LEADS Daily Bulletin June 27, 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		☐ Identification ————				
User Record Disabled	Original User	User Record Disabled	Modified User			
First Name JA	NE	First Name J	ANE			
Middle Name		Middle Name				
Last Name DC	E	Last Name S	MITH			

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								