical/current Instruments by Reserve.



Instruments

HOME INSTRUMENTS EOT LAND REPORTS ANGIE DERRICKSON SYSTEM MAINTENANCE

Search Instruments Add Instrument

SEARCH CRITERIA HIDE

Registration Number **Legacy File Number:** **Status:**

Instrument Type: **Purpose**

Registration Start Date **Registration End Date** **Reserve**

Province **Region:**

Band **PIN:**

Crown Land **Legal Description**

ADVANCED SEARCH CRITERIA SHOW

SELECTED CRITERIA HIDE

Registry: FNLRS ILRS SGFNLRS Include Sub-surface Parcels

SEARCH RESULTS



[Add Instrument](#)

- Instrument Type:**
- 220 - Land Code
 - 232 - Land Description Report
 - 221 - Law
 - 014 - Lease
 - 042 - Letter
 - 202 - Letter Of Acknowledgement
 - 091 - (Letter Of Appointment)
 - 090 - Letter Of Undertaking
 - 063 - (Letters Patent)
 - 021 - License





Evidence of Title (EOT)

HOME INSTRUMENTS **EOT** LAND REPORTS ANGIE DERRICKSON SYSTEM MAINTENANCE

Search EOT

SEARCH CRITERIA HIDE

EOT Number: **EOT Type:** **Registration Number:**

PIN: **Legal Description:**

Band: **Reserve:**

Plan Number: **Plan Type:**

Region: **Province:**

Grantee:
 Band Corporation Crown Canada Individual Provincial/Territorial Crown

Last Name **First Name**

DOE J%

ADVANCED SEARCH CRITERIA SHOW

SELECTED CRITERIA HIDE

Registry: FNLRS ILRS SGFNLRS

SEARCH RESULTS

EOT Type:

- Allotment
- Band
- CP-Non Status
- Certificate of Occupation
- Certificate of Possession
- First Nation
- First Nation Member (Location Ticket)
- NETI (Notice of Entitlement)
- OKA



Land

HOME INSTRUMENTS EOT **LAND** REPORTS ANGIE DERRICKSON SYSTEM MAINTENANCE

Search Land  Add Parcel

SEARCH CRITERIA HIDE

Reserve:   **Band:**  

PIN:   **Legal Description:** 

Plan Type:   **Plan Number:** 

NRCAN PIN:  **Parcel Status:**   **Registration Number:** 

Legacy File Number:  **Region:**   **Province:**  

Parcel Type:  

ADVANCED SEARCH CRITERIA SHOW

SELECTED CRITERIA HIDE

Registry: FNLRS ILRS SGFNLRS

SEARCH RESULTS ||



Parcel Details

HOME INSTRUMENTS EOT LAND REPORTS ANGIE DERRICKSON SYSTEM MAINTENANCE

Search Land Parcel Details X Add Parcel

SEARCH CRITERIA SHOW ^

ADVANCED SEARCH CRITERIA SHOW ^

SELECTED CRITERIA HIDE v

Registry: FNLRS ILRS SGFNLRS

Bands: 371 - Muskoday First Nation X |

Legal Description: Lot 1 X |

Search Clear Report Save

SEARCH RESULTS PRINT || EXPORT (2 RECORDS OF 2)

Legal Description	Plan	Reserve	PIN	NRCAN PIN
LOT 1	CLSR 73625	06555 - MUSKODAY FIRST NATION	602525166	1120780
LOT 1	CLSR 55574	06555 - MUSKODAY FIRST NATION	600010165	1102607





Parcel Details (cont.)

Fransais eRIP/CLSS Help Contact Us aadnc-aandc.gc.ca

HOME INSTRUMENTS EOT LAND REPORTS ANGIE DERRICKSON SYSTEM MAINTENANCE

Search Land Parcel Details X Add Parcel

Abstract Report Edit Delete

PARCEL DETAILS HIDE

PIN 600010165 Registry FNLRS Unresolved No

Status Active Parcel Type Surface

Reserve 06555 - MUSKODAY FIRST NATION Province SASKATCHEWAN

Plan Number 55574 Plan Type Canada Lands Surveys Record NRCan PIN 1102607

Legal Description LOT 1

Legal Description History

Legal Description	Plan Number	Plan Type	Modified By	Modified Date
	P3170		CONVERSION 2010	2010-11-18

DATES HIDE

Created Date 1962-11-06 **Entry Date** 1900-12-01

Modified Date 2009-08-25 **Modified By** DESROCHERSJAC_FNLRS DESROCHERSJAC_FNLRS

PIN HIERARCHY HIDE

Root PIN(s)

PIN	Legal Description	Parcel Type	Reserve	Parcel Status
602005547	SEC 16 TWP 47A RGE 24 W2M	Surface	06555	Retired

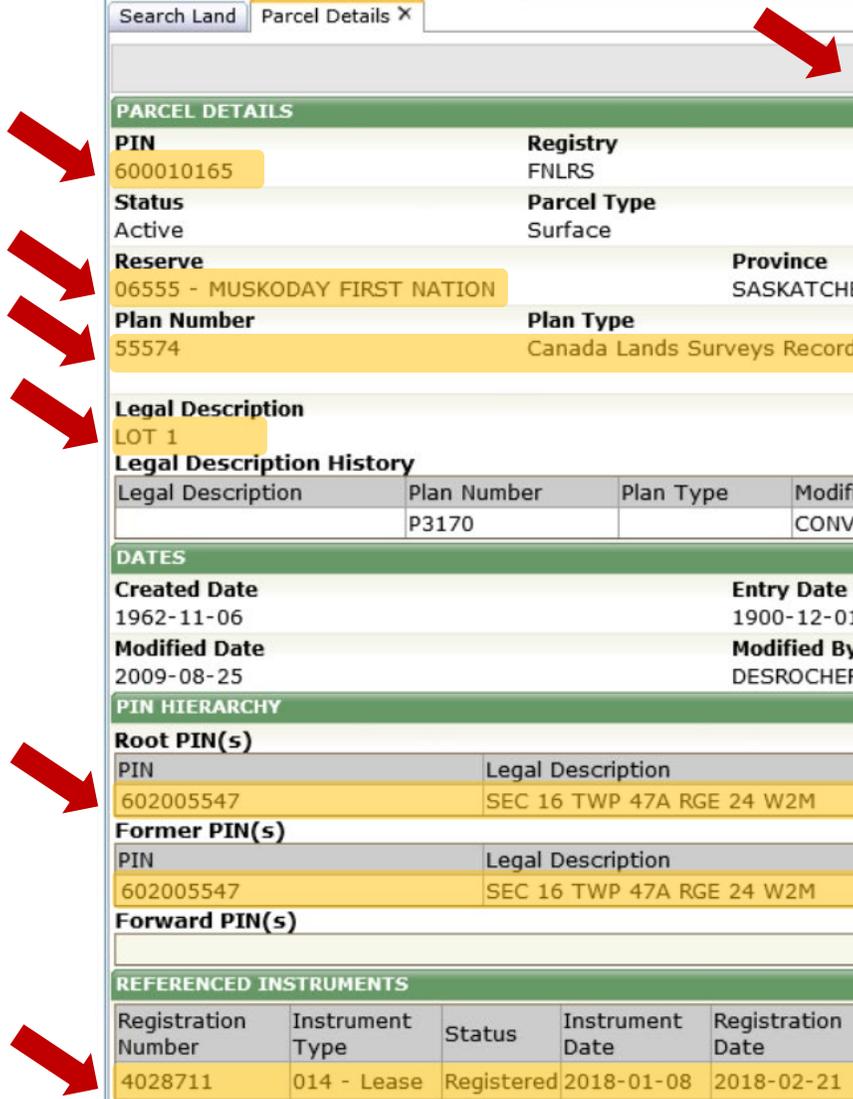
Former PIN(s)

PIN	Legal Description	Parcel Type	Reserve	Parcel Status
602005547	SEC 16 TWP 47A RGE 24 W2M	Surface	06555	Retired

Forward PIN(s)

REFERENCED INSTRUMENTS HIDE

Registration Number	Instrument Type	Status	Instrument Date	Registration Date	Effective	Actual Expiry Date	Expiry Date		
4028711	014 - Lease	Registered	2018-01-08	2018-02-21	Yes		2022-12-31		
4028712	014 - Lease	Registered	2018-01-08	2018-02-21	Yes		2022-12-31		

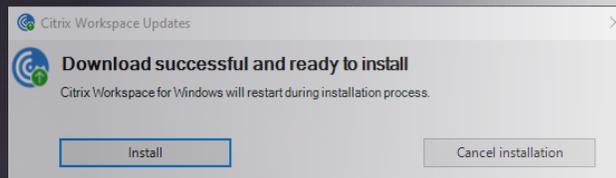




Trouble Shooting



✘ Server not expecting current user inputs. Please try again or
contact your administrator.



[i OTP Guidance](#) • [Contact us](#) • [Password Policy](#) • [Guides](#)

What to do if system is down?

Reach out to get system update

Use of the Public Land Registry

Report to RC for tracking purposes

Arrangements for urgent items



List of Contacts



Loretta Roy
First Nation Land Registry
Deputy Registrar

p. 819-210-2780
e. loretta.roy@canada.ca



Brenda Power
First Nation Land Registry
Registration Officer

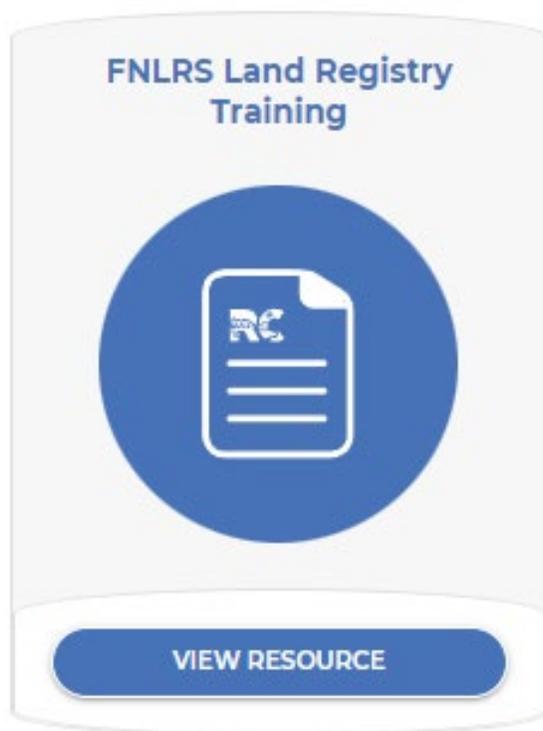
p. 819-743-4739
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Angie Derrickson
FNL Resource Centre
Land Registry Training

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First Nation Land Registry

- Review of Land Code authorities – granting of interests
- Draft Land Registry Policy & Procedures – review of registration statistics
- Land Registry Forms and Checklists – focused on priority registrations

FNLRS Land Registry – hands on training session(s)

- CITRIX Fundamentals (access, login, FNLRS user guide)
- Set Up User Preferences & Home Page
- Generating Reports, Land & Instrument Searches, Evidence of Title
- Export – electronic lands inventory – active interests and evidence of title
- Review – Initiate application & upload file procedures



Land Registry Checklists



VIEW RESOURCE

Land Registry Forms



VIEW RESOURCE

« FN Shared - Template 2021 » Operational » Land Registry

Name ^

- 2 - Land Registry Forms
- 3 - Land Registry Checklists
- 4 - Land Registry MRP Forms (FHRMIRA) - Mar2019
- 5 - Land Status Reports
- Land Registry Precedents
- Land Registry Training - May 2021
- 1 - FN Land Registry Policy & Procedures - Draft v.1.docx
- Land Registry - Draft Training Agenda.docx
- SAMPLE - Hierarchy of Interests in FN Lands.docx



Questions & Discussion





Fundamentals for the
CITRIX User

How to Request
RC 1:1 FNLRS Training



2022 TMPD EVENT SCHEDULE

• Records Management & Data Governance Considerations under Land Code

Feb 10



• LAB National Land Registry – Special Interest Workshop Series - Workshop 3

Feb 23



• Considerations for Commercial & Residential Leasing (A to A Leasing) under Land Code

Mar 9-10



• Approaches to Managing Legacy Issues under the Framework Agreement

Apr 7



• Land Governance Office – Considerations for Operational Start Up & Implementation of Land Code

May 12



• Developing a Climate Change Strategy for Resilient Communities under the Framework Agreement

Jun 8-9



• Enforcement & Dispute Resolution under Land Code

Jul 14



• Land Governance Authorities under Framework Agreement & Land Code

Aug 11



• Natural Resource Management under the Framework Agreement

Sep 7-8



• Update on the new model Land Codes

Oct 13



• Land Development Approaches under Land Code

Nov 10



• Environmental Management under Land Code

Dec 7-8



labrc.com/events



Webinars

1 Hour Sessions

11:00 – 12:00 PT / 2:00 – 3:00 ET

Workshops

2 Day Sessions

9:00 – 12:00 PT / 12:00 – 3:00 ET



T M Training, Mentorship &
P D Professional Development

Workshops & Webinars

Online Courses

Knowledge Paths Tool

Land Governance Manual

Knowledge Repository

Direct Community Support (1:1)

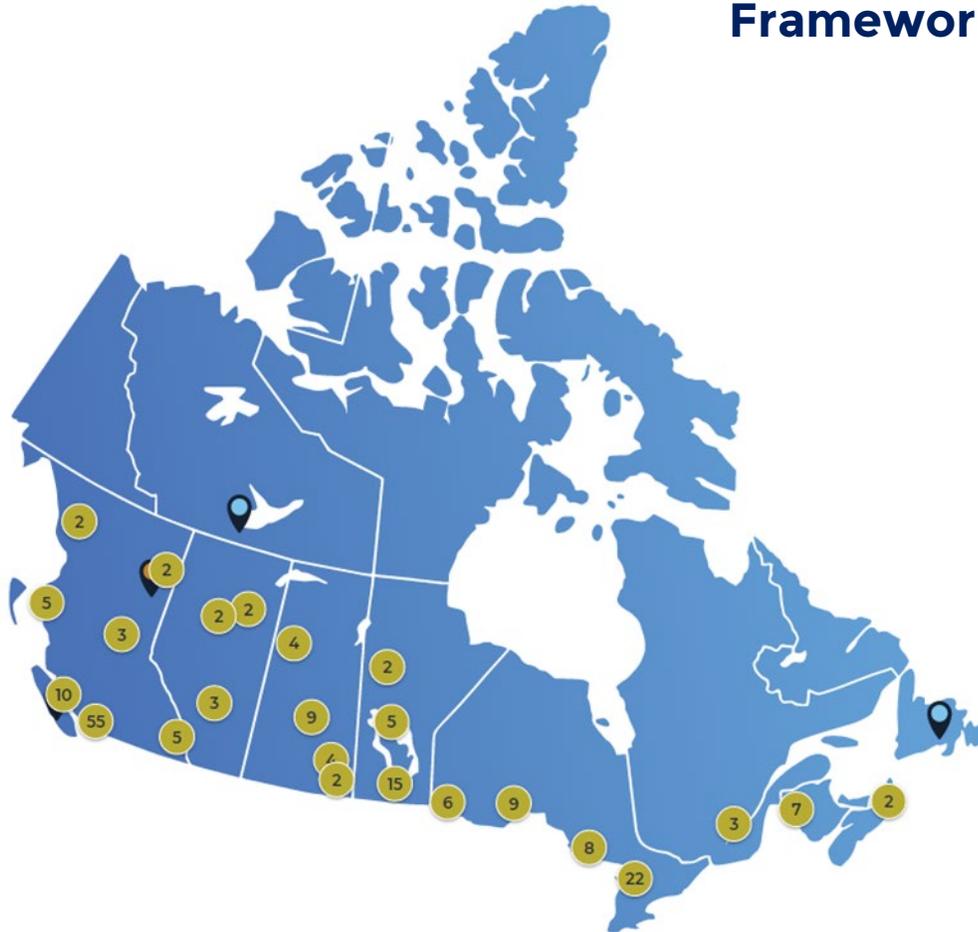




Framework Agreement Signatory First Nations across Canada

As of January 2, 2023

Total Signatories	194
Operational	99
Developmental - Active	62
Developmental – Inactive	30
Self Governing	3



Lands Advisory Board >

Resource Centre (RC) >

Our History

RC Board

RC Staff

Employment Opportunities

RC Reports

Employment Opportunities

Job Opportunities (Internal and External)

THANK YOU



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