

# Service Locator: Create/Update an Illinois workNet Partner Site

May 2018 v9 FINAL



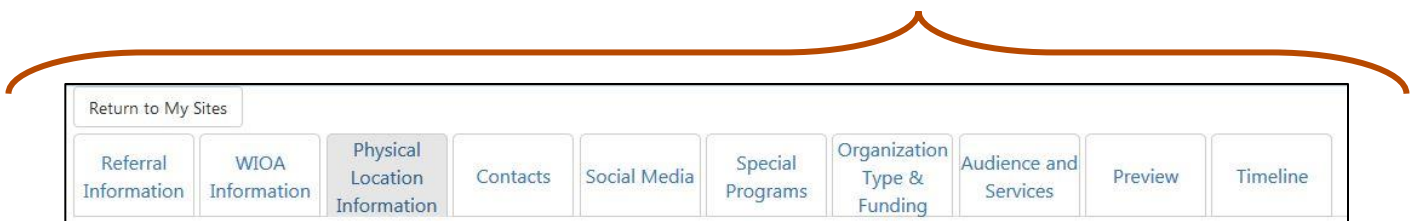
1. Go to <https://www.illinoisworknet.com/>
2. Click Sign Up or Login
  - a. If creating account you will have to click the link in your confirmation email.
3. Once logged in, click [Service Finder](#) via the Menu (under Network & Connect)
4. Select – Add or Edit Locations
  - a. Click “Add a Site” for a new location.
  - b. Click Edit for the site you are updating.



Illinois workNet  
Service Finder Admin

## Physical Location Information

Complete the required fields \*. As you complete each section you will “build” tabs for the site/location. These will help you easily navigate to specific information in the future.



Identify the type of site:*	Illinois workNet Partner or Work Support Referral (NOTE: if you are a Partner that provides referral services, select Illinois workNet Partner)
Services are available to: (select one)*	General Public Enrolled/Eligible Customers Only Admin Office Only
Eligibility Criteria Description	This is an optional text box where you can enter any additional eligibility information or can refer customers to your website for specific eligibility information.
Organization Name:*	
Street Address 1:*	
Street Address 2:	
State:*	
County:*	
City:*	
ZIP Code + 4:*	
This will auto-populate	
Phone 1 (plus extension):*	
###-###-####	
Phone 2 (plus extension):	
###-###-####	

<p><b>Site TTY:*</b> Or use the Illinois Relay Center 800 Number 800-526-0844</p>	
Fax Number:	
General Email:	Try to use a general office email <a href="mailto:info@oursite.com">info@oursite.com</a> if you have this available.
<b>Hours of Operation:*</b>	Select the days using the check box and add the hours of operation. You can use the drop-down menu option to select a time, or enter one, then copy and paste to the other days.
Website:	http://
Logo Upload:	Uploading a logo will add more visual appeal to your location on the Service Finder for customers.

Save and Continue to next section.

## Contacts

[Return to My Sites](#)

Referral Information	WIOA Information	Physical Location Information	Contacts	Social Media	Special Programs	Organization Type & Funding	Audience and Services	Preview	Timeline
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**Add a primary contact person for the location. This is required.** This information will be used to assist with making sure we can maintain accurate site information. To add a contact, you can search for a person with an existing Illinois account or enter a new person. If you add a new contact that does not have a workNet account they **MUST** use the same email address you used to add them as a contact when they create their Illinois workNet account.

### Contacts

A minimum of one contact is required.

Last Name	First Name	Phone	Extension	Contact Type	
Johnson	Kimberley			Primary	<span style="background-color: #d9534f; color: white; padding: 2px 5px;">Remove</span> <span style="background-color: #5cb85c; color: white; padding: 2px 5px; margin-left: 10px;">Edit</span>

Add Contact
Refresh Contact List

**Manage the contacts for the location.** You can use the list to see who is associated as primary or secondary contacts for this location.

### Contacts

Last Name	First Name	Phone	Extension	Contact Type	
Jones	Sam	217-789-7894	7894	Primary	<span style="border: 1px solid #ccc; padding: 2px 5px;">Remove</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 5px;">Edit</span>
Telger	natashanov4	217-456-7894	1234	Secondary	<span style="border: 1px solid #ccc; padding: 2px 5px;">Remove</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 5px;">Edit</span>

Add Contact
Refresh Contact List

Next

## Social Media

Return to My Sites

Referral Information | WIOA Information | Physical Location Information | Contacts | **Social Media** | Special Programs | Organization Type & Funding | Audience and Services | Preview | Timeline

**Add Social Media URLs if they are available or select next to proceed to the next section.** Make sure to enter the full URL and not just the handle. These will show up on the Service Finder for the customer to access.

### Social Media URLs

Provide users with direct access to all of your social media pages like Facebook, Twitter, Instagram, and more! Click Add URL, paste your full URL below and click Save or Save and Add Another.

**Add Url**

Url	Remove	Edit
https://www.facebook.com/IllinoisDCFS	Remove	Edit
https://www.youtube.com/user/IllinoisDCFS	Remove	Edit
https://twitter.com/IllinoisDCFS	Remove	Edit
https://www.pinterest.com/illinoisdcfs/	Remove	Edit
https://www.instagram.com/illinoisdcfs/	Remove	Edit
https://www.linkedin.com/in/il-dcfs-statewide-jobs-b3621790	Remove	Edit

## Special Programs

Return to My Sites

Referral Information | WIOA Information | Physical Location Information | Contacts | Social Media | **Special Programs** | Organization Type & Funding | Audience and Services | Preview | Timeline

**Identify if this location is part of a special program or select next to proceed to the next section.**

### Special Programs

If you are participating in a special state-funded program, for example EPIC or Apprenticeship PLUS, click the "Add Program" button below. You can add as many special programs as you need to. If you are not participating in a state-funded special program, you can click Next to continue.

**Add Program**

**Program Name\*:**

Select One

**Is This Location Actively Participating in the Program?\***

Yes  No

**Select All Counties Served by this Program\*:**

Available Counties

- ...
- Bureau
- Calhoun
- Carroll
- Cass
- Champaign
- Christian
- Clark
- Clay
- Clinton
- Coles

**Save and Add Another** | **Save** | **Cancel**

## Organization Type & Funding

Return to My Sites

Referral Information	WIOA Information	Physical Location Information	Contacts	Social Media	Special Programs	<b>Organization Type &amp; Funding</b>	Audience and Services	Preview	Timeline
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Select the type of Organization and Funding Source, then save and continue.

### Organization Type and Funding Sources

**Organization Type\*:**

Education Entity: K-12

**Funding Sources (check all that apply)\*:**

- Community Service Block Grant
- Digital Divide
- Perkins K-12
- Perkins Post-Secondary
- WIOA
- WIOA Youth
- Workforce Innovation
- Other

[Save and Continue](#) [Save and Return to List](#)

## Audience and Services

Return to My Sites

Referral Information	WIOA Information	Physical Location Information	Contacts	Social Media	Special Programs	Organization Type & Funding	<b>Audience and Services</b>	Preview	Timeline
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**Select services offered at this location.** First select the customer types you serve. Next, click to Add Services and select from a variety of services, then select the counties which these services are offered. You can then select to edit or remove the services at any time.

### This Location Serves:

Select all customer types that apply:

<input type="checkbox"/> <b>Select/Deselect All</b>	<input type="checkbox"/> <b>Individual with a Disability</b>	<input type="checkbox"/> <b>Re-Entry/Ex-Offender</b>
<input type="checkbox"/> <b>Adult</b>	<input type="checkbox"/> <b>Laid Off Worker</b>	<input type="checkbox"/> <b>Sexual Assault Victim</b>
<input type="checkbox"/> <b>Domestic Violence Victim</b>	<input type="checkbox"/> <b>LGBTQ+</b>	<input type="checkbox"/> <b>Veteran</b>
<input type="checkbox"/> <b>Homeless Individual</b>	<input type="checkbox"/> <b>Mature Worker</b>	<input type="checkbox"/> <b>Youth</b>
<input type="checkbox"/> <b>Immigrants</b>		

### Services



Click "Add Services" to add additional services, or choose a service to edit or delete.

[Add Services](#) ← Click here to pick the services offered at your location.

### Services for Individuals

### Services for Businesses

### Resources

Information & Resources   ← Click here to edit or remove services offered at your location.

## Preview

Return to My Sites

Referral Information	WIOA Information	Physical Location Information	Contacts	Social Media	Special Programs	Organization Type & Funding	Audience and Services	Preview	Timeline
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**Review each section to ensure the information is correct.** Select edit by any section that you need to make changes to. After reviewing and making any changes, click submit at the bottom of the page.

**You are done with this entry.  
 Repeat the process for any additional locations.**

## Timeline

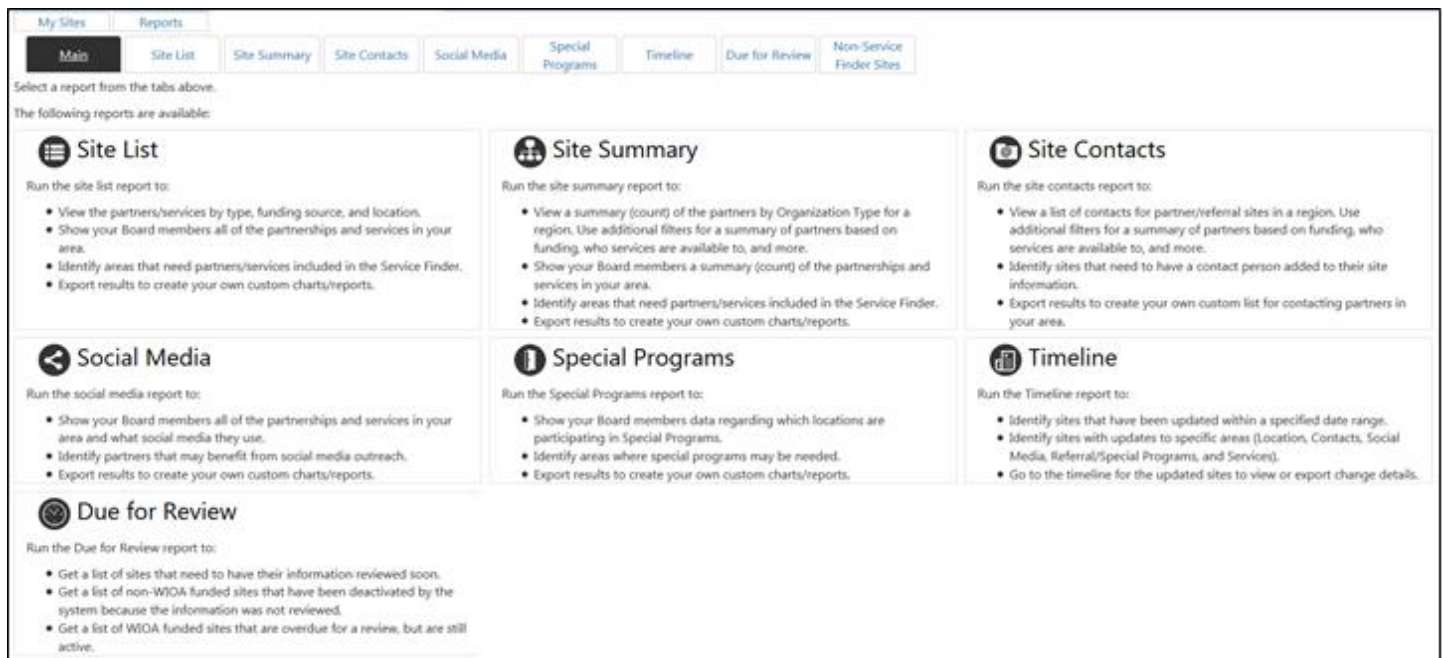
**View a timeline of updates that have been made to the location.**

<b>Update Type:</b>	<input type="text" value="All"/>	<input type="button" value="View"/>	<input type="button" value="Export"/>						
Date/Time/UserAction		Item Changed							
<b>Date:</b> 06/01/2017 <b>Time:</b> 14:23:02 <b>User:</b> Courtney Helton	<b>Type:</b> Location Updates <b>Action:</b> Updated	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 30%;">Item</th> <th style="width: 30%;">Prior Value</th> <th style="width: 40%;">Current Value</th> </tr> </thead> <tbody> <tr> <td>Update Reason</td> <td></td> <td>Site contacted and information verified.</td> </tr> </tbody> </table>	Item	Prior Value	Current Value	Update Reason		Site contacted and information verified.	
Item	Prior Value	Current Value							
Update Reason		Site contacted and information verified.							
<b>Date:</b> 05/13/2016 <b>Time:</b> 09:10:43 <b>User:</b> Neely Schlosser	<b>Type:</b> Location Updates <b>Action:</b> Updated	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 30%;">Item</th> <th style="width: 30%;">Prior Value</th> <th style="width: 40%;">Current Value</th> </tr> </thead> <tbody> <tr> <td>Update Reason</td> <td></td> <td>Updated contact info.</td> </tr> </tbody> </table>	Item	Prior Value	Current Value	Update Reason		Updated contact info.	
Item	Prior Value	Current Value							
Update Reason		Updated contact info.							
<b>Date:</b> 05/10/2016 <b>Time:</b> 11:24:54 <b>User:</b> Lydia Darden	<b>Type:</b> Location Updates <b>Action:</b> Updated	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 30%;">Item</th> <th style="width: 30%;">Prior Value</th> <th style="width: 40%;">Current Value</th> </tr> </thead> <tbody> <tr> <td>Site Status</td> <td>Pending</td> <td>Submitted</td> </tr> </tbody> </table>	Item	Prior Value	Current Value	Site Status	Pending	Submitted	
Item	Prior Value	Current Value							
Site Status	Pending	Submitted							

## Reports

Reports are available to everyone who has been added as a contact for at least 1 location. The reports will only populate with the locations you have access to.

- Use the reports to get filtered
  - Lists of sites
  - Counts of site types
  - Lists of contacts
- Results can be exported as a CSV file.
- LWIA managers and coordinators can run reports for the entire LWIA.



The screenshot displays the 'Reports' section of the system. At the top, there are two main tabs: 'My Sites' and 'Reports'. Under 'Reports', there is a row of sub-tabs: 'Main', 'Site List', 'Site Summary', 'Site Contacts', 'Social Media', 'Special Programs', 'Timeline', 'Due for Review', and 'Non-Service Finder Sites'. Below these tabs, a message says 'Select a report from the tabs above. The following reports are available:'. There are seven report cards arranged in a grid:

- Site List:** Run the site list report to: View the partners/services by type, funding source, and location; Show your Board members all of the partnerships and services in your area; Identify areas that need partners/services included in the Service Finder; Export results to create your own custom charts/reports.
- Site Summary:** Run the site summary report to: View a summary (count) of the partners by Organization Type for a region; Show your Board members a summary (count) of the partnerships and services in your area; Identify areas that need partners/services included in the Service Finder; Export results to create your own custom charts/reports.
- Site Contacts:** Run the site contacts report to: View a list of contacts for partner/referral sites in a region; Identify sites that need to have a contact person added to their site information; Export results to create your own custom list for contacting partners in your area.
- Social Media:** Run the social media report to: Show your Board members all of the partnerships and services in your area and what social media they use; Identify partners that may benefit from social media outreach; Export results to create your own custom charts/reports.
- Special Programs:** Run the Special Programs report to: Show your Board members data regarding which locations are participating in Special Programs; Identify areas where special programs may be needed; Export results to create your own custom charts/reports.
- Timeline:** Run the Timeline report to: Identify sites that have been updated within a specified date range; Identify sites with updates to specific areas (Location, Contacts, Social Media, Referral/Special Programs, and Services); Go to the timeline for the updated sites to view or export change details.
- Due for Review:** Run the Due for Review report to: Get a list of sites that need to have their information reviewed soon; Get a list of non-WIOA funded sites that have been deactivated by the system because the information was not reviewed; Get a list of WIOA funded sites that are overdue for a review, but are still active.

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