

## How to Access the GRF System

## 1. Create an Illinois workNet account.

- Navigate to the Illinois workNet Homepage: <u>Https://www.illinoisworknet.com</u>
- Click on Sign Up in the workNet header
- Complete the registration form with the required information.
- Read through and accept the Terms and Conditions.
- After submitting your information, check you email for a link to activate your account.

## 2. Logging into GRF

GRF can be accessed:

- From the partner page
- Directly from this address
- From Illinois workNet:
  - o Click My Dashboard
  - o Click Customer Support Center
  - o Click GRF on the Group Search page





## 3. Submitting the Help Request for Partner Access

- Log into GRF
- In the dropdown by your name in the upper right corner, click on Help Request. This is the link to the Help Request portal.



1

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. For more information, please refer to the footer at the bottom of any webpage at illinoisworknet.com.



• Click the Help Request button



- Complete the required (\*) fields:
  - \*Be sure to select GRF as the Category and User Access as the subcategory
  - \*Be sure to add the email address and LWIA # for the person the access is being requested for in the CC field. (There is an LWIA field further down on the New Request.)

New Request			
Help Request *			
Request for GRF Access			
Description			
I am requesting access for:			
Name:			
Email Address:			
Username:			
			Aa
Category *		Subcategory *	
GRF - General Revenue Funds	•	User Access	•
Due at			
Select Date			
сс			
Copy the person you are requesting	g the acces	ss for by enter email address here	
(	0	,	

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. For more information, please refer to the footer at the bottom of any webpage at illinoisworknet.com.