## LEADS Daily Bulletin October 2, 2023

## Last Name Change

With the new LEADS 3.0 implementation, users cannot be removed or deleted from the system. If you have an employee that has a last name change, their last name can be modified, but the User ID will remain the same. Please see the example below:

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

Standard Info	Standard Info				
User ID JD00001	User ID JD00001				
Identification	r Identification				
User Record Disabled	Original User	User Record Disabled	Modified User		
First Name JANE		First Name	JANE		
Middle Name		Middle Name			
Last Name DOE		Last Name	SMITH		

If you have any questions or need help please contact the ISP Help Desk <u>ISP.HelpDesk@illinois.gov</u> or at 866/LEADS-00 (866/532-3700).

Operator's Initials	Date								