

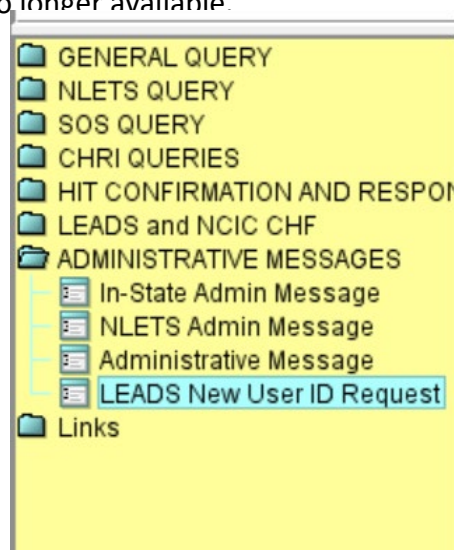
LEADS Daily Bulletin

November 13, 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. Any inaccuracies will be returned to the agency for corrections before processing user requests.* **NO NICKNAMES ARE ALLOWED - LEGAL FULL NAMES ONLY.**

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.



NEWUSER - New LEADS User ID Request

Submitting Information

Sending ORI: [text box] Description of ORI: [text box] CDC: [text box]
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] * State ID #: [text box]
* Date of Hire: [text box] * Already have a LEADS User?: [dropdown] LEADS User ID: [text box] * Transferring User?: [dropdown] Previous ORI: [text box]

Additional Information if Needed

[text area]

Submit Clear Close

Fields marked with an * are required fields.

Non-Messenger agencies should contact the agency that manages their HOT FILES and request the servicing agency submit the Admin user request on behalf of their agency. Non-Messenger (LEADS3.0) agencies can contact the ISP Help Desk for further assistance if needed. See above screenshot for required information.

ALL users are required to have a fingerprint background check completed under the agency's ORI of employment. If a user is employed by more than one agency, ALL agencies are required to do a separate background check on the employee to include a fingerprint background check under said agency's ORI. See the LEADS Rules & Regulations VI. D.1. Background Screening.

For questions, contact the ISP Help Desk at ISP.HelpDesk@illinois.gov or by calling 866/LEADS-00.

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