

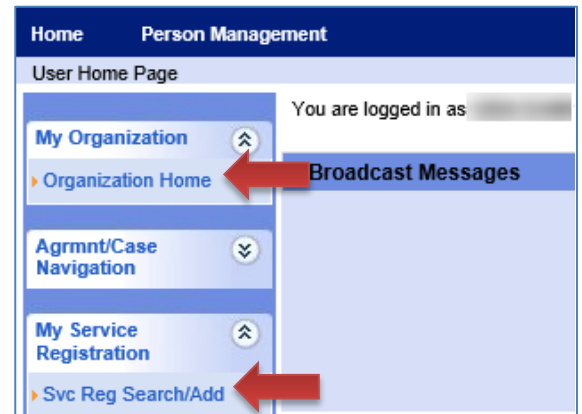
### Access LaMPSS

LaMPSS is a web-based application. To use Service Registration, you will need to login to LaMPSS at <https://lampss.gov.ns.ca>. If you have not used LaMPSS before, you can get started by reviewing the resources on this website: [https://novascotia.ca/lae/lampss/eas\\_resources.asp](https://novascotia.ca/lae/lampss/eas_resources.asp).

### My Service Registration Menu

Once you have logged in to LaMPSS, if you have one or more of the Service Registration security roles outlined on the next page, you can access the My Service Registration menu. This menu will appear on your User Home Page and your Organization Home Page.

Clicking Svc Reg Search/Add in the left navigation menu on your User Homepage will take you directly to Service Registration where you can search for a service, add/maintain a service, and manage participants.



Another option is to first visit Organization Home. On the Organization Homepage you can access to an expanded My Service Registration menu with links to the Service Registration screen, reports and forms.



**Svc Reg Search/Add** will navigate to the main Service Registration Search screen for your Organization.

**Svc Reg Intake Form** will launch a new window where you can generate, view, print and save the Service Registration Intake Form for your Organization.

**Svc Reg Activity Detail** will launch a new window where you can generate, view, print and save the Service Registration Activity Detail Report for your Organization.

**Svc Reg Activity Summary** will launch a new window where you can generate, view, print and save the Service Registration Activity Summary Report for your Organization.

**Svc Reg Participant List** will launch a new window where you can generate, view, print and save the Service Registration Participant List for your Organization.

### Service Registration Security Roles

Access to LaMPSS is controlled through security roles, which are then assigned to self-serve users like you.

There are 3 roles that relate to Service Registration. These roles are described in the chart below:

Role Name	Summary
<b>SRVC REG CONFIG</b> Service Registration Configurator	Provides users with the ability to: <ul style="list-style-type: none"> <li>Add or update organization contacts</li> <li>Assign the Service Registration Update and View Only security roles to new or existing Self-Serve User IDs</li> </ul> Typically, this will not be a stand-alone role. Users with this role will also have other role(s) including one of the other Service Registration roles.
<b>SRVC REG VIEW</b> Service Registration View Only	Provides users with view only access to all Service Registration information for their organization including: <ul style="list-style-type: none"> <li>View all service details</li> <li>View all service participants &amp; participant additional information</li> <li>Execute Service Registration reports</li> </ul>
<b>SRVC REG UPDATE</b> Service Registration Update	Provides users with update access to all Service Registration information for their organization including: <ul style="list-style-type: none"> <li>Add/update service details</li> <li>Add/update person information</li> <li>Add/update service participants &amp; participant additional information</li> <li>Execute Service Registration reports</li> </ul>

At least one person in your organization must have the Service Registration Configurator role. The person with this role will have the ability assign the Service Registration View and Service Registration Update roles to other self-serve users in the organization.



Only LaMPSS Operations Support can assign this Service Registration Configurator role to a user. If you require this access for a user, you will need to make a request through your program area contact/representative. They will submit a request form internally to the LaMPSS Operations Support team.

Otherwise, the Configurator can manage self-serve users and their access. For details on how to add Organization Contacts and create self-serve user IDs refer to the online Help in LaMPSS using the top navigation menu.

### Display Options

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When viewing Service Registration screens, in some views the Organization Header and Service Registration Summary information is minimized into the header, as seen below.



For an expanded view of any section appearing minimized, click on the small icon in the far right corner of the blue header. The section will expand.