

LEADS Daily Bulletin

February 28, 2022

Updating LEADS Expiration/Certification Date in Configurator

Maintaining the LEADS User Profiles in Configurator is the responsibility of the agency's LAC and delegates. This includes updating expiration dates when a User certifies for the first time or recertifies the LEADS certification. NexTEST does not automatically update the LEADS User Profile with the new expiration date. The date must be manually updated in the User Registry by the LAC or delegate. Failure to do so could cause a User's LEADS account to be revoked.

To check your agency's Users LEADS expiration dates, log into **nexTEST** under Agency Login, go to User Management to access a list of all the Users certification date. If a user is one day past their certification date, the nexTEST system will NOT generate an exam. The LAC/TAC will have to assign the Initial training once expired.

To check that the user's expiration date in **Messenger** matches the date in nexTEST, you can either look each user up individually, or you can run a /DUC /AGY (your agency's primary ORI) command in the quick query bar of Messenger to generate a report. For example, running /DUC /AGY IL08496xx, will give you a list of users under IL0849600. Below is an example of what you will see in the response.

```
BG00020 NBR= 4794 LNA=[REDACTED] FNA=[REDACTED] MNA=  
DTE=2021 7/9 3:15 DTM=2021 7/9 3:15 DLU=2021 7/9  
DTF=NONE  
PXD=2021 10/11 RXD=90 XRD=5  
ABL=5 MTL=3 CSA=1  
UAM=PASSWORD UAD=NONE  
User Has Been Fingerprinted  
AGY=IL08496● HDT=NONE CDT=2023 02/26 IDT=NONE  
STN=NONE IDT=000 STO=000 LOW=0  
ROL=LTFA RECERTIFICATION
```



**LEADS
Certification
Expiration Date**

If your agency has OpenFox Messenger LEADS 3.0, the LAC or Delegate will have to modify the expiration date on the User's profile in Configurator. To do so, open Configurator, use the Modify User format and populate the User ID. Once you confirm you have the right user, you can update the Certification Expiration Date and click OK.

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).

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