

# LEADS Daily Bulletin

JUNE 13, 2025

## Inactivating a User in LEADS and nexTEST

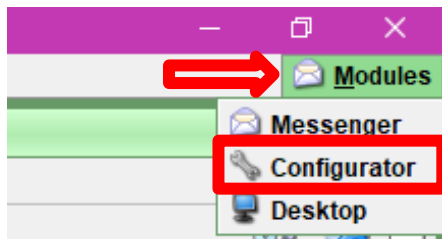
LEADS Agency Coordinators (LAC) and Delegates with Agencies which have a LEADS terminal have the ability to modify users assigned under their agency's ORI. Non-terminal agencies should contact the ISP HelpDesk for assistance. If a user is no longer employed by your agency, on a leave of absence, or for any other reason needs to be placed inactive, LAC's should ensure the user account for the individual is placed inactive in LEADS Configurator. Once the user's profile is inactivated LEADS will sync with nexTEST to show the individual's profile inactive as well. *Profiles are **NOT** deleted in any program.*

**NOTE:** There are users who work for multiple agencies and therefore have multiple profiles associated with their user account in LEADS Messenger. If the individual you are inactivating has multiple profiles in Messenger, but only one of them needs to be inactivated, please reach out to the ISP Help Desk instead of disabling the account. Disabling the account will inactivate all profiles for that user.

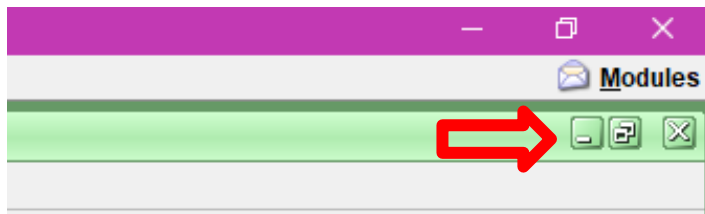
### LEADS CONFIGURATOR

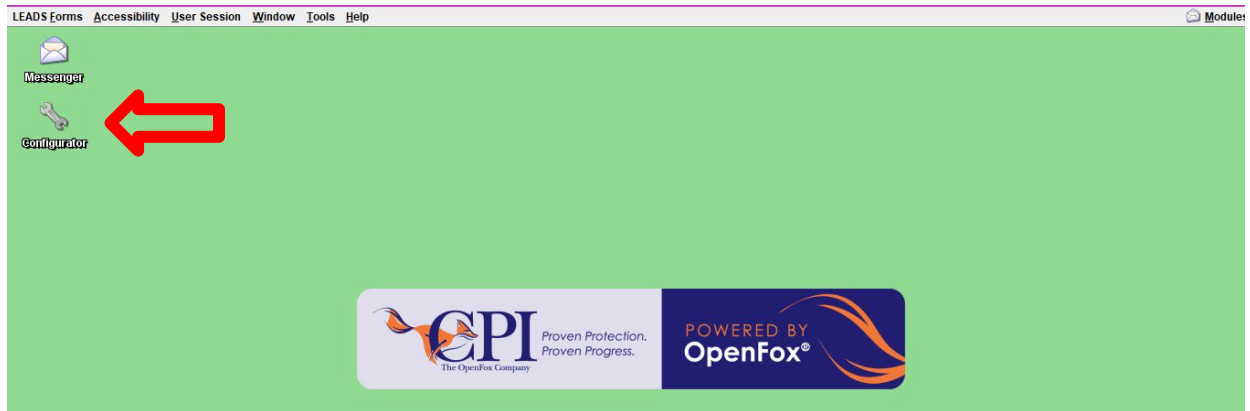
There are two ways to access Configurator:

Method 1: In the upper right hand corner of the OpenFox desktop go to Modules, select the icon "Modules envelope", and choose Configurator from the drop down menu:



Method 2: Go to the OpenFox desktop. To find the desktop screen, go to the upper right hand corner and minimize Messenger. Once the window minimizes, icons will appear on the desktop. Double click on Configurator.





Type the user's User ID into the User ID field and select the Get button. If the User ID is unknown, click on the binoculars icon next to Get button to search for the user ID.

**Configurator: 1**

**Configure Action**

**Standard Info**

**User ID**

**Profile 1** **Add Profile**

**Security Roles**

**Main User Profile Fields**

Station

Agency

Idle Timeout (min) Session Timeout (min)

**Certification Expiration Date**

☐ User Certified Day NONE Month NONE Year NONE

**Training Date**

☐ User Trained Day NONE Month NONE Year NONE

**Hire Date**

☒ User Hire Day 21 Month APR Year 2021

**Open/Close Times**

Forced Logoff Warning (min)

	Open HHMM	Close HHMM
SUN	<input type="checkbox"/> Open	<input type="checkbox"/> Close
MON	<input type="checkbox"/> Open	<input type="checkbox"/> Close
TUE	<input type="checkbox"/> Open	<input type="checkbox"/> Close
WED	<input type="checkbox"/> Open	<input type="checkbox"/> Close
THU	<input type="checkbox"/> Open	<input type="checkbox"/> Close
FRI	<input type="checkbox"/> Open	<input type="checkbox"/> Close
SAT	<input type="checkbox"/> Open	<input type="checkbox"/> Close
HOL	<input type="checkbox"/> Open	<input type="checkbox"/> Close

**Search** **OK** **Cancel** **Apply**

See **NOTE** paragraph

☐ User Record Disabled

Select OK at the bottom of the user's profile screen to complete the process.

**NEXTTEST**

LEADS Configurator synchronizes data to nexTEST and will update the user's nexTEST profile, showing them inactive. If an agency is a non-terminal agency and only accesses nexTEST, the LAC or Delegate must contact the ISP Help Desk to have the individual placed inactive in both systems.

If you have any other questions or issues, please contact the ISP Help Desk by either emailing your questions to [ISP.HelpDesk@illinois.gov](mailto:ISP.HelpDesk@illinois.gov) or by calling 866/LEADS-00. Please provide your agency ORI with the request.

[illegible]