

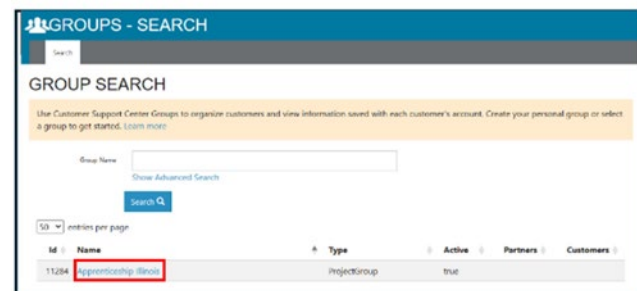
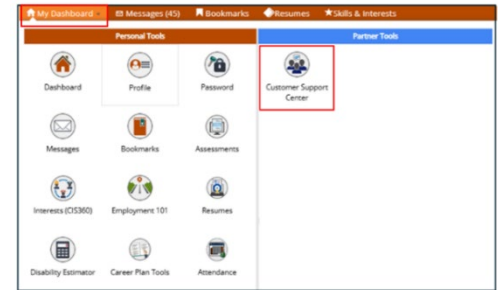


Table of Contents

Access the Apprentice (Customer) List	1
Step 1 - Customer Outcomes Tab	2
Step 2 – Exit customers	2

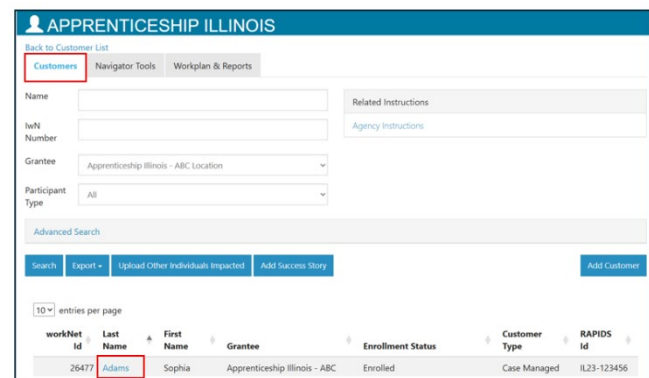
Access the Apprentice (Customer) List

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



6. On the Apprentices (customers) tab, search for an apprentice by providing the following information:
 - Name
 - Illinois workNet (IwN) identification number (six digits)
 - Grantee name
 - Participant Type
 - Click Search

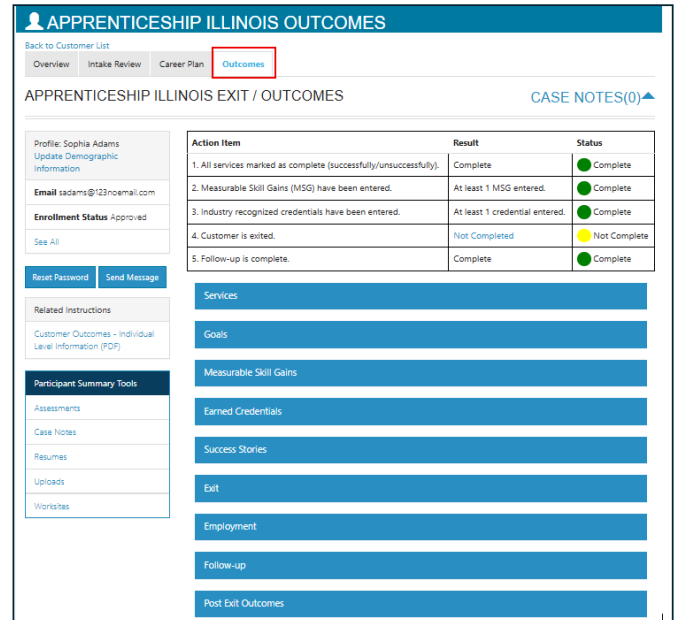
If the apprentice is found, click the **last name** to open the file





Step 1 - Customer Outcomes Tab

- On the customer profile, select the **Outcomes** Tab.
- Review services** to determine if they are marked with a completion status.
 - All services must be marked as *Successfully Completed* or *Unsuccessfully Completed* to exit the apprentice.
 - Delete any services/steps that were not started.
- Review goals** to update the Status if necessary.
- Review Measurable Skills** and add one or more if earned but not present.
- Review Earned Credentials** and add one or more if earned but not present.
- Review Success Stories** and add one if applicable.
- Review Employment** and add employment gained post enrollment if applicable.



APPRENTICESHIP ILLINOIS OUTCOMES

Back to Customer List

Overview Intake Review Career Plan **Outcomes**

APPRENTICESHIP ILLINOIS EXIT / OUTCOMES CASE NOTES(0)

Profile: Sophia Adams
Update Demographic Information
Email: sadams@123noemail.com
Enrollment Status: Approved
See All

Reset Password Send Message

Related Instructions
Customer Outcomes - Individual Level Information (PDF)

Participant Summary Tools
Assessments
Case Notes
Resumes
Uploads
Workbooks

Action Item	Result	Status
1. All services marked as complete (successfully/unsuccessfully).	Complete	Complete
2. Measurable Skill Gains (MSG) have been entered.	At least 1 MSG entered.	Complete
3. Industry recognized credentials have been entered.	At least 1 credential entered.	Complete
4. Customer is exited.	Not Completed	Not Complete
5. Follow-up is complete.	Complete	Complete

Services

Goals

Measurable Skill Gains

Earned Credentials

Success Stories

Exit

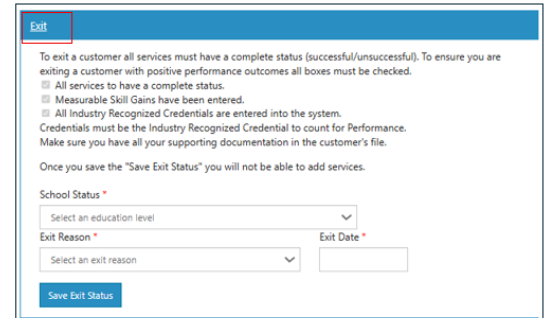
Employment

Follow-up

Post Exit Outcomes

Step 2 – Exit customers

- On the outcomes tab, select the **Exit** section.
- Exit a customer** if boxes are checked:
 - All services are marked as complete – successful or unsuccessful.
 - Measurable Skill Gains have been entered.
 - Industry Recognized Credentials are entered into the system.
- Select an **Exit Reason**
- Enter **Exit Date**
- Click **Save Exit Status**
- The **Customer is exited** line in the Action box at the top should now display a green status.



Exit

To exit a customer all services must have a complete status (successfully/unsuccessfully). To ensure you are exiting a customer with positive performance outcomes all boxes must be checked.

- ☐ All services to have a complete status.
- ☐ Measurable Skill Gains have been entered.
- ☐ All Industry Recognized Credentials are entered into the system.

Credentials must be the Industry Recognized Credential to count for Performance. Make sure you have all your supporting documentation in the customer's file.

Once you save the "Save Exit Status" you will not be able to add services.

School Status *

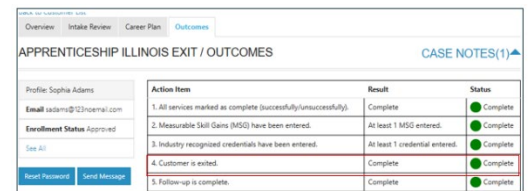
Select an education level

Exit Reason *

Select an exit reason

Exit Date *

Save Exit Status



APPRENTICESHIP ILLINOIS EXIT / OUTCOMES CASE NOTES(1)

Profile: Sophia Adams
Email: sadams@123noemail.com
Enrollment Status: Approved
See All

Reset Password Send Message

Action Item	Result	Status
1. All services marked as complete (successfully/unsuccessfully).	Complete	Complete
2. Measurable Skill Gains (MSG) have been entered.	At least 1 MSG entered.	Complete
3. Industry recognized credentials have been entered.	At least 1 credential entered.	Complete
4. Customer is exited.	Complete	Complete
5. Follow-up is complete.	Complete	Complete

