

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**”.

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



2. Select the checkbox beside Primary Contact.

Click **Save**

A screenshot of the 'Org Contact' form. The form contains fields for Last Name, First Name, Email, Title, Phone, Mobile, Office Location, Position Type, FTE, Start Date, and End Date. The 'Active' checkbox is checked. The 'Primary Contact' checkbox is also checked and circled in red.

### 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.

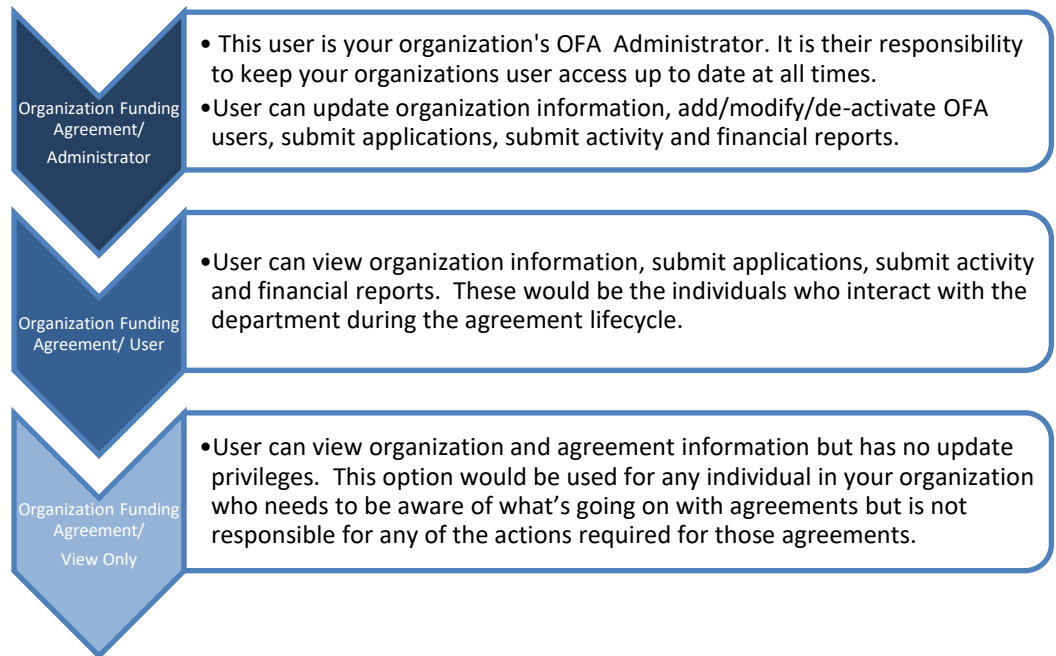
Access to LaMPSS is controlled through security profiles, which are assigned to LaMPSS users.

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](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/de-activate users as outlined below.

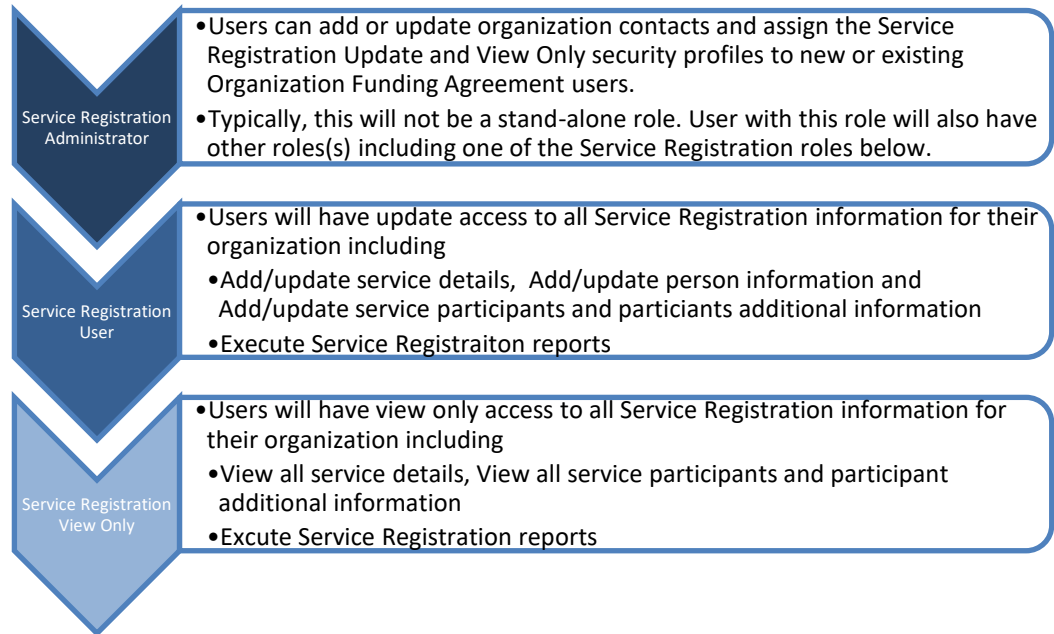
Before you add a new LaMPSS user you need to consider what kind of access that User will require. LaMPSS offers the following three Organization Funding Agreement User access profiles:



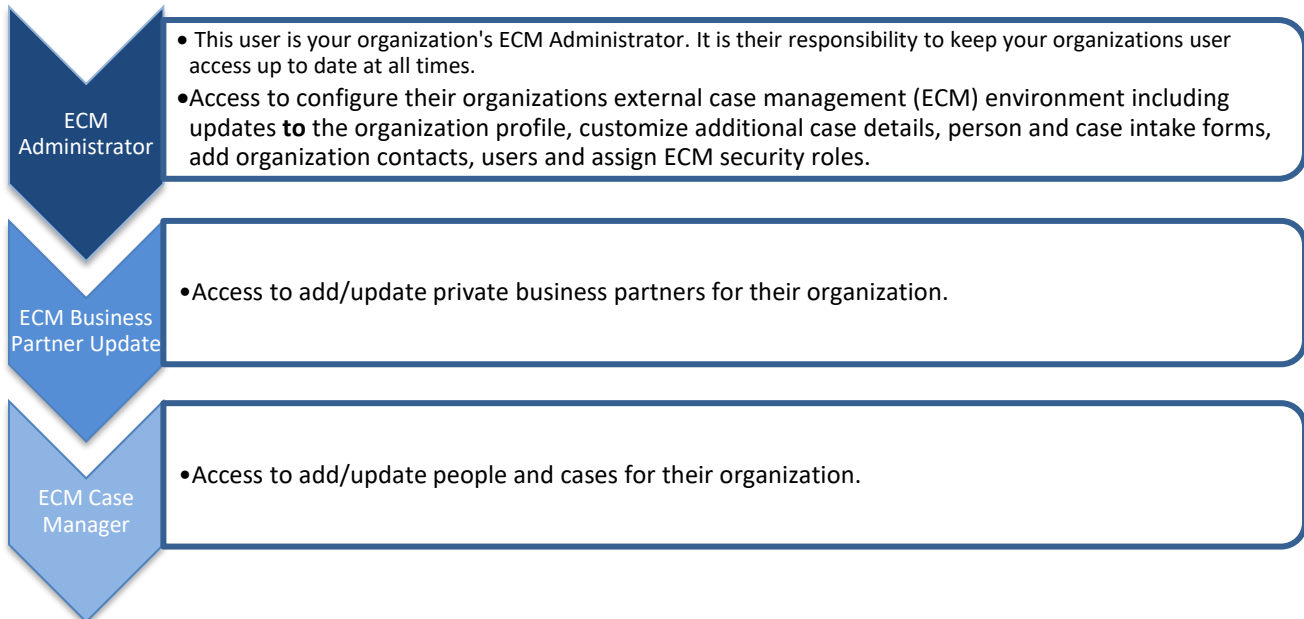
### Service Registration Security Profiles

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.

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.



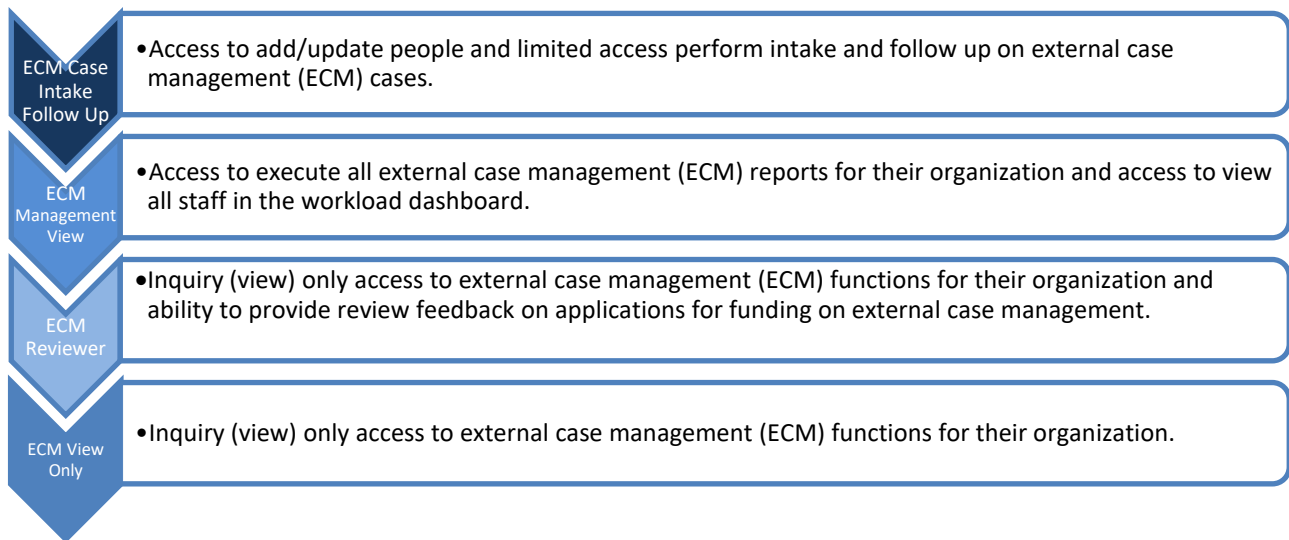
### External Case Management Security Profiles



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.

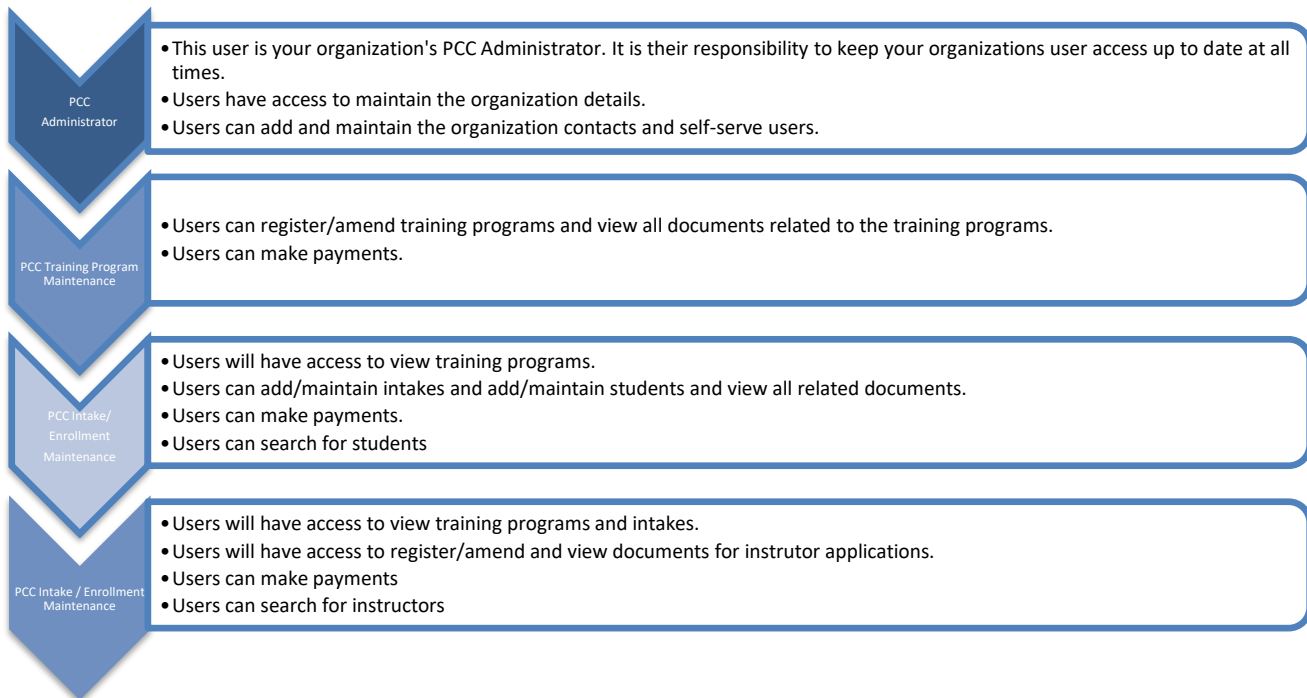
External Case Management is only required for organizations that case manage clients.

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



### 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.



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

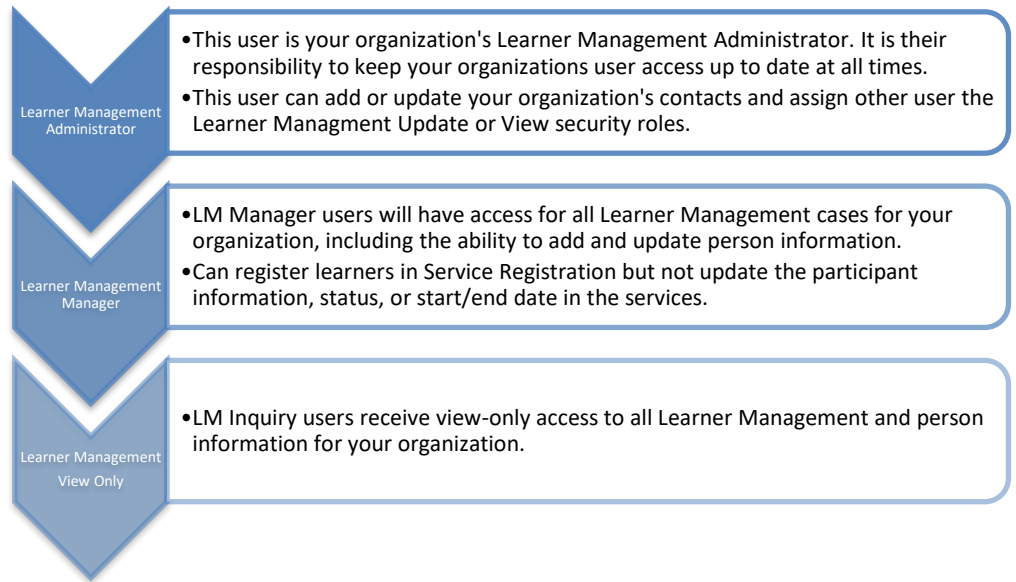
Users will be assigned either one or more security roles to ensure that they have appropriate access to information to perform their job.

## 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.

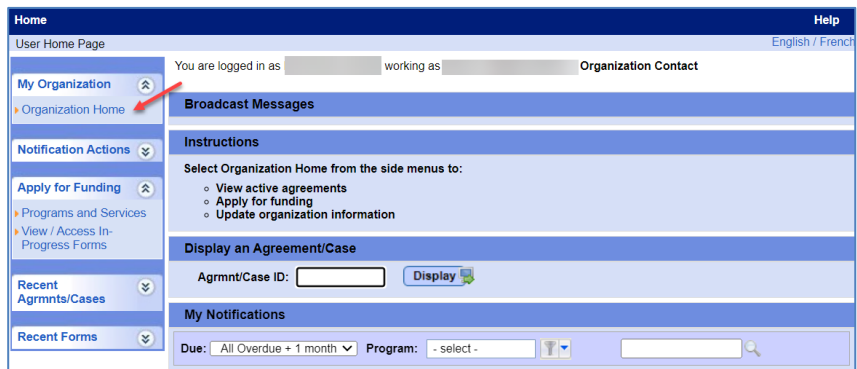
Users will be assigned either one or more security roles to ensure that they have appropriate access to information to perform their job.



## 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.

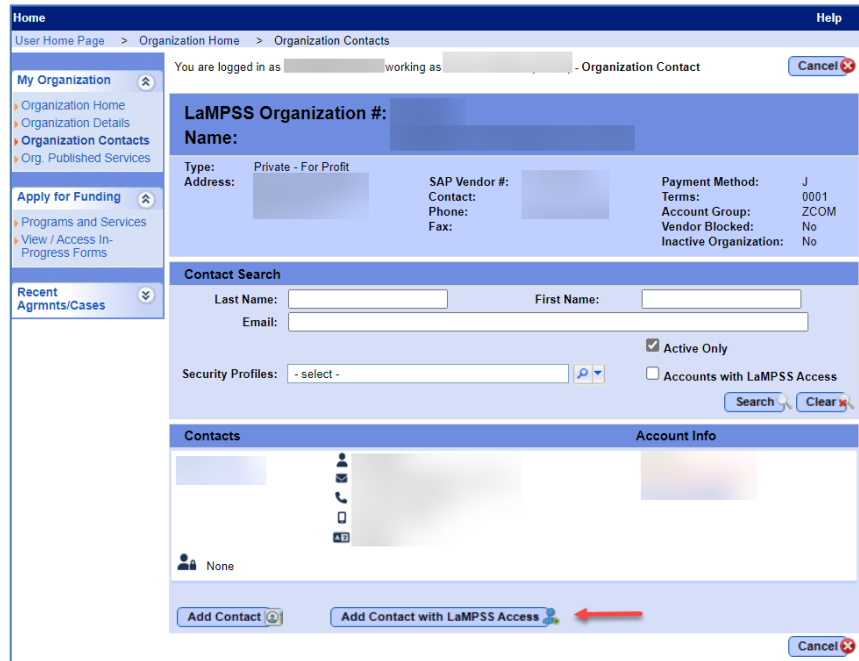
1. Select “**Organization Home**” from the left navigation bar.



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



3. Select **“Add Contact with LaMPSS Access”**. The Organization Contact Details page will be displayed.



- 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.

Profile Name	Profile Details
<input type="checkbox"/> OFA User	Organization Funding Agreement/ User
<input type="checkbox"/> OFA View Only	Organization Funding Agreement/ View Only

- 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.

Profile Name	Profile Details
<input type="checkbox"/> OFA User	Organization Funding Agreement/ User
<input type="checkbox"/> OFA View Only	Organization Funding Agreement/ View Only

- 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.

An email will be sent to [redacted] to invite them to link their My NS Account to LaMPSS. The invite is valid until Aug 04, 2023.

Press OK to Continue or Cancel to stay on the current Page

OK Cancel

### 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**



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**

**LaMPSS Organization #:** [Redacted]  
**Name:** [Redacted]

Type: Private - Not For Profit  
Address: [Redacted]

SAP Vendor #: [Redacted]  
Contact: [Redacted]  
Phone: [Redacted]  
Fax: [Redacted]

Payment Method: J  
Terms: 0001  
Account Group: ZCOM  
Vendor Blocked: No  
Inactive Organization: No

**Contact Search**

Last Name: [Text Box] First Name: [Text Box]  
Email: [Text Box]

Security Profiles: - select - [Dropdown]

**Active Only**  
 Accounts with LaMPSS Access

**Search** **Clear**

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

[Roy Logan](#)

None  
None  
None  
None

None

**Inactive** ←