LEARNING MANAGEMENT SYSTEM (LMS)
RUNNING THE HHS ACCOUNTS: DEACTIVATED/TO-BE-DEACTIVATED REPORT

This report provides a list of learner accounts that will be deactivated by a specific date or a list of learner accounts that have already been deactivated. One practical application of this report is to set up a weekly subscription to the report, having the report return what LMS accounts will be deactivated during the following week. The learner account email addresses are provided on the report.

1. Log into the LMS.
2. Click the Admin icon.

Figure 1 – Admin icon
3. Click the **Reports** link in the left navigation menu.

4. Enter HHS Accounts in the Name field and click the Search button.
5. Click the **Actions** link for the HHS Accounts: Deactivated/To-Be-Deactivated Report.

![Actions link](image1)

**Figure 4 – Actions link**

6. Click the **Execute** link on the Actions activity menu.

![Execute link](image2)

**Figure 5 – Execute link on the Actions activity menu**
7. By default, the Report Type pull-down menu is populated as Deactivated. For Learner accounts pending deactivation, select the **To Be Deactivated** option.
8. You must populate either the Organization ID or Domain fields. In this example, the Organization ID field will be used – enter the Organization ID in the Organization ID field. You can use a percent symbol (%) as a wildcard field to capture all of the sub-O rganizations.

![Organization ID field](image1.png)

Figure 7 – Organization ID field

9. To filter the results for a specific Person Type, click the **Person Type** pull-down menu. Filtering based on the Person Type is not required.

![Person Type pull-down menu](image2.png)

Figure 8 – Person Type pull-down menu
10. The Number of Days field is only required for the To Be Deactivated version of the report. Enter a value between 1 and 120 (1 day to 120 days in the future). For the Deactivated version of the report, leave this field blank.

![Number of Days field](image)

11. Click the **Generate Report** button.
12. To print the report, click the **Print this report** icon.

![Print this report icon](image1.png)

**Figure 11 – Print this report button**

13. Click the **Export** button on the Print to PDF message box.

![Export button](image2.png)

**Figure 12 – Export button**
14. Depending on the amount of data in the report, it could take up to five minutes for the LMS to export the report data into a pdf file. A notification bar will display at the bottom of the screen in the Internet Explorer browser when the pdf has been created. Click the **Open** button on the notification bar to open the pdf file in Adobe Reader/Acrobat.

![Open button](image)

**Figure 13 – Open button**

15. Print the file from Adobe Reader/Acrobat.

*If you experience trouble with this process, please refer to the [LMS Support Page](#).*