

Purpose:

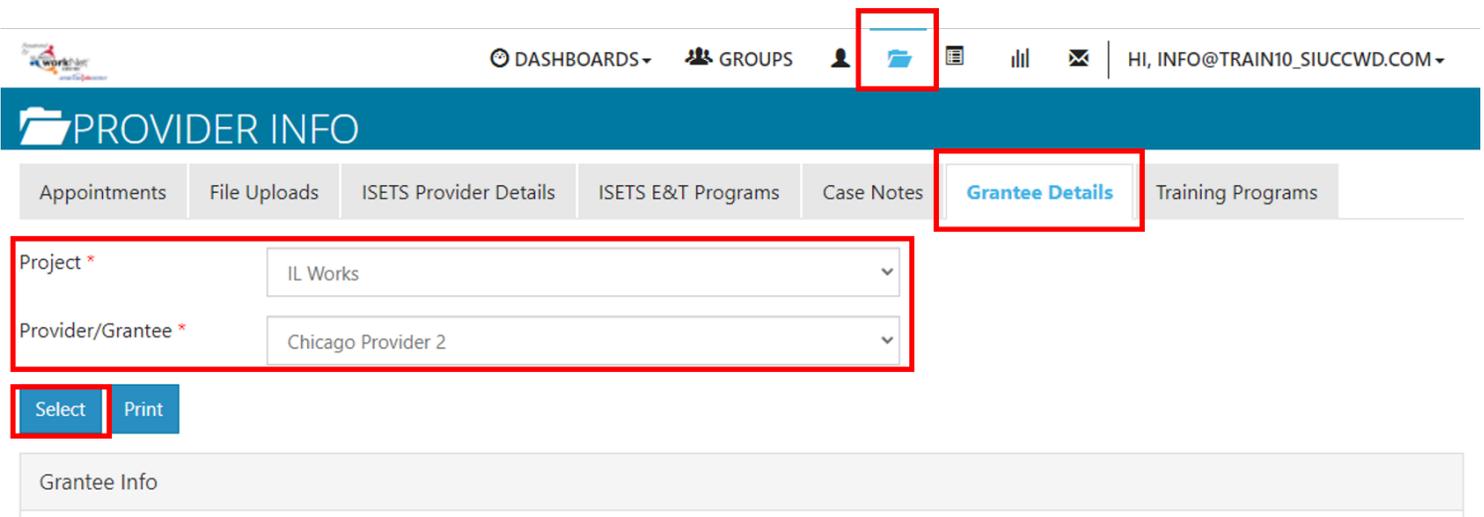
In Customer Groups, the agency has access to update and maintain Provider Information. The Grantee Details is a place to maintain services offered. Services associated to the grantee details will then be available to input into a participant's career plan.

Who Enters/Maintains Data

- **Grantee Program Administrators** enters local demographic information, training program information, employers, worksite information, placements, and uploads payroll.
- **State Level Staff** enters initial grant number, start and end date, grant amount, technical assistance contact, and projected enrollment.

Access Services through the Grantee Details

1. Log into www.illinoisworknet.com.
2. Select **My Dashboard** and select **Customer Support Center/IWIS**.
3. Select **Provider Info** and then select **Grantee Details**.
4. If you are associated with multiple projects, they will display as a list. Select **the Project**.
5. If you are associated with multiple agencies/locations for the program, they will display as a list. Select **the Provider**.
6. Click the **Select** Button.



The screenshot shows the user interface of the Illinois WorkNet system. At the top, there is a navigation bar with the following items: DASHBOARDS, GROUPS, a folder icon (highlighted with a red box), a list icon, a bar chart icon, an envelope icon, and a user profile dropdown showing 'HI, INFO@TRAIN10_SIUCCWD.COM'. Below this is a blue header for 'PROVIDER INFO'. Underneath the header is a row of tabs: Appointments, File Uploads, ISETS Provider Details, ISETS E&T Programs, Case Notes, **Grantee Details** (highlighted with a red box), and Training Programs. The 'Grantee Details' section contains two dropdown menus: 'Project *' with 'IL Works' selected, and 'Provider/Grantee *' with 'Chicago Provider 2' selected. Below these dropdowns are two buttons: 'Select' (highlighted with a red box) and 'Print'. At the bottom of the section is a grey box labeled 'Grantee Info'.

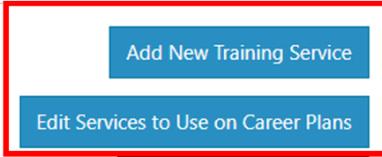
7. Scroll to the bottom of the page to access the service information

SERVICES

Show entries

Search:

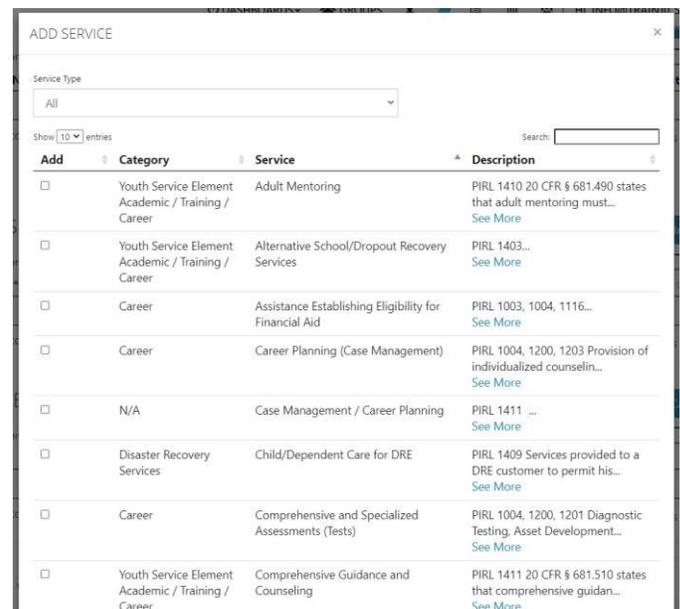
Category	Name	Description	Active Status	Edit
N/A	Alumni Networking	Alumni Networking Service	Yes	Edit ✖
N/A	Apprenticeship Application Fee	Provide participants with assistance in paying fees related to joining a DOL-registered apprenticeship program, including application fees.	Yes	Edit ✖
N/A	Assistance with completing an apprenticeship program application	Provide assistance with completing a register apprenticeship in the construction industry.	Yes	Edit ✖



Adding Services to Use on Career Plans

Services – these are services, steps, activities that may be added to a participant’s Career Plan. If a grantor has specific steps that must be added to a participant’s plan, those steps need to be added in this section. All steps associated with a program are added to Illinois workNet.

1. Select the **Add New Training Service** button to add a new service name and description OR select the **Edit Services to Use on Career Plans** button – a modal window opens.
2. Click the drop-down by Service Type to select a group of services from which to select OR type a keyword in the Search box.
3. Click the See More to read additional details.
4. Click **the checkbox in front of the service** – your selections will hold until you click save at the bottom of the screen.
5. Click **Save** – all of your selected services should be added to the table on the Grantee Details tab.



Some grants prepare a list of services associated with the project. Ensure that all of those services are available for staff to select when working on a participant’s career plan. When a participant is enrolled these services will be pulled over into their profile.

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.

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For more information please refer to the footer at the bottom of any webpage at illinoisworknet.com.