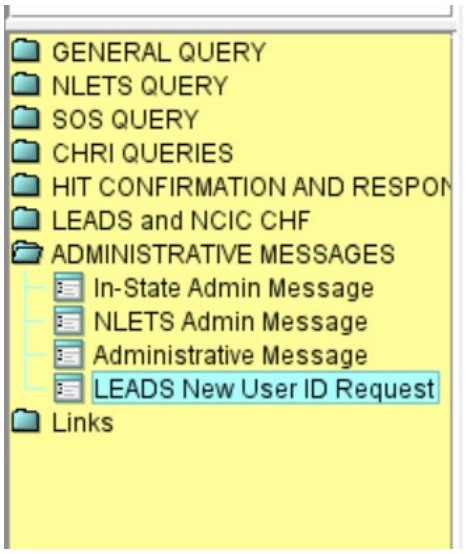
LEADS Daily Bulletin

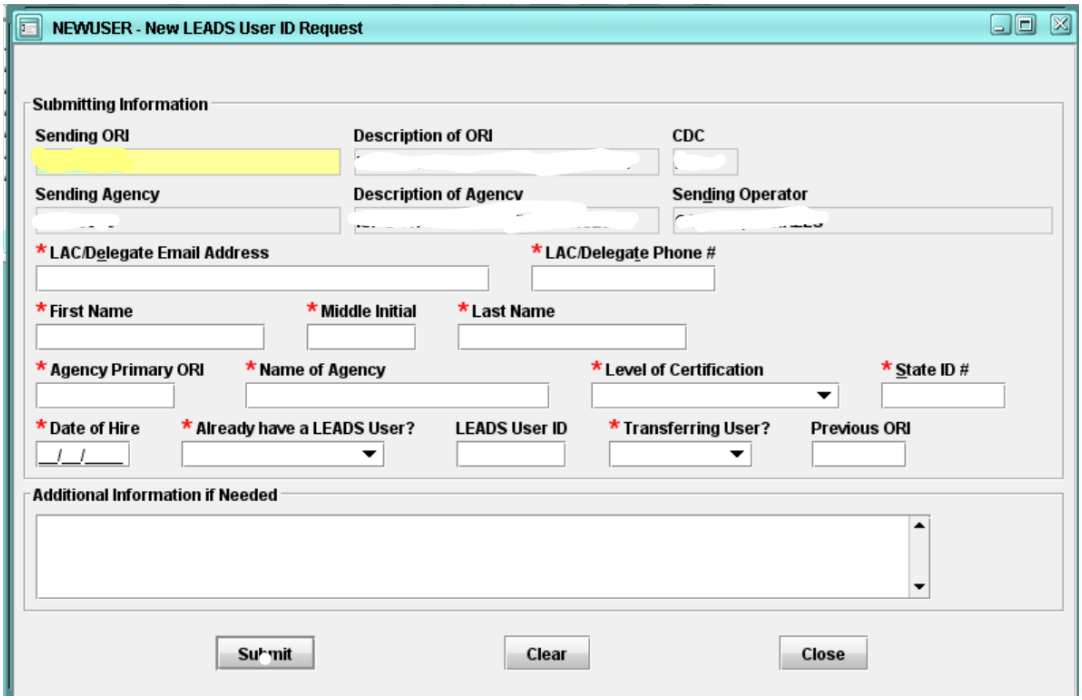
October 28, 2026

User Request Process for LEADS and nexTEST

ALL user requests (NEW, Transfer and Modifications) must be sent through the ADMINSTRATIVE MESSAGE form located in the FORM TREE on the left side of the Messenger screen, labeled "**LEADS NEW USER ID REQUEST**". The requests will be sent directly to the LEADS Administration staff. Once received and processed, staff will be in contact regarding the user request. Ensure information is accurate before submitting. *Any inaccuracies will cause a delay in processing of the request. Any inaccuracies will be returned to the agency for corrections before processing user requests.* *NO NICKNAMES ARE ALLOWED - **LEGAL FULL NAMES ONLY**. IF NO MIDDLE NAME, USE = **NMI***

User requests must be submitted by the LAC and/or Delegates. LEADS users needing added, corrected or transferred to another agency must contact their LAC or Delegate to process the request. For modifications to user profiles please explain the changes needed in the "Additional Information If Needed" box. As a reminder, the edit function in nexTEST for LAC's and Delegates is no longer available.





*Fields marked with an * are required fields.*

Non-Messenger agencies should contact the agency that manages their HOT FILES and request the servicing agency submit the Admin user request on behalf of their agency. **Non-Messenger (LEADS3.0) agencies can contact the ISP Help Desk for further assistance if needed. See above screenshot for required information.**

ALL users are required to have a fingerprint background check completed under the agency's ORI of employment. If a user is employed by more than one agency, ALL agencies are required to do a separate background check on the employee to include a fingerprint background check under said agency's ORI. See the LEADS Rules & Regulations VI. D.1. Background Screening.

For questions, contact the ISP Help Desk at ISP.HelpDesk@illinois.gov or by calling 866/LEADS-00.

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date