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Purpose

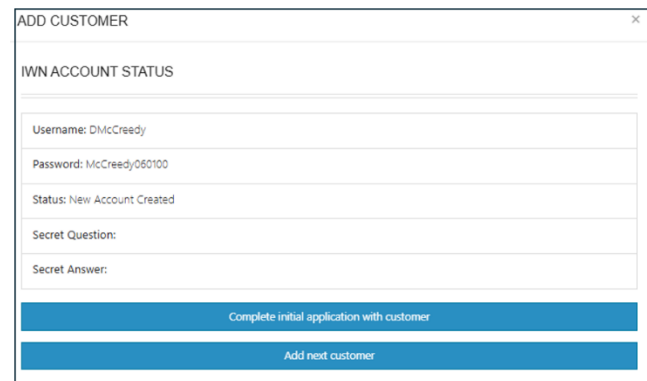
Once an apprentice or pre-apprentice is added to the system, they need to complete an application. All customers (*apprentices and pre-apprentices*) **must** complete the application as part of the intake process.

Where to Begin with the Application

After a customer is added to the workNet system, the Case Manager may either:

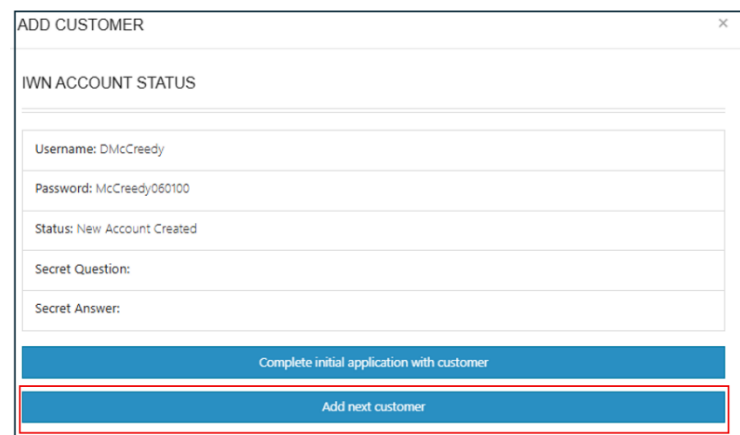
- (1) Complete initial application with customer
- (2) Add next customer

As a case manager, you are encouraged to complete the application with the apprentice.



Add next customer

1. To add more than one customer at a time, click **Add next customer**.
2. Clicking this button will generate a new, blank **Add Customer** modal.
3. Complete the information required on the Add Customer page and click **Search for existing customer**.
4. To add the next customer, **repeat steps 1-3**.



Complete initial application with customer

1. Click **Complete initial application with customer** from the Add Customer modal.

ADD CUSTOMER

IWN ACCOUNT STATUS

Username: DMcCreedy

Password: McCreedy060100

Status: New Account Created

Secret Question:

Secret Answer:

Complete initial application with customer

Add next customer

2. If you are just logging into the system, **search for the apprentice or pre-apprentice's name** from the **Customers** tab by providing the first name, last name, or both in the Name box.

3. Select the **last name** to access the profile. This will take you to the Intake Review tab.

APPRENTICESHIP ILLINOIS

Back to Customer List

Customers Business Engagement Tools Workplan & Reports

Name McCreedy

IWN Number

Grant Name Select

Grant Type Select

Grantee Apprenticeship Illinois - ABC Location

Participant Type All

Related Instructions

Agency Instructions

Advanced Search

Search Export Add Success Story

Add Customer

10 entries per page

workNet Id	Last Name	First Name	Grantee	Enrollment Status	Enrollment Date	Customer Type	RAPIDS Id
40426	McCreedy	Derek	Apprenticeship Illinois - ABC Location	Not Enrolled - Eligibility Not Complete	N/A	Case Managed	

Showing 1 to 1 of 1 entry



Complete the Application from the Intake Review tab

1. From the **Intake Review** tab, click to open the blue section titled **1. Customer submits initial online application**. There is a red reminder below not to proceed with any next steps if the customer is not authorized to work in the USA. This makes them ineligible for the grant.

2. Click **Complete initial Application with Customer**.

3. Review **Authorized to Work in USA** tab.

- Applicants **must have USA work authorization** to qualify for services funded by the grant.
- If the applicant is not authorized to work in the USA, click **Exit Prescreening**.



4. If the applicant is authorized to work in the US, click **Yes**.

5. Click **Start New Application**.

6. Complete the **Agreement** tab.

- Check the box and click **Save and Go To Next Page**.

7. Complete the **SAEF Disclosure** tab.

- Check the box and click **Save and Go To Next Page**.

8. Complete the **Goals & Current Situations** tab.

- Check the box next to each situation that applies to the apprentice.
- Click **Save and Go To Next Page**.



9. Complete the **Education** tab.

- Select the **Highest Level of Education** from the drop-down box.
- Click **Save and Go To Next Page**.

10. Complete the **Work History** tab.

Select the applicant's current employment status:

- When *I have not worked before. This will be my first job.* is selected, click **Save and Go To Next Page**.
- When any of the options listed below are selected, **Employment information** is required.
 - I am employed.
 - I am employed but I have received a notice of termination/layoff.
 - I am unemployed and I have been actively looking for work.
 - I am unemployed but I have not been actively looking for work.

11. Click **Add Employment**.

- Complete the (*) **required fields** and click **Save**.
- The Employment information display in the **Employment History**.
- Click **Save and Go To Next Page**.



12. Complete the **Demographic and Contact** Information.
Complete the (*)required fields:

- **Social Security Number (SSN)** is no longer required.
However, it is recommended to be entered.
 - If the full SSN cannot be entered, then enter the last 4 digits.
 - If the last 4 digits cannot be entered, then leave the field blank.
- Click **Save and Go To Next Page**

13. Review the **Application Summary**.

14. Scroll down to the bottom of the application and click **Submit Application**.



What's Next?

- The Intake Review tab will open, and **Action Item 1** will display a **green** status.
- You are now ready to proceed to the next step, **2. Verify eligibility and enroll the customer**.


APPRENTICESHIP ILLINOIS INTAKE REVIEW

[Back to Customer List](#)

Overview

Intake Review

Career Plan

Outcomes

INTAKE REVIEW

CASE NOTES(0)▲

Profile: Mason Jones

Email DM@noemail.com

Enrollment Status Pending

See All

Reset Password

Send Message

Related Instructions

Apprenticeship Illinois Eligibility

Participant Summary Tools

Assessments

Action Item	Result	Status
1. Customer submits initial application.	Complete	● Complete
2. Enroll customer.	Not Complete	● Action Needed
3. The customer was provided information that describes the features and how to access their career plan.	Not Complete	● Action Needed

1. Customer submits initial application

2. Verify eligibility and enroll the customer

3. Provide customer with information on how to access their career plan.