

LEDS 20/20 Enrollment Road Map



Start **HERE**

STEP ONE for all agencies:

E-mail leds.2020@osp.oregon.gov to let us know you are interested, this helps us track where you are at and lets us help you when we need to.

Fill out the agency enrollment form.

This lets us begin setting you up in the system, tells us points of contact, and helps us know who needs to be invited to any trainings. Send to leds.2020@osp.oregon.gov

Forms to fill out

Fill out the agency IT form.

The LEDS 20/20 Application is on a secure website. The IT form allows us to add your agency to the website so that you can reach the LEDS 20/20 Application. Follow instructions on the form to send it back to us.

Confirm Access to the LEDS 20/20 URL

We need to make sure you can access the application. Try to reach the LEDS 20/20 Application after OSP tells you the IT Form has been completed.
<https://leds2020.leds.oregon.gov>

Confirmation & Creation

LEDS 20/20 User Account Creation

Option 1: TACs create their own users (recommended for agencies under 50 users)
Option 2: Complete the Username Spreadsheet and send to OSP by the 3rd Thursday of the month you are enrolling

Training

LEDS 20/20 Application Train the Trainer

Occurs every month on the 3rd Tuesday. Make sure you receive an invite from the LEDS 20/20 Team. Reach out to leds.2020@osp.oregon.gov for it! Please invite any users at your agency that need to attend!

LEDS 20/20 User Management Training

Occurs every month on the Thursday after the 3rd Tuesday. You must have access to the website for this training, it is a hands on account creation workshop. Make sure you receive an invite from the LEDS 20/20 Team. Reach out to leds.2020@osp.oregon.gov for it! Please invite any users at your agency that need to attend!

If your agency is loading usernames via the spreadsheet, then you will be completely enrolled by the 4th Thursday of the month when the Username Load occurs

If your agency created your own LEDS 20/20 Accounts, you are now enrolled!

Congratulations!!!

*A TAC is a Terminal Agency Coordinator, they are equivalent to a LEDS Rep in Oregon

LEDS 20/20 Enrollment Checklists



Business TAC/LEDS Rep* Checklist

- STEP ONE: E-mail LEDS.2020@osp.oregon.gov expressing interest in the LEDS 20/20 Application to receive initial form
- Identify TACS & Trainers for the LEDS 20/20 Application.
- Identify Agency Organization and Team Inbox Needs
- Send TAC, Trainer, Team Inbox, and Agency Infrastructure information to OSP by filling out initial form received from LEDS 20/20 Team
- Create List of Users for automatic account creation (if participating in automated user load).
Note: leave out any Trainers, TACS, and three usernames that will be used for training.
- Send Agency User List to OSP (if participating in automated user load)
- Attend LEDS 20/20 application Training (3rd Tuesday of the Month)
- Attend LEDS 20/20 ECM Training (3rd Thursday of the Month)
- Wait for automatic User Load to occur if necessary (4th Thursday of the Month)
- Confirm LEDS 20/20 in use at your agency**

IT TAC/LASO* Checklist

- Identify IT TACS & Communicate them to the Business Contact at your agency.
- Completed LEDS 20/20 IT Form and sent to OSP
- Confirmed URL access for LEDS 20/20 <https://leds2020.leds.or.gov>
- Attend LEDS 20/20 application Training (3rd Tuesday of the Month)
- Attend LEDS 20/20 ECM Training (3rd Thursday of the Month)
- Wait for automatic User Load to occur if necessary (4th Thursday of the Month)
- Confirm LEDS 20/20 in use at your agency**

The LEDS 20/20 Application is supported by Oregon State Police and the Local Agency LEDS Rep, or TAC (Terminal Agency Coordinator). Enrolling your agency in the LEDS 20/20 Application is the responsibility of the local TAC.

Email LEDS 20/20 for enrollment information and questions: LEDS.2020@osp.oregon.gov

Reach out to the LEDS Help Desk for assistance after enrolment: helpdesk.leds@osp.oregon.gov or 503-378-5565

Connecting an agency to LEDS 20/20 takes a team. Both OSP and you at the local agency will need to work together to make sure that all the information is shared that should be. How do you want to receive messages? How do you want your agency organized? Do you want to manually create your users, or do you want us to help you out with that? These are just a few of the questions that need to be answered.

We have created this roadmap to walk you through it and help you understand what occurs at what step in the process. Though it may look daunting, the whole process should not take more than a month, unless you need it to. OSP will track each agencies progress internally, and reach out to you when necessary.

As always, never hesitate to reach out to the LEDS 20/20 team for questions at leds.2020@osp.oregon.gov