

LEADS Daily Bulletin
for November 23, 2021

LACs May Not Modify Their Own User Registry Accounts

LEADS Agency Coordinators (LAC) are NOT to modify their own LEADS User accounts. Any changes that need to be made, including updating the expiration date, must be made by a Delegate.

In addition to the LAC, each agency may authorize delegates to assist the LAC in their duties. A delegate has the same authority within the LEADS OpenFox Configurator as the LAC with one exception: the delegate cannot grant another user delegate status. Delegate status may only be authorized to a User's account by the agency's LAC. The LAC will need to contact the LEADS Administration through the Administrative Message **New LEADS User ID Request form** and explain the request for a user to be appointed as a Delegate in the Additional Information field.

As a reminder, tasks such as resetting passwords, updating the expiration date, etc. should be handled within the agency.

For assistance please contact the Help Desk at 866/LEADS-00.

[illegible]