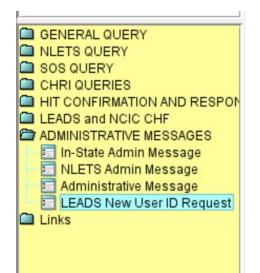
## **LEADS Daily Bulletin**

December 5, 2022

## **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.* 

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.



Sending Agency Description of Agency Sending Operator     * LAC/Delegate Email Address * LAC/Delegate Phone #     * First Name Middle Initial     * Agency Primary ORI * Name of Agency     * Agency Primary ORI * Name of Agency     * Level of Certification State ID #     * Date of Hire * Already have a LEADS User?     * LEADS User ID * Transferring User?     * Y = Yes     * dditional Information if Needed	Sending ORI		Description of O	RI	CDC		
First Name       Middle Initial       * Last Name         Agency Primary ORI       * Name of Agency       * Level of Certification       State ID #         Date of Hire       * Already have a LEADS User?       * LEADS User ID       * Transferring User?       * Previous ORI          Y = Yes	ending Agency		Description of A	gency	Sen <u>d</u> ing Operator		
Agency Primary ORI       * Name of Agency       * Level of Certification       State ID #         Date of Hire       * Already have a LEADS User?       * LEADS User ID       * Transferring User?       * Previous ORI          Y = Yes	LAC/D <u>e</u> legate Email	Address		* LAC/Dele	ga <u>t</u> e Phone #		
Date of Hire     * Already have a LEADS User?     * LEADS User ID     * Transferring User?     * Previous ORI       /     Y = Yes     Y = Yes     Y = Yes     Y = Yes	First Name	Midd	le Initial <u>*</u> L	ast Name			
Date of Hire       * Already have a LEADS User?       * LEADS User ID       * Transferring User?       * Previous ORI          Y = Yes       Y = Yes       Y = Yes       Y = Yes							
<u>/ / Y = Yes</u> ▼ Y = Yes ▼	Agency Primary OR	*Name of Ag	jency	*L	evel of Certification	State ID #	
Iditional Information if Needed					•		
	Date of Hire */	Already have a LEA			* Transferring User?		
▼	Date of Hire */	Nready have a LEA = Yes			* Transferring User?		
	Date of Hire */	Nready have a LEA = Yes			* Transferring User?		
	* Date of Hire * /	Nready have a LEA = Yes			* Transferring User?		

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.

User profiles in nexTEST may be out of synch with their active expiration date. This is due to the nexTEST integration with LEADS and should not affect LEADS use. For updates to a user's profile, please contact the HelpDesk with the user's name, USER ID, ORI and the correction needed.

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

Operator's Initials	Date								