

### For External LaMPSS users

The first step to apply for funding with the Province of Nova Scotia for Labour Market Programs is to request your LaMPSS access. This is a one-time process completed the first time you apply for funding using LaMPSS. Once your LaMPSS access is entered into LaMPSS, your information will be stored and shared by departments managing labour market funding agreements within LaMPSS.

#### **Primary Contact**

The primary contact for your organization is the LaMPSS user who should be contacted at your organization regarding general LaMPSS questions.

There can only be one primary contact for your organization. They are the first user on the list of contacts and will have "Primary Contact" under their name.

The user that is the primary contact can assign the primary contact role to another user in their organization

If you want to change your organization primary contact you go to "**Organization Home**" and then "**Organization Contacts**".

 Select the name of the contact that want to make your organizations Primary Contact.



2. Select the checkbox beside Primary Contact.

Click Save



# **LaMPSS Security Profiles**

Your organization's LaMPSS administrator has a role in helping mitigate security risks to LaMPSS. It is your organizations' responsibility to ensure your LaMPSS Users security is up to date at all times.



### For External LaMPSS users

Access to LaMPSS is controlled through security profiles, which are assigned to LaMPSS users.

If you do not have LaMPSS External Access, the following document details options on LaMPSS Access. https://novascotia.ca/lae/LaMPSS/documents/01\_How\_to\_Request\_LaMPSS\_Access.pdf

#### **Organization Funding Security Profiles**

Once LaMPSS Operations Support completes your organizations LaMPSS External Access request the primary contact will be granted "**OFA Admin**" security. This user will be able to add/modify/deactivate users as outlined below.

Before you add a new LaMPSS user you need to consider what kind of access that User will require. LaMPSS offers the following three Organization Funding Agreement User access profiles:



- This user is your organization's OFA Administrator. It is their responsibility to keep your organizations user access up to date at all times.
- •User can update organization information, add/modify/de-activate OFA users, submit applications, submit activity and financial reports.



•User can view organization information, submit applications, submit activity and financial reports. These would be the individuals who interact with the department during the agreement lifecycle.



•User can view organization and agreement information but has no update privileges. This option would be used for any individual in your organization who needs to be aware of what's going on with agreements but is not responsible for any of the actions required for those agreements.

#### **Service Registration Security Profiles**

Only LaMPSS Operations Support can assign the Service Registration Administrator role to a user. If you require this access, you will need to make a request through your program area contact/representative and they will coordinate the request for you.



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Service Registration is required for many funding programs administered through LaMPSS but not all of them. Funded organization should review program guidelines and the details of your funding agreement to determine if Service Registration access is required.

Service Registration Administrator

- Users can add or update organization contacts and assign the Service Registration Update and View Only security profiles to new or existing Organization Funding Agreement users.
- •Typically, this will not be a stand-alone role. User with this role will also have other roles(s) including one of the Service Registration roles below.
- Service Registration
- Users will have update access to all Service Registration information for their organization including
- •Add/update service details, Add/update person information and Add/update service participants and particiants additional information
- •Execute Service Registration reports

ervice Registration View Only

- Users will have view only access to all Service Registration information for their organization including
- •View all service details, View all service participants and participant additional information
- Excute Service Registration reports

#### **External Case Management Security Profiles**

ECM Administrator

- This user is your organization's ECM Administrator. It is their responsibility to keep your organizations user access up to date at all times.
- •Access to configure their organizations external case management (ECM) environment including updates **to** the organization profile, customize additional case details, person and case intake forms, add organization contacts, users and assign ECM security roles.

ECM Business Partner Update • Access to add/update private business partners for their organization.

ECM Cas Manage Access to add/update people and cases for their organization.

Only LaMPSS Operations Support can assign the External Case Management Administrator role to a user. This user will be able to add/modity/de-activate LaMPSS Users as outlined.

External Case Management is only required for organizations that case manage clients.

Users will be assigned either one or more security roles to ensure they have appropriate access to information to perform their job.



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 Access to add/update people and limited access perform intake and follow up on external case management (ECM) cases.



 Access to execute all external case management (ECM) reports for their organization and access to view all staff in the workload dashboard.



•Inquiry (view) only access to external case management (ECM) functions for their organization and ability to provide review feedback on applications for funding on external case management.



•Inquiry (view) only access to external case management (ECM) functions for their organization.

#### **Private Career Colleges Security Profiles**

Once LaMPSS Operations Support completes your organizations LaMPSS External Access request the primary contact will be granted "**PCC Administrator**" security. This user will be able to add/modify/de-activate LaMPSS Users as outlined.

PCC Administrator

- This user is your organization's PCC Administrator. It is their responsibility to keep your organizations user access up to date at all times
- Users have access to maintain the organization details.
- Users can add and maintain the organization contacts and self-serve users.

CC Training Program Maintenance

- Users can register/amend training programs and view all documents related to the training programs.
- Users can make payments.

PCC Intake/ Enrollment

- Users will have access to view training programs.
- Users can add/maintain intakes and add/maintain students and view all related documents.
- Users can make payments.
- Users can search for students

PCC Intake / Enrollmei Maintenance

- Users will have access to view training programs and intakes.
- Users will have access to register/amend and view documents for instrutor applications.
- Users can make payments
- Users can search for instructors

Private Career College access is only required for users who have an active registered college with the Private Career Colleges Division in LaMPSS

Users will be assigned either one or more security roles to ensure that they have appropriate access to information to perform their job.

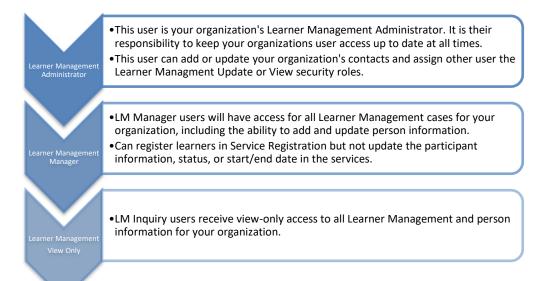
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#### **Learner Management Security Profiles**

Only LaMPSS Operations Support can assign the Learner Management Administrator role to a user. If you require this access, you will need to make a request through your program area contact/representative, and they will coordinate the request for you.

Learner Management access is only required for NSSAL Community Learning Organizations (CLO) to manage adult learner information.

Users will be assigned either one or more security roles to ensure that they have appropriate access to information to perform their job.



#### Create a New LaMPSS User

If your LaMPSS User has "**OFA Admin**" security in LaMPSS then you have access to create, modify and deactivate LaMPSS users for your organization.

 Select "Organization Home" from the left navigation bar.



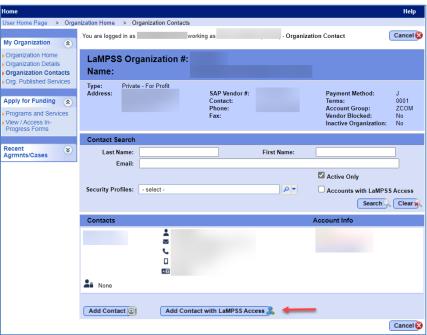


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2. Select "Organization Contacts" from the left navigation bar.

 Select "Add Contact with LaMPSS Access". The Orgranization Contact Details page will be displayed.







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4. Input user's information in the Org Contact section.

The "Last Name", "First Name" and "Email" are required fields to add a new LaMPSS user.

5. Below the Org Contact section is a text field where you may type a specific invite message to the new LaMPSS user.

Under the Invite section is where you select the security profiles you want to provide the LaMPSS user.

6. Once all information is entered on the Organization Contact Details page, select Save. A pop up message will display a message to advise that an email will be sent to the contact to invite them to link their My NS Account to LaMPSS. The invite is valid for 30 days.





Save 🕜 Cancel 🕃

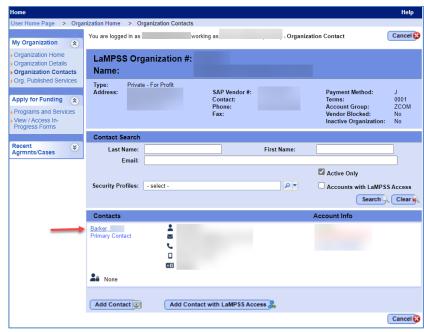


### For External LaMPSS users

## Modify a LaMPSS User

If you want to update information on a User's Profile you go to "Organization Home" and then "Organization Contacts".

- 1. Select the contact that you want to update.
- 2. Make any updates to the contact
  - Last Name
  - First Name
  - Email Address
  - Active Profiles
- 3. Then select "SAVE".



#### **Deactivate a LaMPSS User**

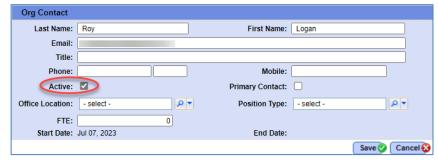
If you want to deactivate a User's Profile you go to "**Organization Home**" and then "**Organization Contacts**".

3. Select the name of the contact that want to de-activate.



4. De-Select the checkbox beside Active.

Click Save





# For External LaMPSS users

5. The user's profile will no longer appear on the contacts list. To view all inactive contacts, de-select **Active Only** in the Contact Search section.

Click Search



6. All contacts for an Organization will be displayed, inactive contacts will indicate they are currently **Inactive**.

