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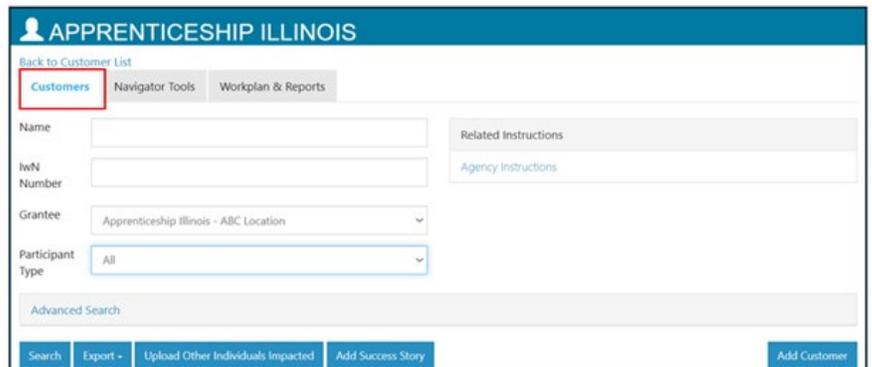
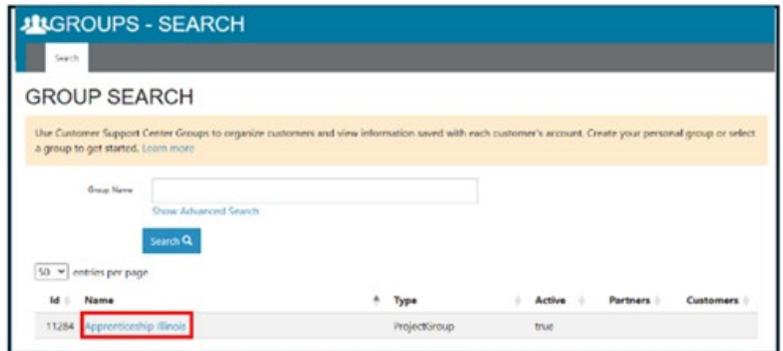
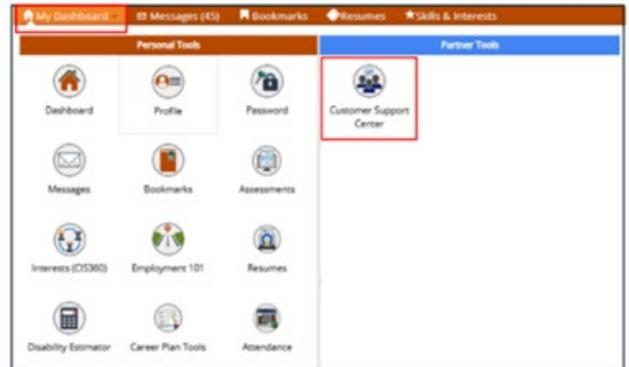
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Access the Apprentice (Customer) Group

1. Log in to www.illinoisworknet.com
2. Select **My Dashboard**
3. Select **Partner Tools**
4. Select **Customer Support Center**
5. Select **Apprenticeship Illinois** from the Group Search page





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.

workNet Id	Last Name	First Name	Grantee	Enrollment Status	Customer Type	RAPIDS Id
N/A	Elliott ✖	Blue	Apprenticeship Illinois - ABC Location		OII	

Add Other Individuals Impacted

To add Other Individuals Impacted:

1. Click **Upload Other Individuals Impacted**

2. On the Upload OII modal, click the highlighted text, [Click here to download an OII sheet.](#)



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	Existing 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*	Career Connection
Phone	RAPIDS ID*
Gender*	Who made the referral?

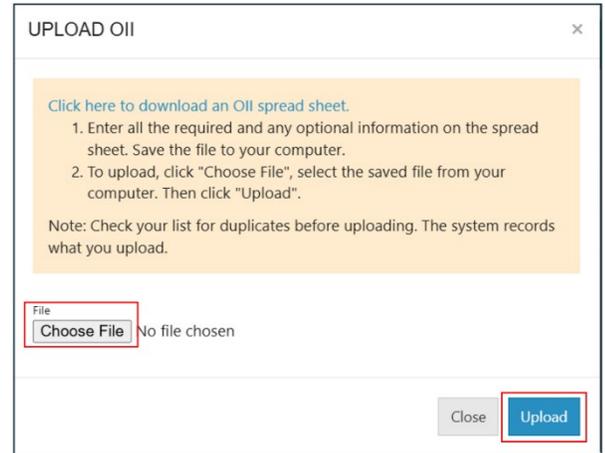
4. There are multiple fields with dropdown choices on the spreadsheet.

Here are some suggestions on select fields:

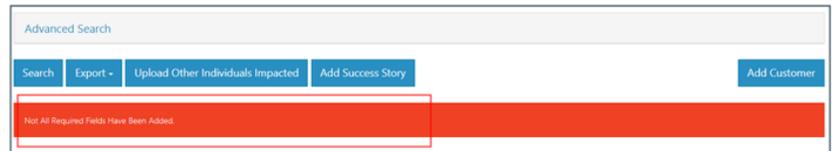
- Impact of the grant – *this question is not on the ETA 671 form.*
- Occupation (select from a drop-down list of apprentice occupations.)
- SOC code – *The registered apprentices tab in the Excel file includes the SOC codes, the hours of programs and what type of program is offered for reference.*
- 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.*



5. After all the information has been completed on the spreadsheet, **save the file to your computer**.
6. 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**



8. 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.

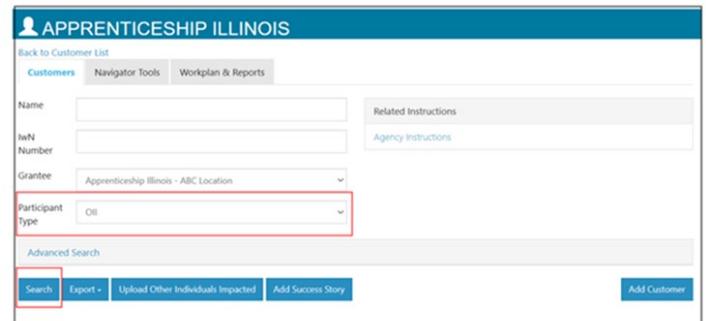


9. A green message will appear if the information was uploaded successfully.

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.
- Click **Export**

EXPORT x

Select which fields you would like to export. The fields that are pre-selected are added to every report.

- Select/Deselect All
- Grant Number
- Grantee/Provider/Partner
- Start Date
- Impacted By Grant
- First Name
- Last Name
- Occupation
- Sponsor Name
- Sponsor Address
- Sponsor City
- Sponsor State
- Sponsor ZIP
- SOC Code
- Email
- ZIP Code
- SSN Last 4
- Birthday
- Phone
- Gender
- Hourly Wage
- Race
- Ethnicity
- Education
- Veteran Status
- Disability
- Employment Status
- New/Existing Employee
- Type of Program
- Term
- Hours Per Year
- Training Source
- Paid For Training
- Wages
- Career Connection
- RAPIDS ID
- Referral

- 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)
21	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
17852	5/1/2025	Recruited apprentice	Alexandrian	Miccaro	ACTOR



Search and Add Other Individuals Impacted (OII)

June 2025 v1

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