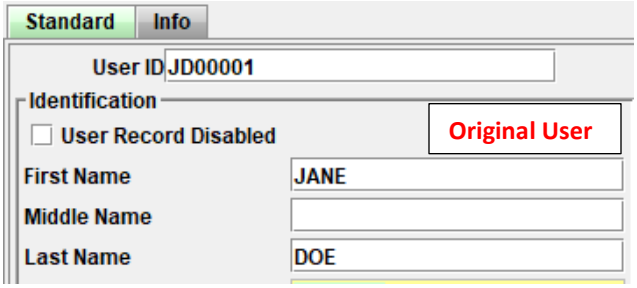
LEADS Daily Bulletin

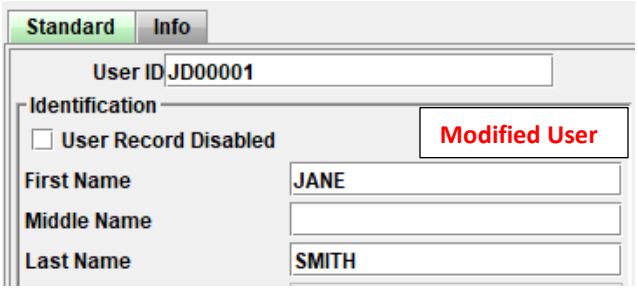
August 3, 2023

Last Name Change

With the new LEADS 3.0 implementation, users cannot be removed or deleted from the system. If an employee has had a last name change, the LEADS Agency Coordinator (LAC) can modify the user's last name in Configurator for agencies with LEADS 3.0 Messenger stations. NOTE: **User IDs will remain the same**. Please see the example below:

Name: Jane Doe User ID: JD00001
Name: Jane Smith User ID: JD00001





For **Non-Messenger station agencies**, please email the ISP HelpDesk for assistance in changing the user's name.

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).

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