

## Purpose:

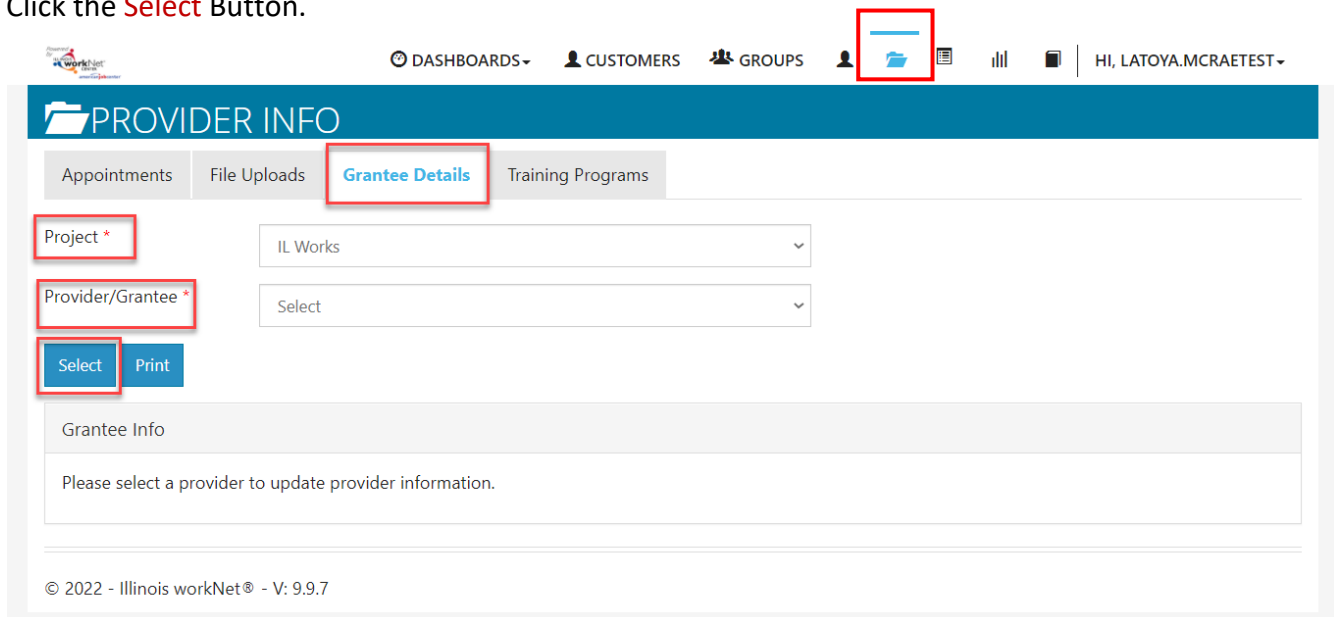
In Customer Groups, the agency has access to update and maintain Provider Information. The Grantee Details is a place to maintain current grant information, along with Training Program Information and Worksite Placement Information.

## Who Enters/Maintains Data

- **Grantee/Provider Staff** 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 Grantee Details

1. Log into [www.illinoisworknet.com](http://www.illinoisworknet.com).
2. Select **My Dashboard** and select **Customer Support Center**.
3. Select **Provider Info** and then select **Grantee Details** (the folder icon to the right of Groups at top of page).
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.



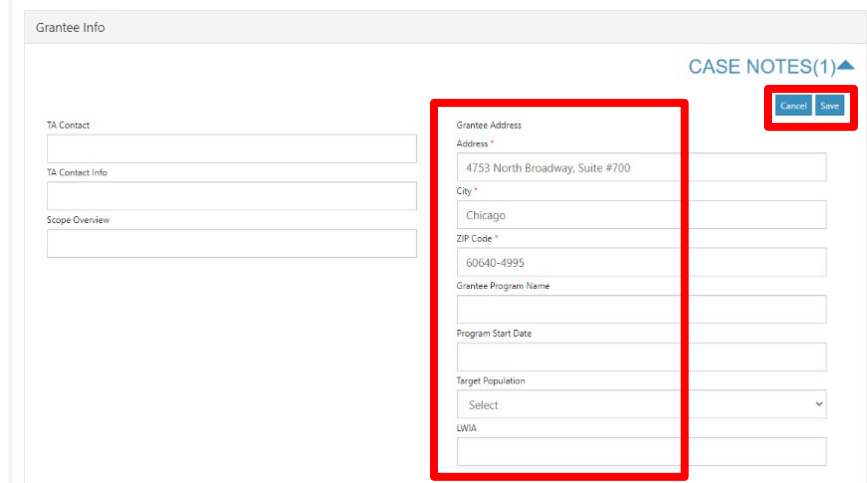
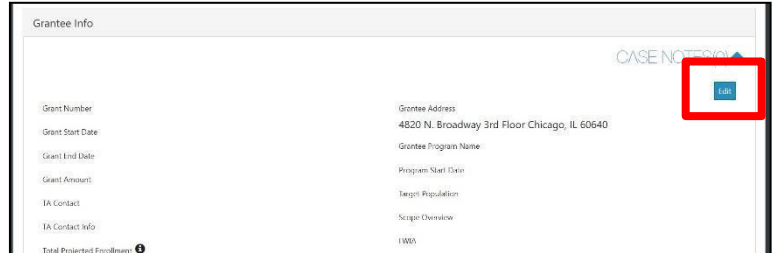
The screenshot shows the 'PROVIDER INFO' section of the application. At the top, there is a navigation bar with 'DASHBOARDS', 'CUSTOMERS', 'GROUPS', and a folder icon (highlighted with a red box). Below this, the 'PROVIDER INFO' header is visible, followed by tabs for 'Appointments', 'File Uploads', 'Grantee Details' (highlighted with a red box), and 'Training Programs'. The 'Grantee Details' form includes a 'Project \*' dropdown menu (highlighted with a red box) currently set to 'IL Works', and a 'Provider/Grantee \*' dropdown menu (highlighted with a red box) currently set to 'Select'. Below these are 'Select' and 'Print' buttons (both highlighted with red boxes). The main content area shows 'Grantee Info' with a message: 'Please select a provider to update provider information.' The footer indicates '© 2022 - Illinois workNet® - V: 9.9.7'.

7. On the next screen that opens, click the **Edit** button.

8. The next open screen displays grant information that can be edited. The agency can edit the address, city, zip, Grantee Program Name, Program Start Date, Target Population, Scope of the Project Overview, and the associated Local Workforce Investment Area (LWIA). Upon completion of adding or editing information, click **Save**.

9. The agency can also access the ability to add or update Training Program information and Worksite Placement Information from the Grantee Details tab. Check other instructions on the [ILW Partner Guide](#) titled Add Training Programs and Manage Grantee Details.

10. Use Case Notes to communicate with Commerce grantee updates and requests by selecting the **Case Notes** text and **Add Case Note** button at the top of the page. This provides a history of the discussion as well as sends a message/email to selected recipients.



### TRAINING PROGRAMS

Show 10 entries

Edit Training Program Information

Search:

Program Name	Provider Name	Length of Training	Type	Location	Credentials	Credential Institution
No data available in table						

Showing 1 to 1 of 1 entries

Previous 1 Next

### WORKSITES

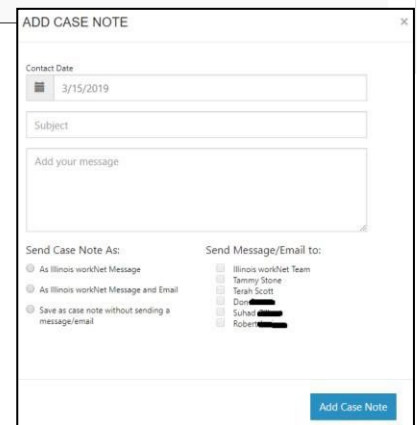
Show 10 entries

Edit Worksite Placement Information

Search:

Employer	Worksite	Job Title	Job Type	Wages	Total Openings	Full Time Positions Filled	Part Time Positions Filled	Length
No data available in table								

Showing 0 to 0 of 0 entries



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