

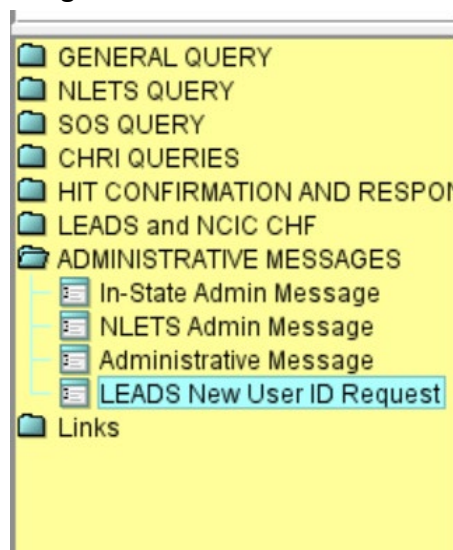
LEADS Daily Bulletin

April 27, 2026

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. Any inaccuracies will be returned to the agency for corrections before processing user requests. NO NICKNAMES ARE ALLOWED - LEGAL FULL NAMES ONLY. IF NO MIDDLE NAME, USE = NMI*

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". The "Submitting Information" section contains several fields: "Sending ORI" (highlighted in yellow), "Description of ORI", "CDC", "Sending Agency", "Description of Agency", "Sending Operator", "* LAC/Delegate Email Address", "* LAC/Delegate Phone #", "* First Name", "* Middle Initial", "* Last Name", "* Agency Primary ORI", "* Name of Agency", "* Level of Certification", "* State ID #", "* Date of Hire", "* Already have a LEADS User?", "LEADS User ID", "* Transferring User?", and "Previous ORI". The "Additional Information if Needed" section is a large text area. At the bottom of the form are three buttons: "Submit", "Clear", and "Close".

Fields marked with an * are required fields.

