



LEDS 20/20 Enrollment Form



This form will help provide key details needed to enroll in the LEDS 20/20 application. Once completed, please email this back to LEDS.2020@osp.oregon.gov.

Main Agency Contact:

Main Contact Email:

IT Administrator:

IT Administrator Email:

How many total LEDS users are at your agency:

How many TAC (LEDS Rep) accounts are needed at your agency:

LEDS 20/20 Team Inboxes:

Many of you may be familiar with what we have called 'printers' for the last several decades. The LEDS 20/20 Application will no longer support automatic printing of these messages. LEDS 20/20 has a Team Inbox and you will be able to assign users to be able to view the messages. The Team Inbox can receive messages to your agency's ORI and Mnemonic, as well as allow your users to run queries while they are monitoring it. Please provide information for your agency's Team Inbox.

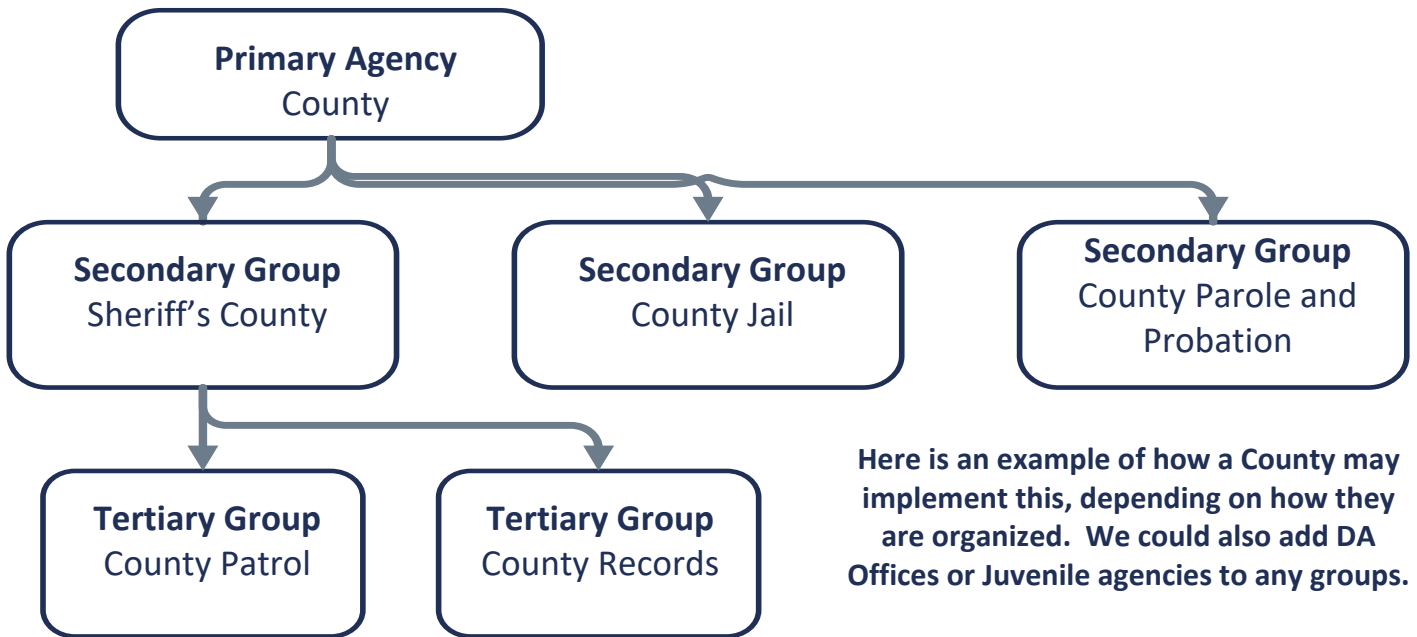
Team Inbox Name:

ORI(s) to receive messages for:

If needed, please provide additional Team Inboxes in the space below:

LEDS 20/20 Agency Infrastructure:

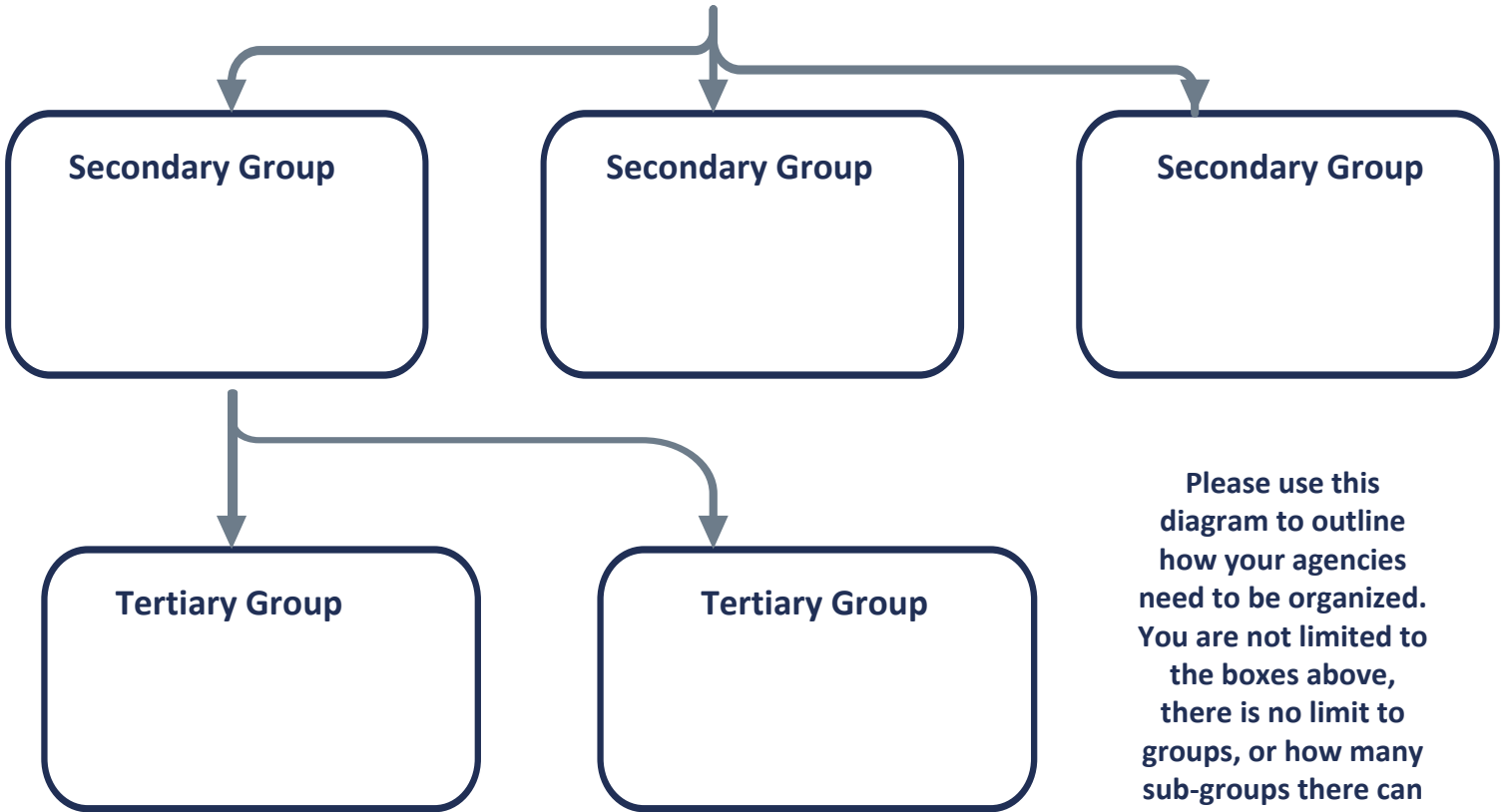
LEDS 20/20 can organize your agency into ‘sub-groups’. For example, you may want your records staff in one group (managed by one TAC) and your officers in another group (managed by another TAC). To that end, you don’t need a TAC for each group, but this allows you to organize assistant LEDS reps in a clear way. For example, Lake County Sheriff’s Office might choose to organize like this:



Once you tell us how your agency wants to be organized, it can always be changed in the future, so don’t feel like anything is set in stone. We do need to know how your agency wants it minimally so that we can set you up the best we can in LEDS 20/20. Please respond below with your agency’s organizational needs. Please note the main parent agency and any sub-groups that fall under the main agency. If you would like to have a sub-agency within a sub-group, please note what sub-group it should fall under.

Please use the diagram on the next page to fill in your agency organization. If you need to add more sub-groups and there is no room, use the blank space at the bottom to explain in detail.

Primary Agency



Please use this diagram to outline how your agencies need to be organized. You are not limited to the boxes above, there is no limit to groups, or how many sub-groups there can be.

Use the space below for additional explanation on your agency structure if needed: