

LEADS Daily Bulletin

November 14, 2025

LEADS DELEGATE ROLE

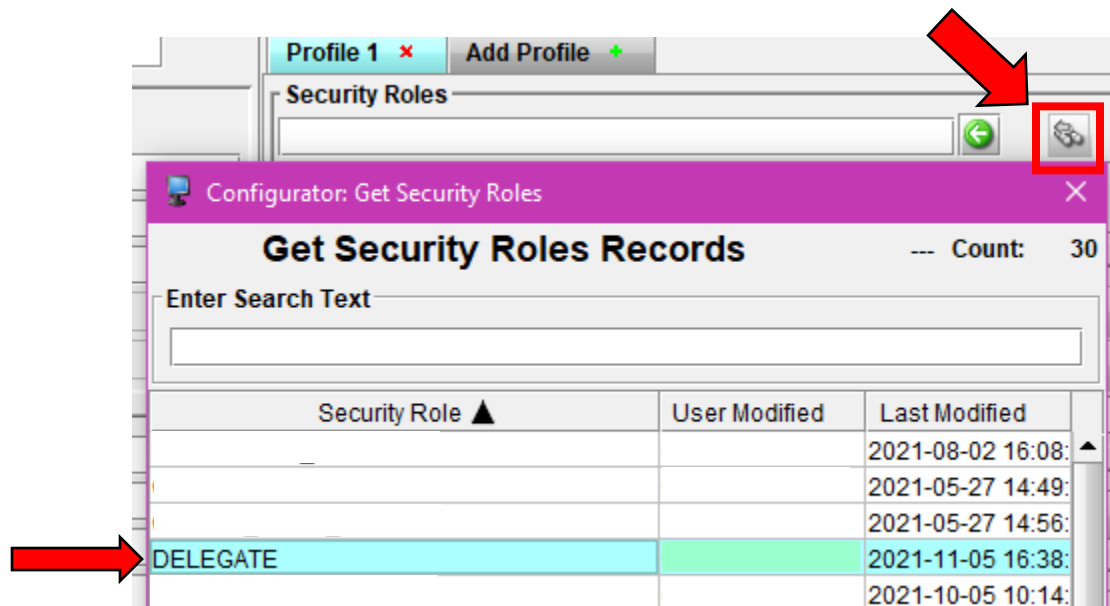
The Delegate Role in LEADS is designed to assist the LEADS Agency Coordinators (LAC) with their duties. The Delegate role can be assigned by the LAC in Configurator using the drop-down menu under the Security Roles of the User Profiles. *NOTE – This is for agencies who have the OpenFox DESKTOP MESSENGER (terminal agencies).*

This Delegate role can only be modified by a LAC, who is on file with the agency.

Open Configurator:

- Go to MODIFY USER and retrieve the User Profile you are wanting to assign as a Delegate.
- Click the binoculars button under the Profile 1 Security Roles. A pop-up box will appear where you can assign the Delegate role.
- Click OK at the bottom of the page after assigning the role to affect the changes. See screenshot below.

As a reminder, the Delegate is there to assist the LAC in their duties and in the absence of the LAC can assist agency users with LEADS access in OpenFox. LAC's should consider having at least one Delegate to cover each shift at their individual agency.



If you have any questions or need help, please contact the ISP Help Desk ISP.HelpDesk@illinois.gov or at 866/LEADS-00 (866/532-3700).

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