



Partner Tool +











LWIA Manager or Higher Role or



Site Contact

**Purpose:** Use the Service Finder Partner Tool to:

1. Add WIOA sites to Service Finder and IWDS.
2. Maintain WIOA sites information in the Service Finder and IWDS.
3. Provide customer accurate service locations information through Illinois workNet and jobPrep.

Steps:	Find It Here: <a href="http://www.illinoisworknet.com">www.illinoisworknet.com</a>
1. Log into Illinois workNet account and add a WIOA site through the Service Finder Administration tool. <b>IMPORTANT NOTES:</b> <ul style="list-style-type: none"> <li>• Only partners with a role of LWIA manager or LWIA coordinator can add new WIOA sites.</li> <li>• Partners with a role of LWIA manager or LWIA coordinator and those listed as site contacts can update WIOA sites.</li> </ul>	 My Dashboard (Partner Tools)   Service Finder Administration tool
2. When a WIOA site is added or updated, an email notification is sent to: <ul style="list-style-type: none"> <li>• DCEO IWDS Staff</li> <li>• LWIA managers and coordinator.</li> </ul>	 Automatic email sent
3. Follow the directions in the email regarding reviewing the information for accuracy, update as needed, and contact specific DCEO staff to let them know the site is ready for approval.	 My Dashboard (Partner Tools)   Service Finder Administration tool
4. When it is time to verify site information, an email notification is sent to: <ul style="list-style-type: none"> <li>• LWIA managers</li> <li>• LWIA coordinator</li> <li>• Site contacts</li> </ul>	 Automatic email sent
5. Site contact logs into Illinois workNet account and add a WIOA site through the Service Finder Administration tool. <b>IMPORTANT NOTES:</b> <ul style="list-style-type: none"> <li>• Partners with a role of LWIA manager or LWIA coordinator and those listed as site contacts can update WIOA sites.</li> </ul>	 My Dashboard (Partner Tools)   Service Finder Administration tool








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<p>6. When a WIOA site is added or updated, an email notification is sent to:</p> <ul style="list-style-type: none"> <li>• DCEO IWDS Staff</li> <li>• LWIA managers and coordinator.</li> </ul>	 <p>Automatic email sent</p>
<p>7. Follow the directions in the email regarding reviewing the information for accuracy, update as needed, and contact specific DCEO staff to let them know the site is ready for approval.</p>	 <p>My Dashboard (Partner Tools)</p>  <p>Service Finder Administration tool</p>

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