LEADS Daily Bulletin
March 24, 2026

LACs May Not Modify Their Own User 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 is not permitted to grant another user the delegate status.* Delegate status may only be authorized to a User's account by the agency's LAC. The LAC is advises to appoint (assign security role) the Delegate role to a user(s) in Configurator.

As a reminder, tasks such as resetting passwords, updating the expiration date, etc. should be handled within the agency by the LAC/Delegate who have access to Messenger/Configurator stations.

For assistance please contact the Help Desk at 866/LEADS-00, or email **ISP.HelpDesk@illinois.gov**

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