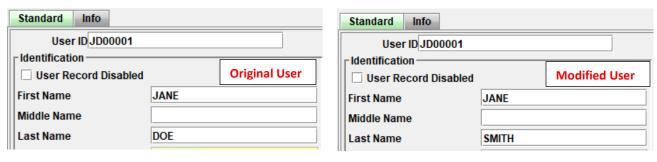
LEADS Daily Bulletin

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



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).

Operator's Initials	Date								