## **LEADS Daily Bulletin**

January 2, 2024

## Inactivating a User in LEADS and nexTEST

LEADS Agency Coordinators (LAC) and Delegates with Agencies which have a LEADS terminal have the ability to modify users assigned under their agency's ORI. If a user is no longer employed by your agency, on a leave of absence, or for any other reason needs to be placed inactive, LAC's should ensure the user account for the individual is placed inactive in LEADS Configurator. Once the users profile is inactivated LEADS will sync with nexTEST to show the individual's profile inactive as well. Profiles are **NOT** deleted in any program.

**NOTE:** There are users who work for multiple agencies and therefore have multiple profiles associated with their user account in LEADS Messenger. If the individual you are inactivating has multiple profiles in Messenger, but only one of them needs to be inactivated, please reach out to the ISP Help Desk instead of disabling the account. Disabling the account will inactivate <u>all</u> profiles for that user.

## LEADS CONFIGURATOR

There are two ways to access Configurator:

<u>Method 1</u>: In the upper right hand corner of the OpenFox desktop go to Modules, select the icon "Modules envelope", and choose Configurator from the drop down menu:



<u>Method 2</u>: Go to the OpenFox desktop. To find the desktop screen, go to the upper right hand corner and minimize Messenger. Once the window minimizes, icons will appear on the desktop. Double click on Configurator.





Type the user's User ID into the User ID field and select the Get button. If the User ID is unknown, click on the binoculars icon next to Get button to search for the user ID.

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<u>C</u> onfigure A <u>c</u> tion						
Standard Info						
User ID	Profile 1 × Add Profile +					
- Idemancation	Security Roles					
User Record Disabled		<i>©</i>				
First Name		<b>•</b>				
Middle Name	<u>  </u>	<b></b>				
Last Name	Main User Profile Fields					
Last Modified By User	Station Station					
Date/Time Last Modified	Agency 🚳					
Authentication and Security	Idle Timeout (min)	Session Timeout (min)				
Password	Certification Expiration Date					
Authentication Method Password	User Certified Day NONE -	User Certified Day NONE V Month NONE Vear NONE V				
Authentication Detail						
Challenge	User Trained Day NONE V Month NONE Vear NONE V					
Answer	r Hire Date					
User's State ID (SID)		Month APR Vear 2021 V				
Concurrent Sessions 1		Month APR • fear 2021 •				
Password Expiration	Open/Close Times Forced Logoff Warning (min)					
Non-Expiring Password	Open HHMM	Close HHMM				
Password Expiration Date	SUN Open					
Recurring Expiration (days) 90						
Expiration Reminder (days) 5	MON Open	Close				
- Failed Logins	TUE Open	Close				
Attempts Before Lock Out 3	WED Open	Close				
Lock Out Duration (min) 10	THU Open	Close				
/ User Flags	FRI Open	Close				
User Fingerprinted Non-Expiring Account	SAT Open	Close				
Non-Expiring Certification	HOL Open	Close				
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If an employee is no longer employed with your agency or they need to be made inactive for an administrative reason, click the box for "User Record Disabled" (pictured below). See NOTE paragraph above.

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<u>C</u> onfigure A <u>c</u> tion	
User ID	
Standard Info	
User ID	
-Identification	
User Record Disabled	
First Name	•
Middle Name	
Last Name	
Last Modified By User	
Date/Time Last Modified	

Select OK at the bottom of the user's profile screen to complete the process.

## **NEXTEST**

LEADS Configurator synchronizes data to nexTEST and will update the user's nexTEST profile, showing them inactive. If an agency is a non-terminal agency and only accesses nexTEST, the LAC or Delegate must contact the ISP Help Desk to have the individual placed inactive in both systems.

If you have any other questions or issues, please contact the ISP Help Desk by either emailing your questions to <u>ISP.HelpDesk@illinois.gov</u> or by calling 866/LEADS-00. Please provide your agency ORI with the request.

Operator's Initials	Date								