

LEADS Daily Bulletin

October 17, 2022

Last Name Change

With the new LEADS 3.0 implementation, users cannot be removed or deleted from the system. If you have an employee that has a last name change, their last name can be modified, but the **User ID will remain the same**. Please see the example below:

Name: Jane Doe

User ID: JD00001

Name: Jane Smith

User ID: JD00001

Standard	Info
User ID JD00001	
Identification	
<input type="checkbox"/> User Record Disabled	Original User
First Name	JANE
Middle Name	
Last Name	DOE

Standard		Info
User ID JD00001		
Identification		
<input type="checkbox"/> User Record Disabled		Modified User
First Name	JANE	
Middle Name		
Last Name	SMITH	

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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