

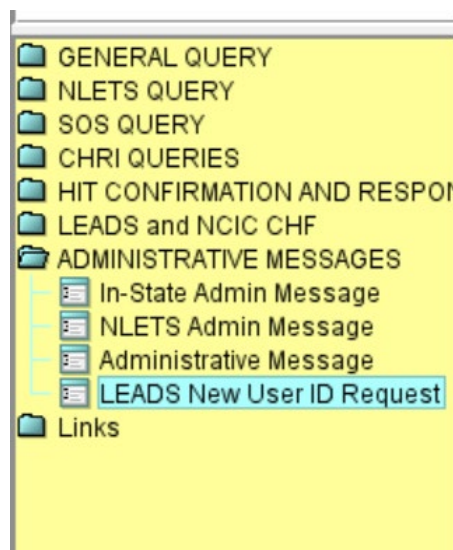
# LEADS Daily Bulletin

May 26, 2023

## User Request Process for LEADS and nexTEST

ALL user requests (NEW, Transfer and Modifications) must be sent through the ADMINISTRATIVE 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.



**Submitting Information**

Sending ORI	Description of ORI	CDC		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Sending Agency	Description of Agency	Sending Operator		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
* LAC/Delegate Email Address	* LAC/Delegate Phone #			
<input type="text"/>	<input type="text"/>			
* First Name	Middle Initial	* Last Name		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
* Agency Primary ORI	* Name of Agency	* Level of Certification	State ID #	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
* Date of Hire	* Already have a LEADS User?	* LEADS User ID	* Transferring User?	* Previous ORI
<input type="text"/>	Y = Yes	<input type="text"/>	Y = Yes	<input type="text"/>

**Additional Information if Needed**

*Fields marked with an \* are required fields.*

