

October 27, 2021

Adding and Moving Users for LEADS and NexTEST

Access within Configurator is limited for LEADS Agency Coordinators (LAC) and Delegates at this time. The following access is active under the MODIFY for a User's Profile:

- Reset User's passwords
- Update certification dates
- Add their SID
- Change security roles

DO NOT ADD USERS PROFILES INTO NEXTEST.

You will only have access to users currently assigned to your agency. If an agency needs to add to a USER's profile due to employment at another agency, both LACs must communicate with one another and ensure Profile One (User's main profile) is not edited. A second profile needs to be added for the new agency.

If a user transfers employment, notify isp.helpdesk@illinois.gov with the below information.

To add new users or move/add current users, agencies need to contact the ISP HelpDesk and provide:

1. User's full name
2. User ID (if available)
3. SID (if available)
4. Agency **and** ORI
5. Hire date if a new user
6. Security role

See the training video on **Configurator** for more information:

<https://isp.illinois.gov/LawEnforcement/LEADS3Training>

Please contact the ISP Help Desk at isp.helpdesk@illinois.gov or 866/LEADS00 with questions.

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