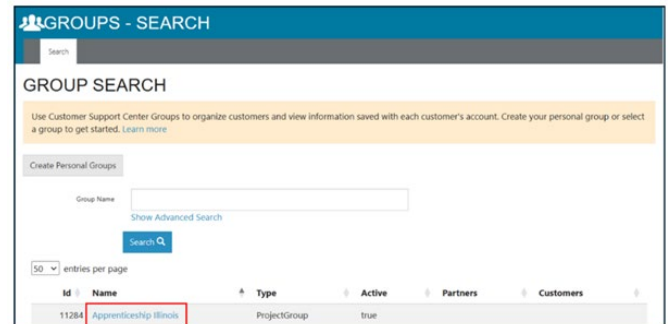
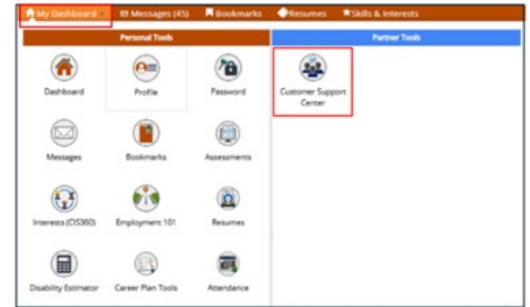


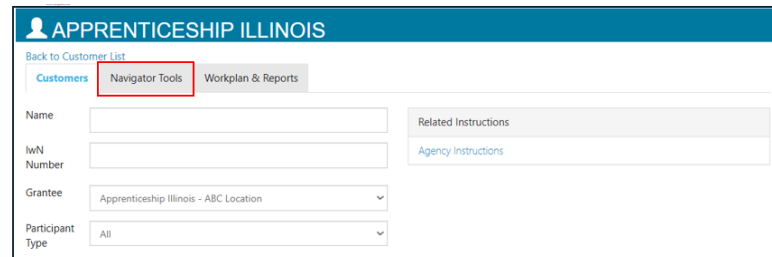


## Accessing Navigator Tools

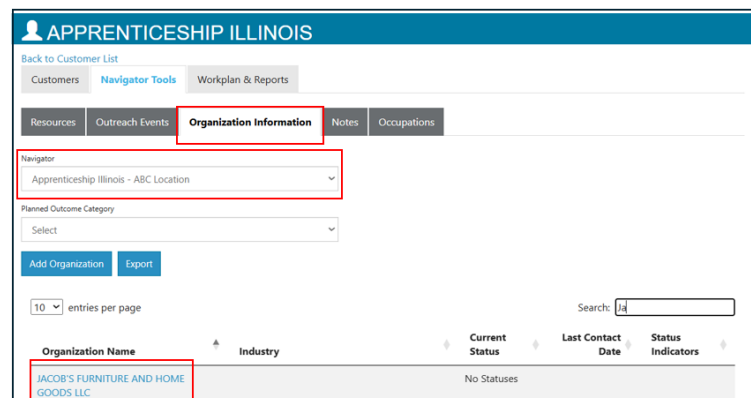
1. Log in to [www.illinoisworknet.com](http://www.illinoisworknet.com).
2. Select **My Dashboard**
3. Select **Partner Tools**
4. Select **Customer Support Center**
5. Select **Apprenticeship Illinois** from the Group Search page.



6. Select **Navigator Tools**



7. Select **Organization Information**
  - **Filter Navigator**
  - Select the **Organization Name** that the apprenticeship will be added to.





## Add a New or Expanded Pre-Apprenticeship

1. On the Organization, scroll down to the **Apprenticeships** section.

- Click Add Apprenticeship

2. Complete the **Add Apprenticeship** modal:

- The **+ sign** and **info bubbles** provide additional information to assist with completing the modal.
- Enter **RAPIDS ID** for the Sponsor – **this field is required**.
- Enter **Training Provider RAPIDS ID** if known.
- Enter **Employer RAPIDS ID** if known. More than one ID can be entered here if this is a sector partnership or employer collaborative.
- **Select** from the list (expand the definitions at the top of the modal):
  - New Program
  - New Pre-apprenticeship Program – *RAPIDS ID's will not be required.*
  - Expanded: Added New Industry
  - Expanded: Added New Occupation
  - Expanded: Added New Employer
  - Expanded: Used Funds to Add Apprentices
  - Expanded: Pre-Apprenticeship – *RAPIDS ID's will not be required.*
- **Select** how the apprenticeship will be served:
  - Case Managed
  - OII
  - Apprentices will not be uploaded to workNet
- **Click** if the program is on the Eligible Training Provider List (ETPL).
  - To verify click the link to check the list.
  - If it is not on the list, click the link to submit a request to add the program.
- **Click** Save



3. The added **apprenticeship** will now be displayed in this section.

APPRENTICESHIPS				<a href="#">Add Apprenticeship</a>	
10 entries per page		Search: <input type="text"/>			
Sponsor RAPIDS ID	Type	Created Date	ETPL Change		
133256	Expanded: Pre-Apprenticeship	6/3/2025		<a href="#">View</a>	<a href="#">Remove</a>
Showing 1 to 1 of 1 entry					
<div><span>«</span> <span>&lt;</span> <span>1</span> <span>&gt;</span> <span>»</span></div>					



## Adding a New or Expanded Pre-Apprenticeship or Apprenticeship

*June 2025 v1*

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.