Access Building Future Customers

1. Log into www.illinoisworknet.com.
2. Select My Dashboard then select Dashboard/Partner Tools.
3. Select Customer Support Center.
4. Select the Building Futures group.
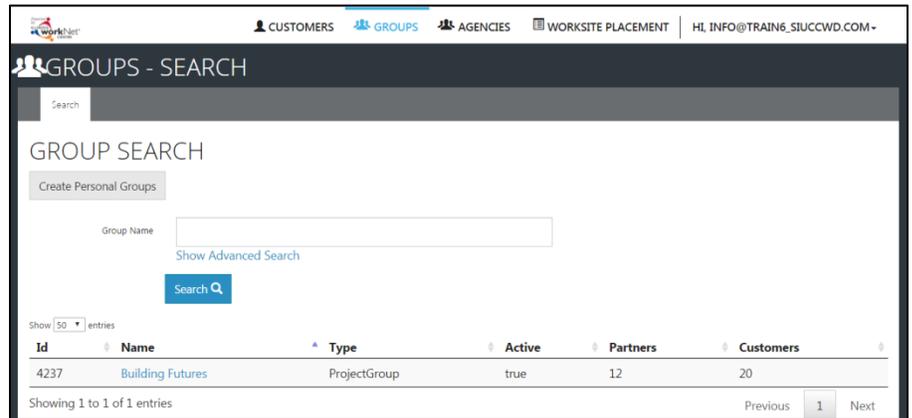
Add Customer

Partners can add customers to the Building Futures Customer Support Center.

1. Select Add Customer.
2. Add name, SSN, office, DCFS contact and ID, date of birth, LWIA and address.
3. Once you submit the information, the system will check to make sure there is not a duplicate account in the Illinois workNet system. If there are one or more accounts that are a match in the system, you will need to identify the correct account to add to the group. If you believe that none of the accounts are a match, contact info@illinoisworkNet.com.
4. The system will display the customer's username and password.
5. A system generated notification is sent to the LWIA identified as the customer's contact. Case Note messages and system notification are sent, in a summary format, so that partners receive only one message instead of multiple.
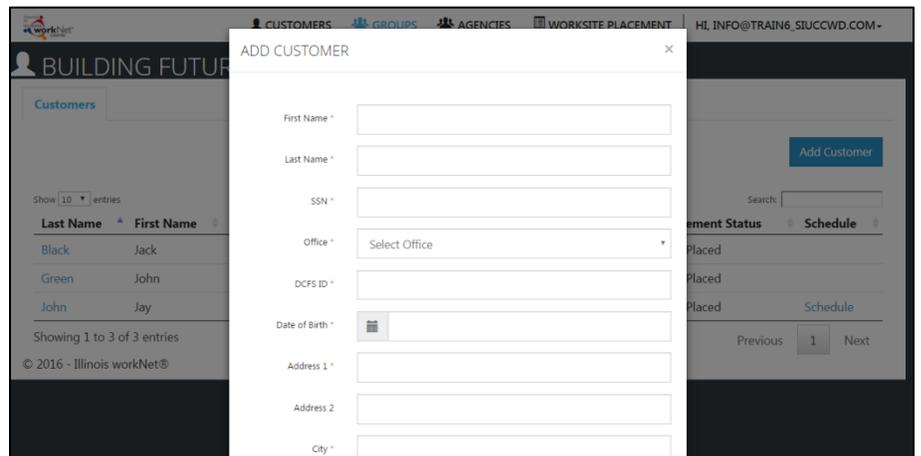
Access Customer Information

Use the export button to access a list of the customers with their contact information, related LWIA/DCFS offices and contact names, username, password (if they have not logged into the system for the first time), and more.

Select the person's last name from your customer list to access their program information, profile, assessments, worksite placement, and optimal resume information. Additional features and tools will be added as they are developed.

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BUILDING FUTURES

| Customers | Partners |

Name | Dexter Green

Agency | Select ▼

Office | Select ▼

Advanced Search

[Search] [Export]   [Add Customer]

Show 10 ▼ entries

Last Name ▲	First Name	Provider	DCFS Office	Username	Email	Application Date	Enrollment Status
Green	Dexter	3	8 Galena Blvd	DGreen	green@noemail.com	8/8/2017	Not Enrolled

Showing 1 to 1 of 1 entries   Previous | 1 | Next

© 2017 - Illinois workNet®   ⊙ DASHBOARDS ▾ 👤 CUSTOMERS 👥 GROUPS 📁 RESOURCES 📋 WORKSITE PLACEMENT | HI, INFO@TRAIN17_SIUCCWD.COM ▾

BUILDING FUTURES FOR DEXTER GREEN

| Application | **Progress** | Services/Outcomes | Case Notes | Assessments | Optimal Resume |

PROGRESS   CASE NOTES(1)▲

👤 Profile

First Name Dexter

Last Name Green

Email green@noemail.com

User Name DGreen

Last 4 SSN 2020

DOB 3/1/1997

DCFS ID 654120

[Reset Password] [Send Message]

Contact Information   ▲

Building Futures To-Do Checklist Before Enrollment   ▲

Building Futures To-Do Checklist After Enrollment   ▲

COMPLETE EMPLOYMENT 101   Employment 101 Guide Plans
  ☐ Complete Pre-assessment - Not Complete
  ☐ Complete Post-assessment - Not Complete
  ☐ Complete Interest Survey - Not Complete

SERVICES PROVIDED   [Add Service]

Show 10 ▼ entries   Search: [   ]

Service/Program Name	Provider	Start Date	End Date	Status	Credential Earned	Source	Remove

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