

## How to Access the IEBS System

1. Create an Illinois workNet Account
  - a. Navigate to Illinois workNet Homepage (<https://www.illinoisworknet.com/>)
  - b. Click on Sign Up in the workNet header
  - c. Complete the registration form with the required information.
  - d. Read through and accept the Terms and Conditions.
  - e. After submitting your information, check your email for a link to activate your account.
2. Complete this form.
3. Contact your [LWIA Administrator](#) to submit the form on your behalf through the Illinois workNet Help Request portal.

Complete all fields:

Name	
Email Address	
Illinois workNet Account Username	
List your affiliated Local Workforce Innovation Area	
IEBS Access Level Request <a href="#">Refer to the LWIA Matrix to determine level of access</a> <i>Select one group option</i>	<input type="checkbox"/> State Rapid Response Unit <input type="checkbox"/> LWIA Admin <input type="checkbox"/> Local Rapid Response <input type="checkbox"/> IDES Rapid Response <input type="checkbox"/> Business Services <input type="checkbox"/> View Only
Confirm SDA-62C MLS form submitted and approved	<input type="checkbox"/> MLS Access*

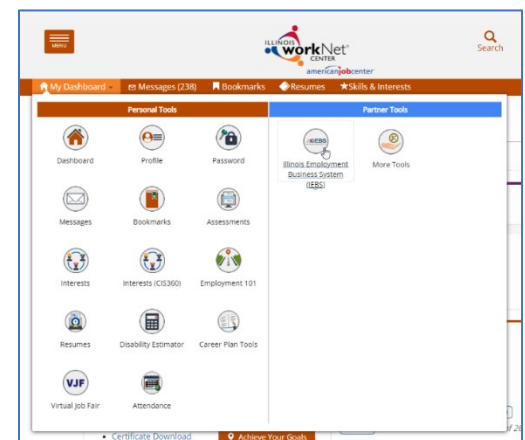
4. Once approved, partner will receive confirmation of access to IEBS.

\*Mass Layoff Statics (MLS) access is restricted. DCEO and LWIA staff that wish to be added to the distribution list should email their request to [mark.a.burgess@illinois.gov](mailto:mark.a.burgess@illinois.gov) and cc [carrie.compardo@illinois.gov](mailto:carrie.compardo@illinois.gov). Any requests to add IDES staff to the distribution list should be forwarded to Rich Reinhold ([Richard.Reinhold@illinois.gov](mailto:Richard.Reinhold@illinois.gov)).

## Logging into IEBS

IEBS can be accessed:

- From the partner page – <https://illinoisworknet.com/IEBS>
- Directly from this address - <https://apps.illinoisworknet.com/iebs>
- From Illinois workNet “My Dashboard” as pictured.



## Submitting the Help Request for Partner Access

- Log into IEBS or the Customer Support Center (see images on the next page)
- In the dropdown by your name in the upper right corner is the link to the Help Request portal.
- Submit a help request by selecting the IEBS program and User Access as the subcategory.
- Attach this completed form.

[Home](#) [Companies](#) [Outreach](#) [LMI](#) [Layoffs](#) [Questionnaires 0](#) [Admin](#)

Hello, Dee Reinhardt

[User Details](#)  
[Illinois workNet](#)  
[Release Notes](#)  
[Help Request](#)  
[Sign out](#)

## New Incident

Requester (Email or Name) \*  State New

Title \*

Description 

Aa

**Attach the filled in form**

Category \*

Not Set

DHS Youth

GMS - Grant Monitoring System

IEBS - Illinois Employment Business S...

Illinois Works Pre-Apprenticeship

Subcategory \*

Not Set

Layoff Search

Outreach

Overview Dashboard

User Access

Workflow Dashboard

CC

Site

Not Set

Department

Not Set

Requester First Name \*

Requester Last Name \*

Requester Email Address \*

Error Message/Attachments

Attach file

Are you a Partner/Provider? \*

Not Set

Organization

Extension Number

Phone Number

Browser

Not Set

☐ Is the issue keeping you from moving forward?

Cancel

Create