

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:

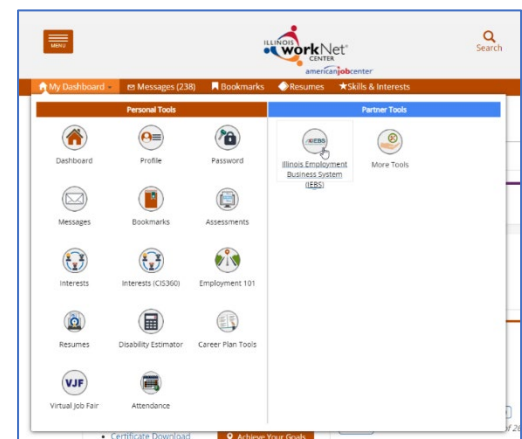
Name	
Email Address	
Illinois workNet Account Username	
List your affiliated Local Workforce Innovation Area	
IEBS Access Level Request Refer to the LWIA Matrix to determine level of access	<input type="checkbox"/> State Rapid Response Unit <input type="checkbox"/> LWIA Admin <input type="checkbox"/> Local Rapid Response <input type="checkbox"/> IDES Rapid Response <input type="checkbox"/> Business Services <input type="checkbox"/> View Only

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

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.

Found in the Customer Support Center/IWIS menu
or your project menu

The screenshot shows the IEBS user interface. On the left, a blue sidebar contains a menu with the following items: MY PARTNER DASHBOARD, MY TRAINING, GROUPS, WORKSITE PLACEMENT, and HELP REQUEST (highlighted with a red circle). Below these is a section for ILLINOIS WORKNET, IWN MESSAGES, and LOG OFF. On the right, a user profile for 'Hello, Dee Reinhardt' is shown with a dropdown menu containing: User Details, Illinois workNet, Release Notes, Help Request (highlighted with a red circle), and Sign out.

New Incident

Requester (Email or Name) * dreinhardt@illinoisworknet.com State New

Title * Request for IEBS access

Description

Attach the filled in form

Category * Not Set Subcategory * Not Set

CC copy the person requesting access by entering email address here

Site Not Set Department Not Set

Requester First Name * Requester Last Name *

Requester Email Address * Error Message/Attachments ① 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