

Registered Users Report State Learners

- Click on Administer
- Click on System
- Click on Reports Console
- Type registered users in search text and click search
- Click on Registered Users
- Click on select
- Click select and type social services 765 in the organization block
- Click the radio button adjacent to VDSS – Va Depart of Social Services (765) and click select
- Click the button adjacent to Include sub-organizations
- Choose your desired start and end date
- Click Run Report