

LEADS Daily Bulletin

May 28, 2026

Inactivating a User in LEADS and nexTEST

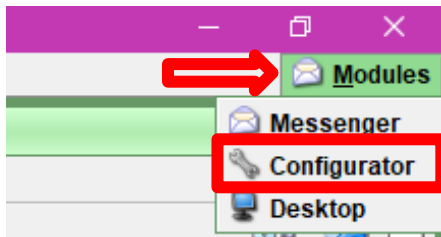
LEADS Agency Coordinators (LAC) and Delegates with Agencies which have a LEADS terminal have the ability to modify users assigned under their agency's ORI. Non-terminal agencies should contact the ISP HelpDesk for assistance. If a user is no longer employed by your agency, on a leave of absence, or for 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.* Non terminal agencies can contact the ISP HelpDesk to have users inactivated.

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.

