

# TCLEDDS Tutorials - Generating Active Users

This is how to quickly and easily generate a list of your departments or academies active users in TCLEDDS.

We will navigate using the left side menu and click the Reports button. Here you may have a section labeled Department Reports, Academy Reports or both.

For this example, we will view the department web users located in the middle of the Department Reports list.

Again, that's the department web users.

Just like that, the list of active users is generated.