

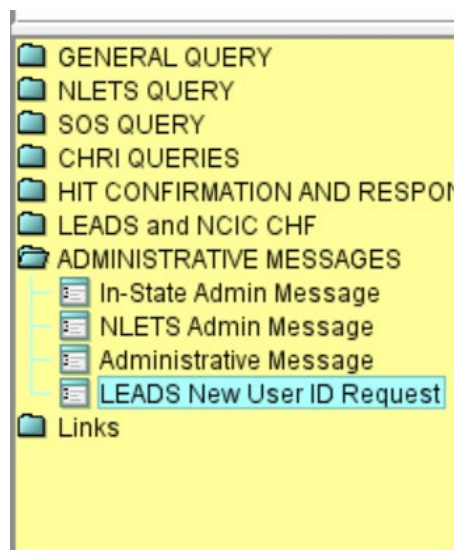
# LEADS Daily Bulletin

January 15, 2025

## 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.

A screenshot of a web form titled "NEWUSER - New LEADS User ID Request". The form is divided into two main sections: "Submitting Information" and "Additional Information if Needed".  
**Submitting Information**  
Fields include:  
- Sending ORI (text box)  
- Description of ORI (text box)  
- CDC (dropdown menu)  
- Sending Agency (text box)  
- Description of Agency (text box)  
- Sending Operator (text box)  
- \*LAC/Delegate Email Address (text box)  
- \*LAC/Delegate Phone # (text box)  
- \*First Name (text box)  
- Middle Initial (text box)  
- \*Last Name (text box)  
- \*Agency Primary ORI (text box)  
- \*Name of Agency (text box)  
- \*Level of Certification (dropdown menu)  
- \*State ID # (text box)  
- \*Date of Hire (text box)  
- \*Already have a LEADS User? (dropdown menu)  
- LEADS User ID (text box)  
- \*Transferring User? (dropdown menu)  
- Previous ORI (text box)  
**Additional Information if Needed**  
A large text area for providing details.  
At the bottom are three buttons: "Submit", "Clear", and "Close".

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

