LEADS Daily Briefing for January 28, 2019

nexTEST Users Transferring From Other Agencies

Agency Administrators in nexTEST should <u>refrain</u> from adding new users to nexTEST who are transferring from other agencies. Instead, please contact the ISP Help Desk at 866/LEADS-00 and provide:

- 1. The name of the user
- 2. The User ID
- 3. The agency name and ORI that user is transferring from
- 4. The agency name and ORI that user is transferring to

Once this is done, someone from nexTEST administration will make the transfer and notify the agency once the move is complete.

If you have any questions please contact the Help Desk at 866/LEADS-00 (866/532-3700).

Operator's Initials	Date								