

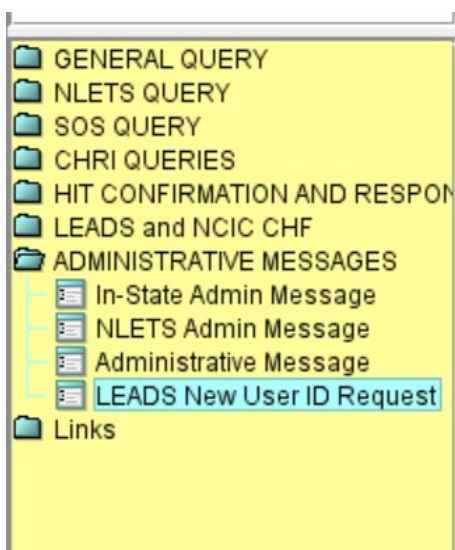
# LEADS Daily Bulletin

April 23, 2024

## User Request Process for LEADS and nexTEST

ALL user requests (NEW, Transfer and Modifications) must be sent through the ADMINISTRATIVE MESSAGE form located in the FORM TREE on the left side of the Messenger screen, labeled “**LEADS NEW USER ID REQUEST**”. The requests will be sent directly to the LEADS Administration staff. Once received and processed, staff will be in contact regarding the user request. Ensure information is accurate before submitting. *Any inaccuracies will cause a delay in processing of the request.*

User requests must be submitted by the LAC and/or Delegates. LEADS users needing added, corrected or transferred to another agency must contact their LAC or Delegate to process the request. For modifications to user profiles please explain the changes needed in the “Additional Information If Needed” box. As a reminder, the edit function in nexTEST for LAC’s and Delegates is no longer available.

A screenshot of a web form titled "NEWUSER - New LEADS User ID Request". The form is divided into two main sections: "Submitting Information" and "Additional Information if Needed".  
**Submitting Information**  
This section contains several input fields and dropdown menus:

- Sending ORI (text field)
- Description of ORI (text field)
- CDC (dropdown menu)
- Sending Agency (text field)
- Description of Agency (text field)
- Sending Operator (text field)
- \*LAC/Delegate Email Address (text field)
- \*LAC/Delegate Phone # (text field)
- \*First Name (text field)
- Middle Initial (text field)
- \*Last Name (text field)
- \*Agency Primary ORI (text field)
- \*Name of Agency (text field)
- \*Level of Certification (dropdown menu)
- \*State ID # (text field)
- \*Date of Hire (text field)
- \*Already have a LEADS User? (dropdown menu)
- LEADS User ID (text field)
- \*Transferring User? (dropdown menu)
- Previous ORI (text field)

**Additional Information if Needed**  
This section contains a large text area for providing details about the request.  
At the bottom of the form are three buttons: "Submit", "Clear", and "Close".

*Fields marked with an \* are required fields.*

