# LEADS Daily Bulletin
December 22, 2022

## Making Users Inactive in LEADS

LEADS Agency Coordinators (LAC) and Delegates have the ability to modify users in Configurator assigned under their agency ORI. If a user is no longer employed by your agency, on a leave of absence or other reasons, LAC's should ensure the user account for the individual is placed inactive in Configurator and nexTEST. **DO NOT** delete the user in any program.

NOTE: There are users who work for multiple agencies and therefore have multiple profiles associated with their user account in Messenger. If the individual you are inactivating has multiple profiles on their account in Messenger, but only one of them needs to be inactivated, do not inactivate the user, instead contact the ISP Help Desk for assistance. Disabling a user's account who has multiple profiles will inactivate **all** profiles for that user.

<u>**CONFIGURATOR**</u>

There are two ways to access Configurator:

Method 1: In the upper right hand corner of the OpenFox desktop go to Modules, and click the envelope, a drop down menu will appear, select Configurator:
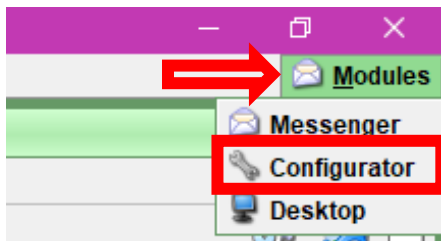


Method 2: Go to the OpenFox desktop. In the upper right hand corner minimize Messenger. The window will minimize and icons will appear on the desktop. Double click on Configurator.
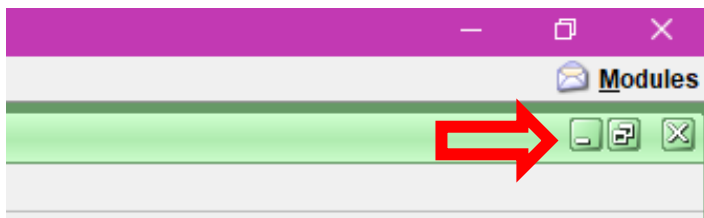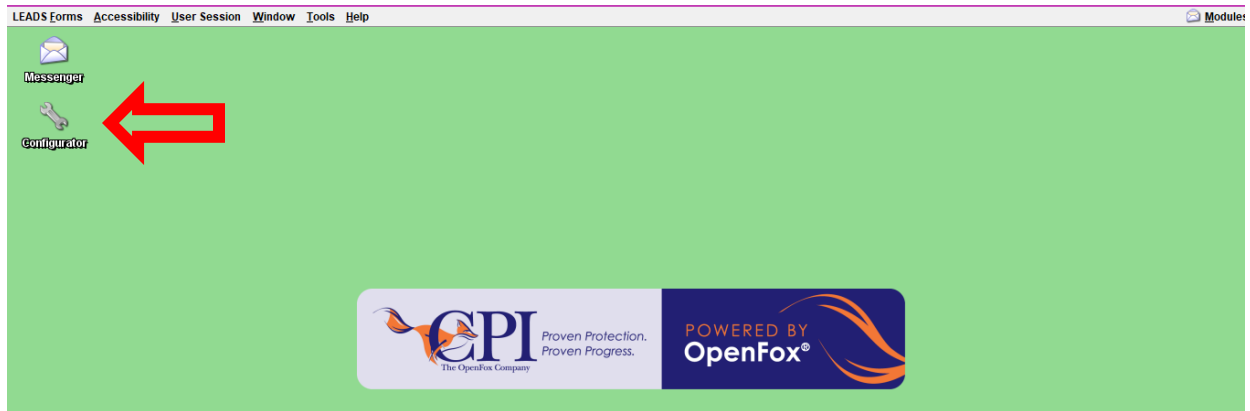
Type the user's User ID into the User ID field and click Get or if the User ID is unknown, click on the binoculars next to Get button to search for the user ID.

If an employee is no longer employed with your agency or they need to be made inactive for an administrative reason, click the box for "User Record Disabled" (pictured below).  See **NOTE** above.



Click OK at the bottom of the user's profile screen to complete the process.

If you have any other questions or issues, please contact the ISP Help Desk by either emailing your questions to ISP.HelpDesk@illinois.gov  or by calling 866/LEADS-00.  Please provide your agency ORI with the request.

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