LEADS Daily Bulletin

April 21, 2022

Updating LEADS Expiration/Certification Date in Configurator

Maintaining the LEADS User Profiles in Configurator is the responsibility of the agency's LAC and Delegates. This includes updating expiration dates when a User certifies for the first time or recertifies the LEADS certification. Currently, NexTEST does not automatically update the LEADS User Profile with the new expiration date. The date must be manually updated in the User Registry by the LAC or delegate. Failure to do so will cause a User's LEADS account to be revoked.

To check the Users LEADS expiration dates, LAC's can log into **nexTEST** under the Agency Login, go to User Management to access a list of all the Users certification date. Choose the profile, click on the red book (edit). If a user is <u>one day</u> past their certification date, the nexTEST system will NOT generate an exam. Click on Change User Level and select the appropriate certification. The LAC/TAC will have to assign the **<u>Initial</u>** certification if the user's certification expired.

Assigned Certification Level: FA Initial

Change User Level:

Certification Expiration:

N/A
Adm Msg Only
FA Initial
FA Recertification
LTFA Initial

Training Date:

LTFA Recertification
Practitioner for Admin

Finger Print Date:

Practitioner for Admin Recertification
Practitioner for Non-Admin
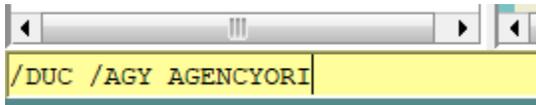
User Name:

Practitioner for Non-Admin Recertification

To check that the user's expiration date in **Messenger** matches the date in nexTEST, you can either look each user up individually, or to generate a report you can run a /DUC /AGY (your agency's primary ORI) command in the quick query bar of Messenger (see below). When running /DUC /AGY (your agency's primary ORI), will give you a list of users under the ORI entered. Below is an example of what you will see in the response.

TESTER NBR=   874 LNA=TEST FNA=TEST MNA=
    DTE=2021 7/ 9 3:22 DTM=2021 7/ 9 3:22 DLU=2021 7/ 9
    DTF=NONE
    PWX= NONE
    ABL=3 MTL=10 CSA=1
    UAM=PASSWORD UAD=NONE
    User Has Been Fingerprinted
    AGY=   HDT=2021 05/24 CDT=2023 05/24 TDT=NONE
     STN=NONE IDT=000 STO=000 LOW=0
     ROL=CONFIG_USER_ONLY

LEADS Certification
Expiration Date

Command Line/Quick Query Bar

If your agency has OpenFox Messenger LEADS 3.0, the LAC or Delegate will need to modify the expiration date on the User's profile in Configurator. To do so, open Configurator, use the Modify User format and populate the User ID. Once you confirm you have the right user, you can update the Certification Expiration Date and click **OK**.

Certification Expiration Date
☑ User Certified Day 24 ▼ Month MAY ▼ Year 2023 ▼   **This is the certification date from NexTest.**

Training Date
☐ User Trained Day NONE ▼ Month NONE ▼ Year NONE ▼   **This is the date they were trained**

Hire Date
☑ User Hire Day 24 ▼ Month MAY ▼ Year 2021 ▼   **The date they were hired**

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

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date