

LEADS Daily Bulletin

February 7, 2022

USER REQUESTS PROCESS and FORMS

As announced in earlier Daily Bulletins. Effective immediately, **ALL** user requests (NEW, Transfer and Modifications) are to 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**”. Please ensure information is correct before submitting. Any inaccuracies will cause a delay in the processing of the 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.

Fields marked with an * are required fields and need to be completed in order to submit the form. User requests must be submitted by the LAC and/or Delegates. LEADS users needing added, corrected or transferred to another agency must to contact their LAC or Delegate to process the request. *Ensure all the drop-down fields are completed correctly.*

For modifications to user profiles please explain the changes needed in the “Additional Information If Needed” box.

Non-Messenger agencies need to contact the agency who handles their Hot File entries and have them submit the Admin user request on behalf of their agency. Agencies who handle the HOTFILES for those non-Messenger (LEADS3.0) agencies, should submit the “LEADS NEW USER ID REQUEST” form on behalf of the agency through the Administrative Messaging form as describe in this Daily Bulletin.

New users should **NOT** be entered into nexTEST by agencies. All new user requests must be sent to LEADS Administration following the above instructions.

NOTE: User password resets and certification expiration date updates should be sent to your agency’s LAC and Delegates.



