

# Summer Youth Employment Program Activity 1: Getting Started with Illinois workNet www.illinoisworknet.com

First and Last Name: \_\_\_\_\_

In this first activity you will be introduced to using Illinois workNet™, setting up an e-mail account, and opening your My Illinois workNet account. To begin, follow the directions below.

## A. Set up a free e-mail account with a proper appearance (if you do not already have an appropriate email account). (5 Minutes)

Many employers and online job boards require an e-mail address to contact applicants. If you do not have an e-mail account, setting up a free e-mail account is quick and easy. Follow the links below to some of the most commonly used free e-mail services. Also, with the next activity, you can use your proper e-mail address as your user name when setting up a My Illinois workNet account.

-Yahoo Mail: Go to [www.yahoo.com](http://www.yahoo.com). Click on *Sign Up* next to the words Free Mail. Complete the required information.

-Google Gmail: Go to [www.google.com](http://www.google.com). Click on *Sign in*. Click on *Create an Account*, and complete the required information.



An example of a proper e-mail account is to use first initial, last name, and favorite number.

**Good Example:** jsmith77@yahoo.com  
**Bad Example:** icandy@yahoo.com

**Use this worksheet to help you remember your new e-mail information, but do not share your password with others!**

I set up my e-mail account with  [www.yahoo.com](http://www.yahoo.com)  [www.google.com](http://www.google.com)

My e-mail address is \_\_\_\_\_ My password is \_\_\_\_\_

## B. Open your My Illinois workNet account. (5 Minutes)

**Once you have your account set up, you will be able complete the pre-assessment evaluation and Summer Youth Employment Program Activities.**

- Go to [www.illinoisworknet.com](http://www.illinoisworknet.com).
- Click on *Individuals*.
- Click on *Tools* and view the *Getting Started with Illinois workNet* video (1:07 minutes) to learn how to open your My Illinois workNet account.
- Click on *Home* (top navigation)
- Click on *Setup a free My Illinois workNet account*.



- Click **YES** to show that you are enrolled in the Summer Youth Employment Program
- Fill out all of the **red fields with \*** and all of the **blue fields with !** You will need all of this information later if you create a resume on Illinois workNet.

- On the second registration page, **fill in your username, password, and then confirm your password.**

**Use this worksheet to help you remember your new Illinois workNet account information, but do not share your password with others.**

My user name is \_\_\_\_\_ My password is \_\_\_\_\_

Flesch 8<sup>th</sup> grade level. Flesch Reading Ease Formula is considered one of the oldest and most accurate readability formulas.  
<http://www.readabilityformulas.com/flesch-reading-ease-readability-formula.php>.



To help you remember your user name, use your e-mail account as your user name.