

Table of Contents

Accessing the Apprentice (Customer) Group	1
Searching Other Individuals Impacted	2
Adding Other Individuals Impacted	2

Access the Apprentice (Customer) Group

- 1. Log in to <u>www.illinoisworknet.com</u>
- 2. Select My Dashboard
- 3. Select Partner Tools
- 4. Select Customer Support Center
- 5. Select Apprenticeship Illinois from the Group Search

page



GROUP SEARCH				
Use Customer Support Center Groups to organize customers a a group to get started. Learn more	nd view internation saved with	each customer's accos	unt. Create your peri	ional group or se
Group News Showe Advanced Search Search Q				
50 v entries per page				
Id Name	+ Type	Active	Partners	Customers

Back to Custo	mer List	
Customers	Navigator Tools Workplan & Reports	
Name		Related Instructions
lwN Number		Agency Instructions
Grantee	Apprenticeship Illinois - ABC Location	3
Participant Type	Al	~
Advanced S	search	



Search for Other Individuals Impacted

To search for Other Individuals Impacted:

- Select OII from the Participant Type filter on the Customers tab.
- Click Search
- Other Individuals Impacted will display and show OII in the Customer Type column.

Customore	Navigator Tools	Workplan & Paparts			
Customers	Navigator 10015	workplan & Reports			
Name				Related Instructions	
lwN Number				Agency Instructions	
Grantee	Apprenticeship Illinoi	s - ABC Location	~		
Participant Type	Oli		~		
Advanced Se	earch				
Search Ex	port + Upload Othe	r Individuals Impacted Add	Success Story		Add

			Entonnent Status	customer type	KAPID3 IU
N/A Elliott 🗙	Blue	Apprenticeship Illinois - ABC Location		OII	

Add Other Individuals Impacted

To add Other Individuals Impacted:

1. Click Upload Other Individuals Impacted

Back to Custo	mer List				
Customers	Navigator Tools	Workplan & Reports			
Name				Related Instructions	
lwN Number				Agency Instructions	
Grantee	Apprenticeship Illinoi	is - ABC Location	~		
Participant Type	All		~		
Participant Type	All		~		

2. On the Upload OII modal, click the highlighted text, <u>Click here to download an OII sheet</u>.

Click here to download an OII spread sheet. 1. Enter all the required and any optional information on the spread sheet. Save the file to your computer. 2. To upload, click "Choose File", select the saved file from your computer. Then click "Upload". Note: Check your list for duplicates before uploading. The system records what you upload.	Click here to download an OII spread sheet.	
what you upload.	1. Enter all the required and any optional informati sheet. Save the file to your computer. 2. To upload, click "Choose File", select the saved fi computer. Then click "Upload". Note: Check your list for duplicates before uploading.	ion on the spread le from your The system records
	what you upload.	The system records



3. A spreadsheet will open with a tab titled at the bottom, OII Input fields. Enter apprenticeship

information. The beige colored fields with a red asterisk are required fields.

Grant Number*	
Date of Registered Apprenticeship Program start*	Hourly Wage on Entry in Program
How was the apprentice impacted by the grant?*	Race*
Apprentice First Name*	Ethnic Group*
Apprentice Last Name*	Education*
Apprentice Occupation*	Veteran Status*
Sponsor*	Individual with Disability (Yes/No)*
Sponsor Address	Employment Status
Sponsor City	Exisating or New Employee*
Sponsor State	Type of Program
Sponsor Zip Code*	Term
Occupation SOC Code*	Hours a year
Participant Email	Related Training Source
Apprentice Zip Code*	Apprentice paid for Related Training Instruction
Apprentice Full Social Security Number*	Wages
Apprentice Date of Birth*	Careen Connection
Phone	RAPIDS ID*
Gender*	Who made the referral?

- There are multiple fields with dropdown choices on the spreadsheet. Here are some suggestions on select fields:
 - Impact of the grant this question is not on the ETA 671 form.
 - Occupation (select from a drop-down list of apprentice occupations.)
 - SOC code The registered apprentices tab in the Excel file includes the SOC codes, the hours of programs and what type of program is offered for reference.
 - RAPIDS ID contact Project manager if you cannot obtain the ID Request a copy of ETA 671 form from the sponsor. All the information needed on the upload form will be available on the 671 form if it was completed.
 - Request a copy of ETA 671 form from the sponsor. All the information needed on the upload form will be available on the 671 form if it was completed.



Search and Add Other Individuals Impacted (OII)

June 2025 v1

- 5. After all the information has been completed on the spreadsheet, save the file to your computer.
- Upload the completed document by clicking Choose File. This allows you to include full SSN. There is no need to email the document to anyone.
- 7. Click Upload

UP	PLOAD OII
(Click here to download an OII spread sheet. 1. Enter all the required and any optional information on the spread sheet. Save the file to your computer. 2. To upload, click "Choose File", select the saved file from your computer. Then click "Upload".
1	Note: Check your list for duplicates before uploading. The system records

 A red message will appear if the information is required to be edited. Correct the spreadsheet and reupload. The data will match based on the social security number.

Advanced Search	
Search Export - Upload Other Individuals Impacted Add Success Story	Add Custo
Not All Required Fields Have Been Added.	
	J

9. A green message will appear if the information was uploaded successfully.

Other Individuals Impacted Export

To export a list of Other Individuals Impacted:

- 1. On the Customers tab, select OII from the Participant Type filter.
- 2. Click Search



- A list will display all the fields that are on the OII upload.
 Select the fields that you would like to export. The fields that are pre-selected, are added to every report.
- 4. Click Export

EXPORT		×
Select which fields you	would like to export. The fields that are pre-selected	
are added to every rep	0/5.	
0	Select/Deselect All	
0	Grant Number	
0	Grantee/Provider/Partner	
0	Start Date	
0	Impacted By Grant	
12	First Name	
0	Last Name	
0	Occupation	
0	Sponsor Name	
0	Sponsor Address	
0	Sponsor City	
0	Sponsor State	
0	Sponsor ZIP	
0	SOC Code	
0	Email	
0	ZIP Code	
0	SSN Last-4	
0	Birthday	
0	Phone	
0	Gender	
0	Hourly Wage	
0	Race	
0	Ethnicity	
0	Education	
0	Veteran Status	
0	Disability	
0	Employment Status	
0	New/Existing Employee	
0	Type of Program	
0	Term	
0	Hours Per Year	
0	Training Source	
0	Paid For Training	
0	Wages	
0	Career Connection	
0	RAPIDS ID	
0	Referral	

5. An excel file will display with the information for the fields that were selected on the Export.

Grant Number	• Grantee/Provider/Partner	• Start Date	· Impacted By Grant	• First Name	Last Name
21	9/1/2020	Recruited sponsor/employer	Blue	Elliott	LINE ERECTOR (POWER-LINE DISTRIBUTION ERECTOR)
21	9/2/2020	Recruited sponsor/employer	Red	Elliott	LINE ERECTOR (POWER-LINE DISTRIBUTION ERECTOR)
21	9/3/2020	Recruited sponsor/employer	Orange	Elliott	LINE ERECTOR (POWER-LINE DISTRIBUTION ERECTOR)
21	9/4/2020	Recruited sponsor/employer	Purple	Elliott	LINE ERECTOR (POWER-LINE DISTRIBUTION ERECTOR)
21	9/5/2020	Recruited sponsor/employer	Green	Elliott	LINE ERECTOR (POWER-LINE DISTRIBUTION ERECTOR)
21	9/6/2020	Recruited sponsor/employer	Magenta	Elliott	LINE ERECTOR (POWER-LINE DISTRIBUTION ERECTOR)
21	9/7/2020	Recruited sponsor/employer	Sage	Elliott	LINE ERECTOR (POWER-LINE DISTRIBUTION ERECTOR)
21	9/8/2020	Recruited sponsor/employer	Teal	Elliott	LINE ERECTOR (POWER-LINE DISTRIBUTION ERECTOR)
21	9/9/2020	Recruited sponsor/employer	Yellow	Elliott	LINE ERECTOR (POWER-LINE DISTRIBUTION ERECTOR)
21	9/10/2020	Recruited sponsor/employer	Brown	Elliott	LINE ERECTOR (POWER-LINE DISTRIBUTION ERECTOR)
19	9/11/2020	Recruited sponsor/employer	Golden	Elliott	LINE ERECTOR (POWER-LINE DISTRIBUTION ERECTOR)
21	6/25/2021	Recruited apprentice	John	Jones	WELDER, ARC
21	11/1/2021	Recruited sponsor/employer	words	name	ACCOUNTING TECHNICIAN (Alternate Title: Accounting Specialist, Payroll Assistant Specialist)
21-1999909	7/22/2022	Recruited sponsor/employer	John	Wayne	ACCORDION MAKER
37852	5/1/2025	Recruited apprentice	Alexcandrian	Miccaro	ACTOR



This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites, and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.