

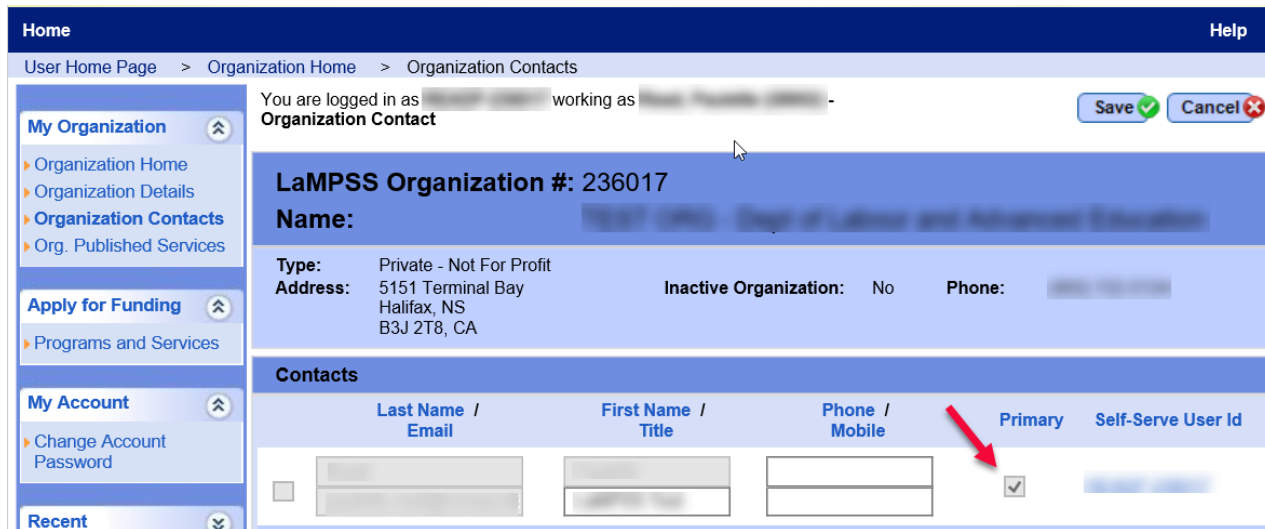
The first step to apply for funding with the Province of Nova Scotia for Labour Market Programs is to request your LaMPSS access. This is a one-time process, completed the first time you want to apply for funding using LaMPSS. Once your LaMPSS access is entered into LaMPSS, your information will then 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.

The user that is the primary contact can assign the primary contact role to another user in their organization by selecting the check box beside the user contact information.



The screenshot displays the 'Organization Contact' page in the LaMPSS system. The top navigation bar includes 'Home' and 'Help'. The breadcrumb trail is 'User Home Page > Organization Home > Organization Contacts'. The user is logged in as [redacted] working as [redacted]. There are 'Save' and 'Cancel' buttons. The main content area shows 'LaMPSS Organization #: 236017' and 'Name: [redacted]'. Below this, the 'Type' is 'Private - Not For Profit', 'Address' is '5151 Terminal Bay, Halifax, NS, B3J 2T8, CA', and 'Inactive Organization' is 'No'. The 'Phone' field is also present. A 'Contacts' table is shown below, with columns: 'Last Name / Email', 'First Name / Title', 'Phone / Mobile', 'Primary', and 'Self-Serve User Id'. A red arrow points to the 'Primary' checkbox, which is checked.

Your Organization 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.

The Primary Contact may delegate this responsibility to someone else in your organization; however, it will be the responsibility of the "Primary Contact", to ensure

1. User ID's are "Deactivated" in a timely manner when the user is no longer employed by your Organization. To ensure they no longer have access to the private client data collected by your organization.
2. Modifying a Users' Access when their role within your Organization changes and they no longer need the same type of access within LaMPSS (e.g., users should only have LaMPSS user security roles needed to do their job).

### LaMPSS Security Profiles

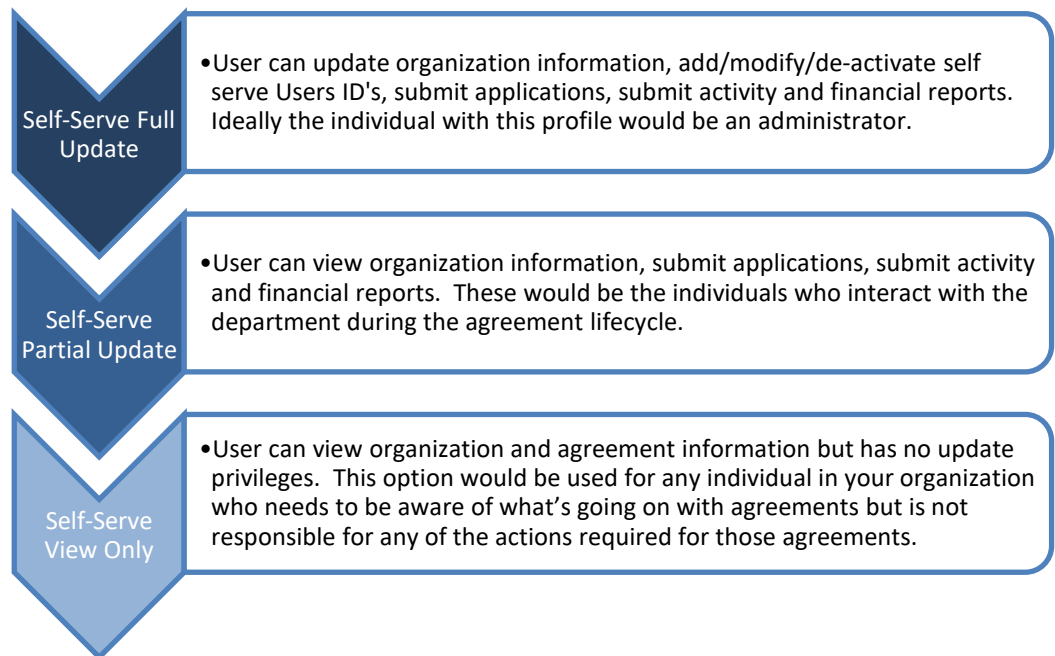
Access to LaMPSS is controlled through security profiles, which are assigned to self-serve LaMPSS users.

If you have not completed the “LaMPSS External Access” form, contact the program area that you have been communicating with and they can supply you with the LaMPSS External Access and Direct Deposit forms or the forms are available on the LAE Internet site at <http://novascotia.ca/lae/LaMPSS/LaMPSS.asp>.

### Organization Funding Security Profiles

Once LaMPSS Operations Support completes your organizations LaMPSS External Access request the primary contact will be granted “**Self-Serve Full Update**” security. This user will be able to add/modify/de-activate self serve Users ID's as outlined below.

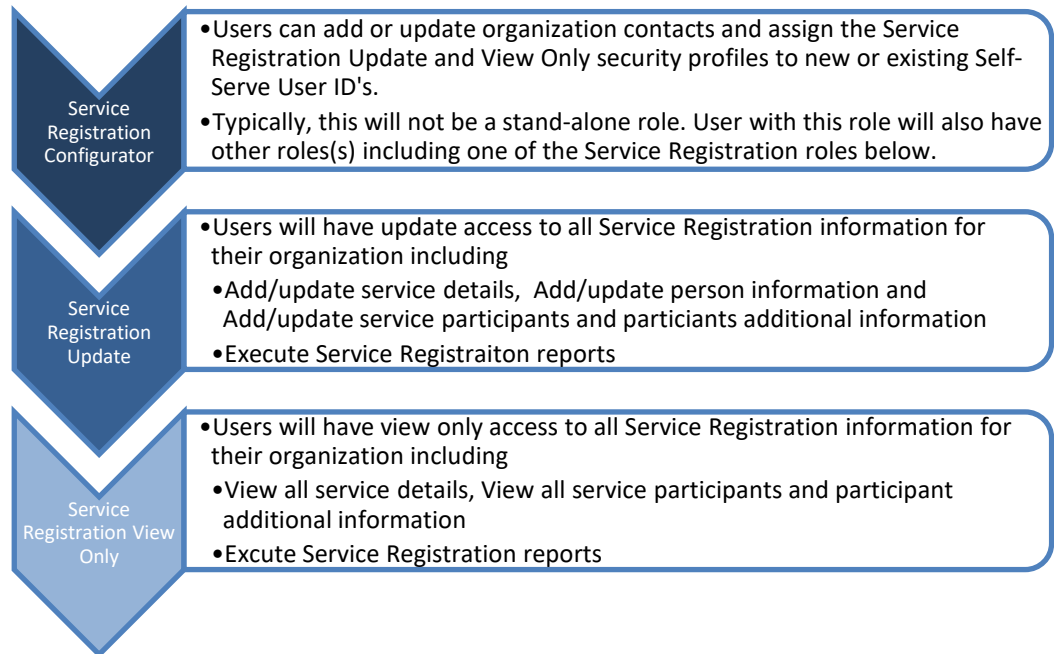
Before you add a new self-serve User you need to consider what kind of access that User will require. LaMPSS offers the following 3 self-serve User access profiles:



## Service Registration Security Profiles

Only LaMPSS Operations Support can assign the Service Registration Configurator 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.

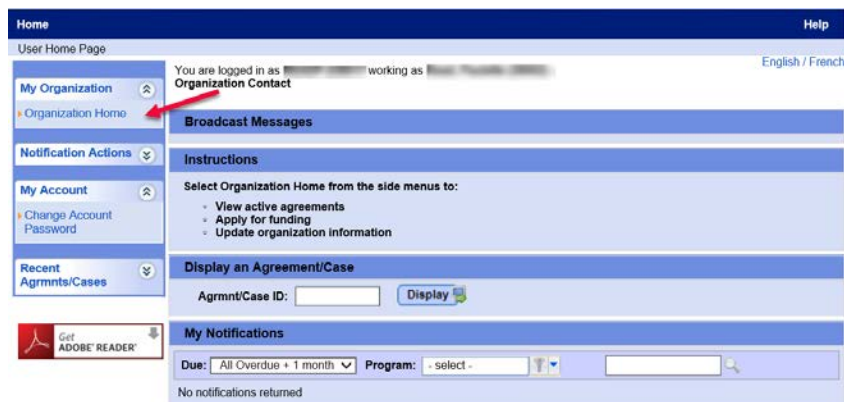
Service Registration is required for many funding programs administered through LaMPSS but not all of them. Funded organization should review program guidelines and the details of your funding agreement to determine if Service Registration access is required.



## Create a New LaMPSS User

If your LaMPSS User ID has **“Self-Serve Full Update”** security in LaMPSS then you have access to create, modify and deactivate LaMPSS users for your organization.

1. Select **“Organization Home”** from the left navigation bar.



2. Select “**Organization Contacts**” from the left navigation bar.

Home | User Home Page > Organization Home > Organization Contact

You are logged in as [User Name] working as [Role]

**Organization Contact**

**LaMPSS Organization #:** [ID]

**Name:** [Name]

**Type:** Private - Not For Profit

**Address:** 5151 Terminal Bay, Halifax, NS B3J 2T8, CA

**Inactive Organization:** No

**Phone:** [Phone]

**Active Agreements:** No records returned

[Show History]

3. Select “**Add Another**”. Additional boxes are generated to add the new user’s information.

Home | User Home Page > Organization Home > Organization Contacts

You are logged in as [User Name] working as [Role]

**Organization Contact** [Save] [Cancel]

**LaMPSS Organization #:** [ID]

**Name:** [Name]

**Type:** Private - Not For Profit

**Address:** 5151 Terminal Bay, Halifax, NS B3J 2T8, CA

**Inactive Organization:** No

**Phone:** [Phone]

**Contacts**

	Last Name / Email	First Name / Title	Phone / Mobile	Primary	Self-Serve User Id
<input type="checkbox"/>	Read paulette.read@novascoti	Paulette LaMPSS Test		<input checked="" type="checkbox"/>	READP-236017
<input type="checkbox"/>				<input type="checkbox"/>	

Displaying records 2 of 2

[Add Another] [De-Activate] [Show History]

[Save] [Cancel]

4. Input users “Last Name”, “First Name” and “Phone Number” into the first line.  
Then add their “Email Address”, “Title” and “Mobile Phone Number” on the second line.  
Once the data fields are completed – Select “**SAVE**”.

Home | User Home Page > Organization Home > Organization Contacts

You are logged in as [User Name] working as [Role]

**Organization Contact** [Save] [Cancel]

**LaMPSS Organization #:** [ID]

**Name:** [Name]

**Type:** Private - Not For Profit

**Address:** 5151 Terminal Bay, Halifax, NS B3J 2T8, CA

**Inactive Organization:** No

**Phone:** [Phone]

**Contacts**

	Last Name / Email	First Name / Title	Phone / Mobile	Primary	Self-Serve User Id
<input type="checkbox"/>				<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Doe john.doe@email.com	John Owner	(902) 555-1212 (902) 555-5555	<input type="checkbox"/>	

Displaying records 2 of 2

[Add Another] [De-Activate] [Show History]

[Save] [Cancel]

5. When you select save, you are returned to the “Organization Home” Page. Select the “Organization Contacts” again.

6. Select “Create User ID” for the person that you just created.

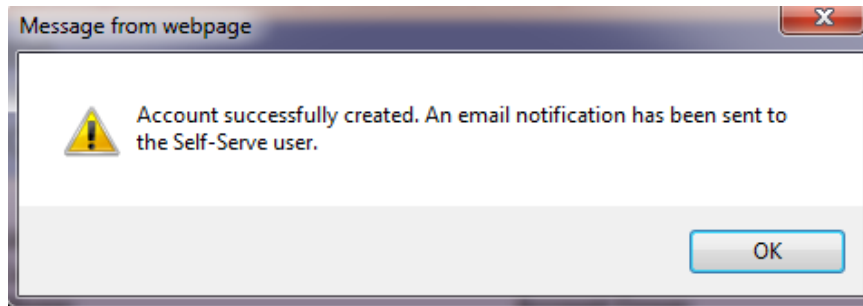
	Last Name / Email	First Name / Title	Phone / Mobile	Primary	Self-Serve User Id
<input type="checkbox"/>				<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Doe john.doe@email.com	John Owner	(902) 555-1212 (902) 555-5555	<input type="checkbox"/>	Create User Id

7. Now select the Security Profiles (you want the new user to have) as explained in the section above “LaMPSS Security Profiles”.

	Profile Name	Profile Details
<input type="checkbox"/>	Self Serve Inquiry	Self Serve View Only - View Agreement Info / View Organization Info
<input type="checkbox"/>	Self Serve User	Self Serve Partial Update - Submit Agreement Applications and Reports / View Organization Info

8. Select **“SAVE”**.

Once you select SAVE you will get a message that the account was successfully created. An email has been sent to the Self-Serve user.



### Modify a LaMPSS User

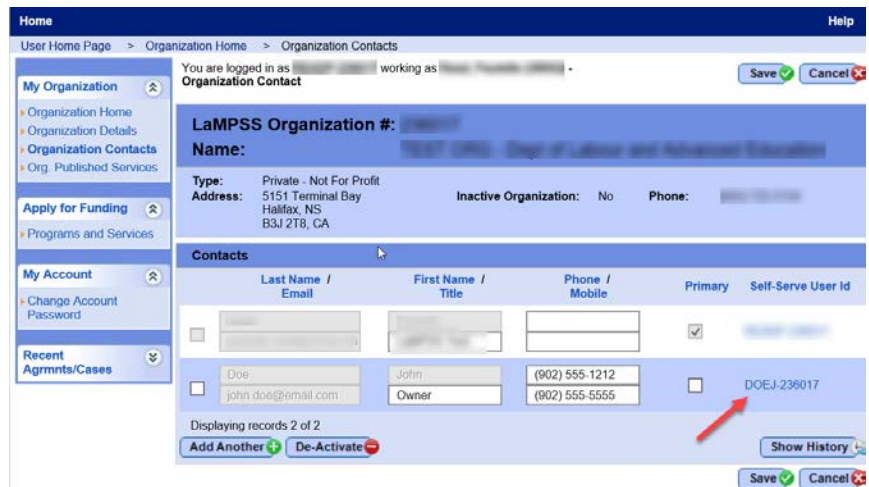
If you want to update information on a User's Profile you go the **“Organization Home”** and then **“Organization Contacts”**.

1. Select the **“Self- Serve User ID”** that you want to update.

2. Make any updates to the

- Last Name
- First Name
- Email Address
- Security Access

3. Then select **“SAVE”**.

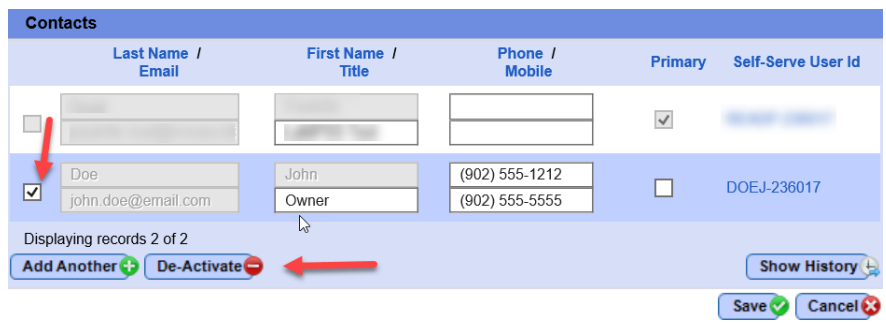


### Deactivate a LaMPSS User

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

1. Select the **“Check Box”** beside the user you want to de-activate.

2. Then Select **“De-Activate”**.



- The user's profile will disappear from your contacts list.
- Select **"Show History"**
- and you can view your deactivated users.

**Contacts**

	Last Name / Email	First Name / Title	Phone / Mobile	Primary	Self-Serve User Id
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	[Redacted]

Displaying records 1 of 1

**Contacts**

	Last Name / Email	First Name / Title	Phone / Mobile	Primary	Self-Serve User Id
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	<input type="checkbox"/>	[Redacted]
<input type="checkbox"/>	Doe john.doe@email.com	John Owner	(902) 555-1212 (902) 555-5555	<input type="checkbox"/>	DOEJ-236017

## Change Account Password

- Once you are logged into LaMPSS, you can change your password.
- Select **"Change Account Password"** on the left navigation bar.

**Home** Help

User Home Page

You are logged in as [Redacted] working as [Redacted] - English / French

**My Organization**

- Organization Home

**Notification Actions**

**My Account**

- Change Account Password**

**Recent Agrmnts/Cases**

**Broadcast Messages**

**Instructions**

Select Organization Home from the side menus to:

- View active agreements
- Apply for funding
- Update organization information

**Display an Agreement/Case**

Agrrmnt/Case ID:

**My Notifications**

Due: All Overdue + 1 month Program: - select -

No notifications returned

- Enter your current password, new password and confirm new password and select **"SAVE"**.

**Home** Help

User Home Page > Self-Serve Password Reset

You are logged in as [Redacted] working as [Redacted]

**My Organization**

- Organization Home

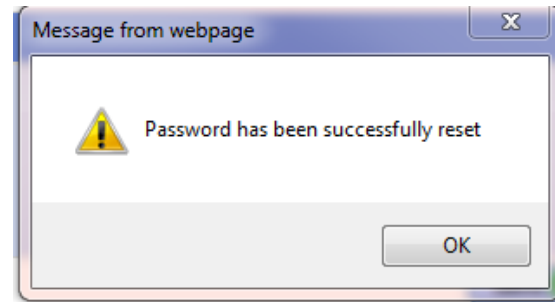
**Account Information**

Current Password:

New Password:

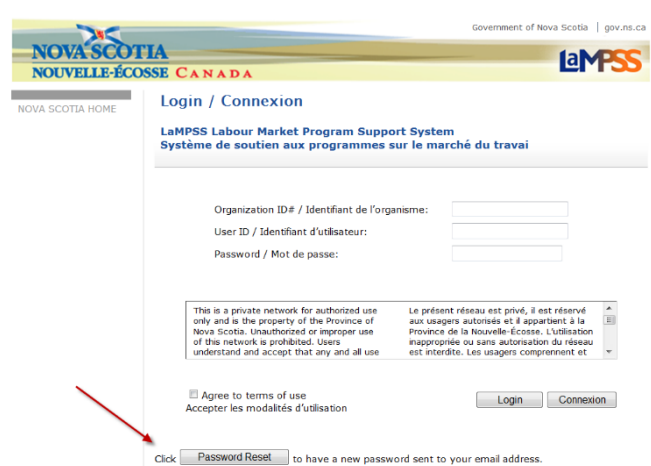
Confirm New Password:

- You will receive a message that your password was successfully reset.



### Password Expired

- Your password expires every 120 days. If you attempt to login and your password has expired, you will receive the following message; “Your password has expired, Use the “Reset Password” button to request a new one”.
- Select the “**Password Reset**” button.



- Enter your Organization ID and User ID and select “**Submit**”.
- You will receive a message indicating your credentials have been verified and a new password has been sent to your email account.

