

Purpose: Document customers who attend DEI orientation and do not complete a DEI starter or full application.

Roles That Can Access This Tool: Staff with a 'Career Planners' role (or higher) can enter DEI orientation participant information. Staff will be able to enter customers for their LWIA.

How to Enter DEI Orientation Only Customers:

- 1. Go to your **DEI Partner Tools**.
 - Go to www.illinoisworknet.com and sign into your Illinois workNet account.
 - Go to your Dashboard and select Partner Tools.
 - Select Disability Employment Initiative (DEI).



2. Select the Customers menu. Select Orientation Customers. Select Add Customer.

DEI WirkNet	A DASHBOARDS					INFO@TRAIN17_SIUCCWD.COM+	
	ERS - SEAR	СН					
DEI CUSTOMER	S IWDS CUSTOME	ERS ORI	ENTATION CUSTO	OMERS			
ORIENTATION Name Lwia *	I CUSTOMERS		CH			Add Customer	
Filter Export		All			v	Search	
Last Name	First Name	LWIA	Email		Date of Birth	Event Date	
Customer	Lwia7	7				10/14/2016	
jobe	natasha	7				10/6/2016	
jones	sam	1				10/4/2016	
Orientation	Test	6	test@orientation.com		11/14/1986	10/13/2016	
Showing 1 to 4 of 4 e	ntries					Previous 1 Next	
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3. Add the customer's first name, last name, and event date. Enter the phone, email and date of birth, if you have the information. When you enter the phone and/or email, the customer will be included in the outcome report for your region.

	ADD CUSTOME	DMERS ARTEAMS HIREPORTS ARTESOURCES ER	HI, INFO@TRA	AIN17_SIUCCWD.COM-
DEI CUSTOMERS	IWDS C First Name*			
ORIENTATION C	CUSTO			Add Customer
Name	LWIA *	Select	•	
Lwia *	Phone Number		•	Note: This process does not create an
Filter Export	Email			Illinois workNet account, nor does it sync
Show 10 - entries		Do Not Have Any Contact Information	Sean	with existing Illinois workNet accounts.
Last Name First Na Customer Lwia7	Date of Birth	Ĩ	of Birth	It is a tool to track those who attend
jobe natasha	a Event Date *	1		orientation, and it collects contact
jones sam Nickelson Talon			374	information to follow-up with customers.
Orientation Test			1986	
Rock Marlon		Cancel Add	1964	10/17/2016
Rock Marlon			1964	10/17/2016

4. Use the **Export** button to export a list of customers and include first/last name, LWIA, email, date of birth, and event date.

A total count of customers who attended orientation will appear in the **Intake Dashboard** even if they do not have a phone or email. Orientation customers must be entered into IWDS, or complete the *online* application, to be enrolled in DEI.

Intake and Services Section	Count	Percent
Click Here To See Eligible PWDs		
Source: Online Application		
Orientation Customers 🚯	2	
Incomplete Application	25	
Completed Starter Application 3	2	
Completed Full Application To Enroll In DEI 1	40	59%
Enrolled in DEI through IWDS (Without Illinois workNet Online DEI Application) 🕄	1	2%
Total Customers Enrolled in DEI 🕄	41	100%

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