

## LaMPSS Login

Once your LaMPSS External Access request is completed, your next step is to Login to LaMPSS. Below outlines the steps to log into LaMPSS and some trouble shooting tips.

You should have received an email from [lampss@novascotia.ca](mailto:lampss@novascotia.ca) with your login credentials; Organization ID, User ID and Password.

In the email there is a link to the LaMPSS Login Page <https://lampss.gov.ns.ca> ; click on the link or you can also type the address in the Browser URL and select enter. This will take you to the following page,

1. Enter your login credentials from your email

**Organization ID:** is a 6-digit number

**User ID:** maximum 20 characters, usually your last name and your first initial

**Password:** shall be between 8 and 20 characters and shall contain characters from at least **three** of the following:

- Upper case letter
- Lower case letter
- Number
- Non-alphanumeric character e.g., ` , ~ ! @ # \$ % ^ & \* ( ) \_ + = { } | ; ' ? . /



Angled brackets < > are not accepted as non-numeric characters for passwords.

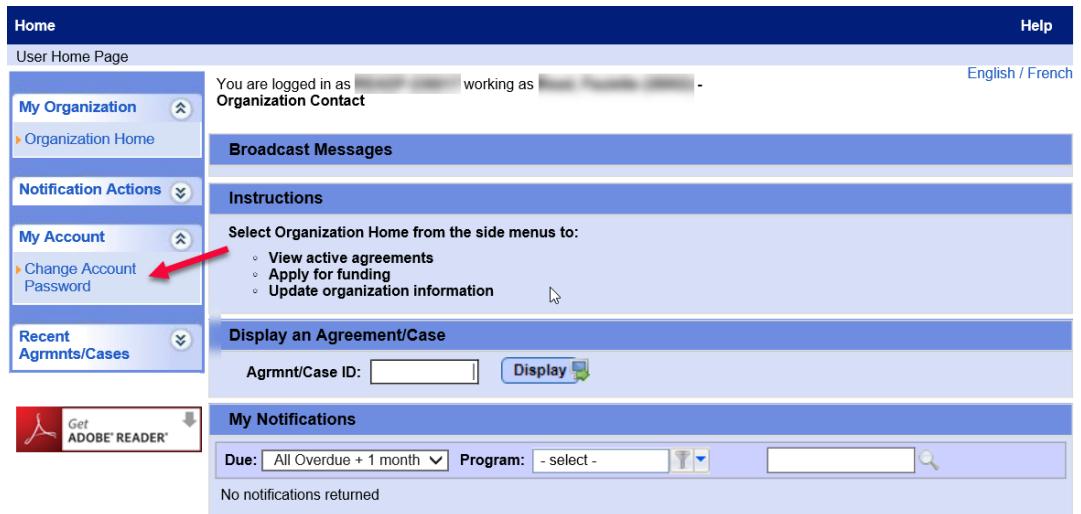


The password is case sensitive and must be entered exactly the way it is shown in the email.

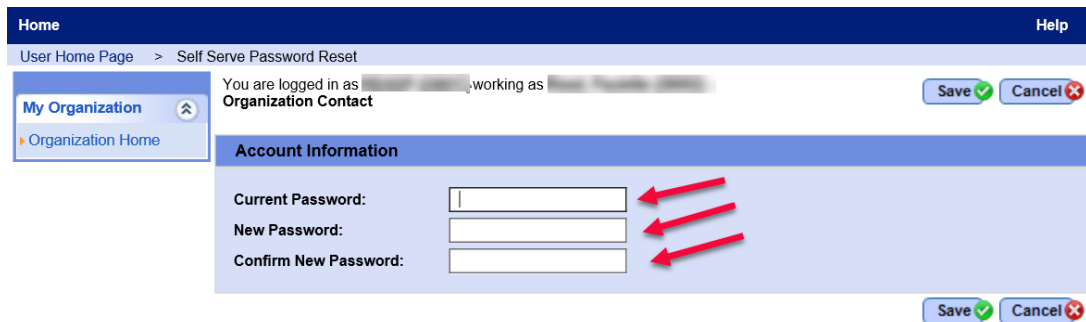
2. Review the “Terms of Use” and enter a check mark in the box indicating that you have “Agreed to the Terms of Use”.
3. Then select “**Login**”.

## Change your LaMPSS Password

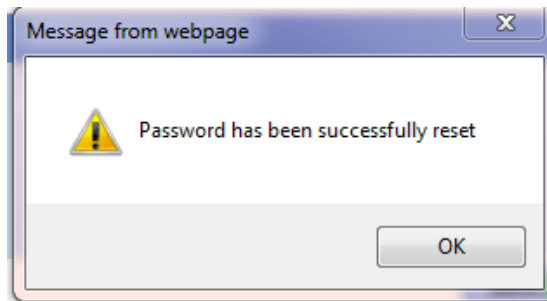
1. Once you are logged into LaMPSS, it is recommended that you change your password.
2. Select “Change Account Password” on the left navigation bar.



3. Enter your current password, new password and confirm new password and select “SAVE”.



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



### LaMPSS Login – Troubleshooting

Following are some possible reasons that you are experiencing issues logging into LaMPSS:

- Must be using one of the following browsers: Chrome, Edge, Firefox or Safari.
- Passwords are case sensitive.
- You can receive a message that you have entered invalid credentials if the user's password has expired or is about to expire. The password automatically expires after 120 days. The user is required to change their password and try to log in again. To reset your password
  - Go to the LaMPSS site at <https://lampss.gov.ns.ca>
  - Click on the “PASSWORD RESET” button
  - Enter your Organization ID and User ID and Select
  - A new password will be sent to your email address on your account.
- The user has insufficient rights. Email LaMPSS Operations Support at [lampss@novascotia.ca](mailto:lampss@novascotia.ca) to verify that you have the correct security to access LaMPSS.