

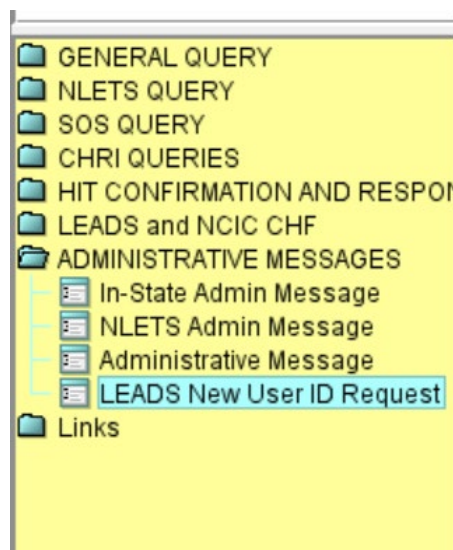
LEADS Daily Bulletin

June 12, 2023

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.



Submitting Information			
Sending ORI	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?
	Y = Yes		Y = Yes

Additional Information if Needed

Submit Clear Close

*Fields marked with an * are required fields.*

