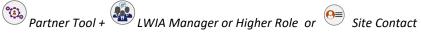


Step-By-Step Guide for

Adding WIOA Sites to the Service Finder







Purpose: Use the Service Finder Partner Tool to:

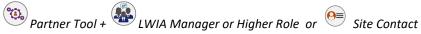
- 1. Add WIOA sites to Service Finder and IWDS.
- 2. Maintain WIOA sites information in the Service Finder and IWDS.
- 3. Provide customer accurate service locations information through Illinois workNet and jobPrep.

Steps:	Find It Here: www.illinoisworknet.com
 Log into Illinois workNet account and add a WIOA site through the Service Finder Administration tool. IMPORTANT NOTES: Only partners with a role of LWIA manager or LWIA coordinator can add new WIOA sites. 	My Dashboard (Partner Tools) Service Finder
 Partners with a role of LWIA manager or LWIA coordinator and those listed as site contacts can update WIOA sites. 	Administration tool
 When a WIOA site is added or updated, an email notification is sent to: DCEO IWDS Staff 	Automatic email sent
LWIA managers and coordinator.	
 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: • LWIA managers • LWIA coordinator	Automatic email sent
Site contacts	
 5. Site contact logs into Illinois workNet account and add a WIOA site through the Service Finder Administration tool. IMPORTANT NOTES: Partners with a role of LWIA manager or LWIA coordinator and 	My Dashboard (Partner Tools)
those listed as site contacts can update WIOA sites.	Service Finder Administration tool



Step-By-Step Guide for

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6. When a WIOA site is added or updated, an email notification is sent to:

Automatic email sent

DCEO IWDS Staff

LWIA managers and coordinator.

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.



My Dashboard (Partner Tools)



Service Finder Administration tool

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