

# Service Locator: Create/Update a WIOA Site

May 2018 v10 Final

**Important Note:** Only partners with an Illinois workNet user role of LWIA manager or higher can enter a NEW WIOA site. WIOA sites populate the Illinois Workforce Development System (IWDS).

1. Go to <http://www.illinoisworknet.com>
2. **Log into your Illinois workNet workforce partner account.**
3. Access the Illinois workNet Service Finder from either the:
  - a. My Dashboard menu located in the header (partner tools) – Service Locator Admin
  - b. [Service Finder](#) page under Network & Connect in the Menu – select Add or Edit Locations
4. Select - Add A New Site.
5. Search for your Locations Name to ensure it has not already been entered into the system.
6. If it has not been entered into the system, select I don't see my site here.
7. Agree to the terms of service and click Next.
8. **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.



Illinois workNet Service Finder Admin

**IWDS** = These fields are used to populate IWDS.



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)
<b>IWDS</b> Is this a WIOA funded location?*	Yes/No If yes, is the location a resource room? Yes/no
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.
<b>IWDS</b> IWDS Office ID	This is optional but available for you to assign an office ID based on your local procedures. This is different from the IWDS/Illinois workNet ID that is automatically assigned.
<b>IWDS</b> Site Type: (select one)*  <i>Comprehensive Center – serves customers, houses more than one WIOA partner, and has a resource center. Centers are open to the public.</i>  <i>Affiliate Center – is a WIOA partner. It has services for customers that may be public or not.</i>	Comprehensive Center Affiliate Other

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<b>IWDS</b>	<b>Organization Name:*</b>	
<b>IWDS</b>	<b>Street Address 1:*</b>	
	Street Address 2:	
	<b>State:*</b>	
<b>IWDS</b>	<b>County:*</b>	
<b>IWDS</b>	<b>City:*</b>	
<b>IWDS</b>	<b>ZIP Code + 4:*</b> This will auto-populate	
<b>IWDS</b>	<b>Phone 1 (plus extension):*</b> ###-###-####	
	Phone 2 (plus extension): ###-###-####	
	<b>Site TTY:*</b> Or use the Illinois Relay Center 800 Number 800-526-0844	
<b>IWDS</b>	Fax Number:	
<b>IWDS</b>	<b>General Email:*</b>	This field is required for WIOA funded locations. 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	<b>Contacts</b>	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	<input type="button" value="Remove"/> <input type="button" value="Edit"/>

**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	<input type="button" value="Remove"/> <input type="button" value="Edit"/>
Telger	natashanov4	217-456-7894	1234	Secondary	<input type="button" value="Remove"/> <input type="button" value="Edit"/>

## 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 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		
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	Organization Type & Funding	Audience and Services	Preview	Timeline
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Select the type of Organization and Funding Source, 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 will already be selected.
- 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 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:

- Select/Deselect All**
- Adult**
- Domestic Violence Victim**
- Homeless Individual**
- Immigrants**
- Individual with a Disability**
- Laid Off Worker**
- LGBTQ+**
- Mature Worker**
- Re-Entry/Ex-Offender**
- Sexual Assault Victim**
- Veteran**
- Youth**

### 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.

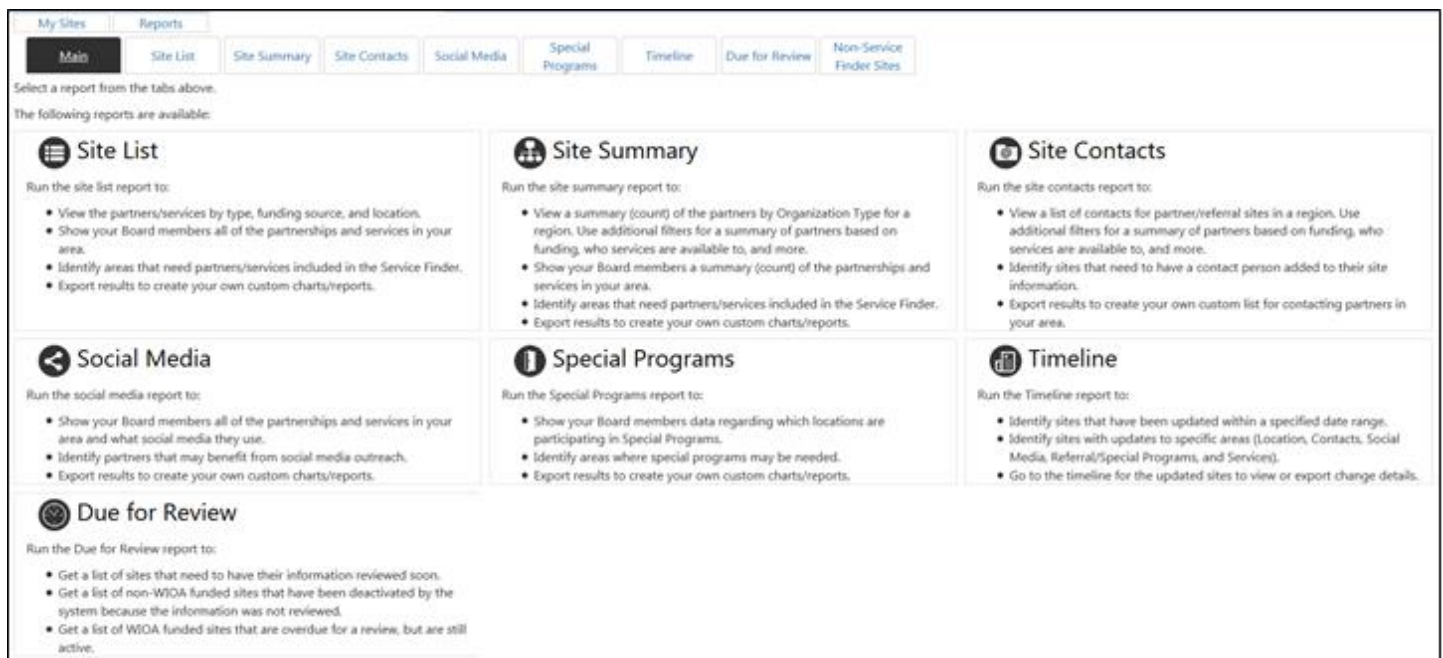
<b>Update Type:</b>	<input type="text" value="All"/>	▼	<a href="#">View</a>	<a href="#">Export</a>
Date/Time/UserAction		Item Changed		
<b>Date:</b> 06/01/2017	<b>Type:</b> Location Updates <b>Action:</b> Updated	<b>Item</b> Update Reason	<b>Prior Value</b>	<b>Current Value</b> Site contacted and information verified.
<b>Time:</b> 14:23:02	<b>User:</b> Courtney Helton			
<b>Date:</b> 05/13/2016	<b>Type:</b> Location Updates <b>Action:</b> Updated	<b>Item</b> Update Reason	<b>Prior Value</b>	<b>Current Value</b> Updated contact info.
<b>Time:</b> 09:10:43	<b>User:</b> Neely Schlosser			
<b>Date:</b> 05/10/2016	<b>Type:</b> Location Updates <b>Action:</b> Updated	<b>Item</b> Site Status	<b>Prior Value</b> Pending	<b>Current Value</b> Submitted
<b>Time:</b> 11:24:54	<b>User:</b> Lydia Darden			



## 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.



My Sites Reports

Main Site List Site Summary Site Contacts Social Media Special Programs Timeline Due for Review Non-Service Finder Sites

Select a report from the tabs above.  
The following reports are available:

- 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. Use additional filters for a summary of partners based on funding, who services are available to, and more.
  - 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. Use additional filters for a summary of partners based on funding, who services are available to, and more.
  - 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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