

TOMERS

- 1. Go to your DEI Partner Tools.
 - Go to <u>www.illinoisworknet.com</u> and <u>login</u> to your Illinois workNet account.
 - Go to <u>My Dashboard</u> and select <u>partner tools</u>.
 - Select <u>Disability Employment Initiative (DEI)</u>.



2. Access a filtered list of customers from your <u>DEI program dashboard</u> or search using your customers list.

| 5. LWIA Staff Assisted Service | es | | | | |
|--|-------------------------|------------|---------------|----------------|--|
| Customers That Do Not Have W | | 1 2 | | | |
| Customers With Career S Easi | ily access a | 16 | | | |
| Customers With Employm | of tomers | 5 | | | |
| Customers With Financial who | o need to | 0 | | A DASHBOARDS | |
| Customers With Training hav | ve services | 3 | | RS - SEARCH | |
| Customers With Work and | cumented. ervices 3 | 3 | DEI CUSTOMERS | IWDS CUSTOMERS | |
| Customers Exited Without WIOA Services | | | | | |
| Total Customers With Services 1 7 | | 17 | CUSTOMER | SEARCH | |
| 6. Integrated Partner Services | 5 | | Name | | |
| Integrated Partner Services Not | t Identified 6 | 29 | 1111 | | |
| Customers With An Integrated F | Resource Team Service 🕄 | 0 | | | |
| | | | | | |

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3. Select the Profile link for the customer. Select the Services/Notes/Referrals tab. Select an option.

| | COARDS LOSTOMERS LIN REPORTS RESOURCES HI, INFO@TRAIN17_SIUCO | CWD.COM- | | | | | |
|--|---|----------------|--|--|--|--|--|
| L JAMES BROWN | | | | | | | |
| PROFILE ISTEP SERVICE/NOTES/REFERRALS OPTIMAL RESUME | | | | | | | |
| SERVICES / REFERRALS / NOTES / REMINDERS | | | | | | | |
| L Profile | Show All Results | | | | | | |
| First Name James | *NOTE: This section nulls in services from IWDS and the ISTEP In Personal Development References | ISTEP | | | | | |
| Note: Services, referrals, and notes can be entered through the | with a service, then you must enter the service/step into the cust Note Referrals will redirect you to the customer's ISTEP. | | | | | | |
| customer's Individualized Services, | Show 10 • entries Search: Search: Search: Start | Entered | | | | | |
| Training and Employment Plan | View Step Career Service Successful Completion 5/30/2017 Prepare your resume. | WPP Train17 | | | | | |
| (ISTEP). Those services, referrals, and notes will populate this page. | View Stee Career Ocean E00/2017 Interfeated Deseurce Team | | | | | | |

| L JAMES BROWN | I | | | | | |
|--|--|-----------------------------|----------------------------------|--|------------------------------------|--|
| PROFILE ISTEP SER | VICE/NOTES/REFERRALS | Add a Note | | | | |
| Timeline Personal Develo | pment Career Planning | Academic / Technical Skills | Highlights / Notes | Date | | |
| TIMELINE | | | | Select a Note | | |
| Profile First Name James | S ACHIEVING YOUR CAREER & TRAINING GOALS ★ GOALS I △ ACCOMPLISHI | | | Select a Note Assessment Background Exit General Individual Employment Plan | | |
| Last Name Brown | Career Pathway Choice Not entered | | Show Assessments | Individual Service Strategy Monthly Contact | | |
| IWDS User Id 2750475 | Target Occupation Not entered | | Show Credentials: 2 | Post-Exit Follow-u Training | p | |
| Application Submit/Enrollment Date 2/15/2017 | te Wage Goal Not entered | | Show Work-Based Learning (Coming | Message Only | | |
| Imported From IWDS Sure | Charles Tama Card | | Show Permanent Employment (Comi | ©Email (| Dnly | |
| | | | | ⊚Both a ⊚Do Not | Message and Email Show Customer | |

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