

LEADS Daily Bulletin

July 16, 2024

CHANGING A USER'S LAST NAME

With the new LEADS 3.0 implementation, users cannot be removed or deleted from the system. If there is an employee which has a last name change, their last name can be modified - but the **User ID will remain the same**. See the example below:

Name: Jane Doe

User ID: JD00001

New 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).

[illegible]