All access to the IWTS guide and tools is on the new Illinois workNet web portal http://www.illinoisworknet.com.

- Always use the Partner Resources for information for Illinois Department of Commerce and Economic Opportunity (DCEO) Office of Employment and Training (OET) grant recipients. Scroll down the website all the way to the bottom. You'll see Partner Resources.

- You can bookmark the IWTS Guide and Resources so it is always handy. You should do this to make sure you always have the most current information. http://www.illinoisworknet.com/partners/programs/Pages/Incumbent-Worker-Tracking.aspx.

- To access IWTS plans, quarterly reports and all other information about incumbent worker projects you will always have to login. You do this from the top, right corner of the new site where it says "Log In."

- If you do not remember your password, from the Log In screen, select "Forgot Password."

- After you Log In, click on "My Dashboard" from the top, right corner of the site, then always select "Partner Tools." If you're involved with other projects that require a login, you'll see them here too.

All grantees will:

1. Submit an incumbent worker training project plan for each employer you are working with.
2. Add the workers/employees who are getting trained.
3. Put the workers/employees who are getting trained in course sessions.
4. Submit quarterly reports throughout the life of the project until DCEO accepts a final quarterly report.

STEP 1 – Submit Your Incumbent Worker Training Project Plan:

If your project was selected to be funded by DCEO OET, an incumbent worker project plan will be initiated for you by DCEO OET or you can create one by selecting "Add New Project Plan" which appears above your existing grant listing. When the plan is initiated DCEO will identify at least a primary contact to complete the project plan. The primary contact will be sent an email by the IWTS with instructions to get started with the plan.

Submit Your Incumbent Worker Training Project Plan Continued:

All contacts identified with your project plan will have access to complete all four of the above requirements.

To complete and return to your Plan(s) follow above steps to login and access IWTS tools via My Dashboard.

- You'll see only your plan(s). If you have more than one plan, you'll see all of them.
- Click "Select" adjacent to your plan(s).
- Use the "Project Navigator Menu" to:

  - See all sections of a project plan.
  - Start with the "Project Detail" screen, complete all required fields:
    - Always click to "Save," "Add," or "Select Checked Items" and then proceed to the next screen by clicking "Next."
    - When you save, if you don't complete all required fields, a message will show on the screen to let you know what's missing.
    - Complete all of the screens in the order shown in the Project Navigator Menu, by clicking Next. This is because it will pre-fill sections later in the plan.
    - If you select an employer that has been used with another project previously you will have to get approval from DCEO. The screens will prompt this action. If you have to add a new employer or select one that has not been used before you will be able to proceed without approval.
    - Select to "Review Plan" any time. Until the plan is complete, the Review Plan will identify everything missing from the plan.
    - You can log out and return to your plan later.
  - Once your plan is completed, click to Review it and then "Submit" it to DCEO OET. When you click Submit, the screen will let you know if there were any problems or if DCEO has received your plan. You can also print your plan or print it to a PDF file.
  - Your DCEO OET contact will review your plan. They will ask for more information or "Accept" the plan. Either way, the system will email your plans primary contact to let them know if the plan needs more information or if it's been "Accepted." Accepted plans cannot be changed without requesting approval from DCEO OET.
  - Return to your plan any time by logging in and following the above steps.
  - Use your plans "Project History and Actions" to see communications to and from your DCEO contact. You can use the text box to send your project contact a note any time.

STEP 2 – Add Workers/Employees to be Trained into IWTS

This step is required as soon as your Incumbent Worker Training Plan is Accepted and is used by IWTS with Quarterly Reports.

You cannot add the workers/employees to be trained until your plan is approved.

- Follow the instructions to log into your account and return to your plan.
- Select "Add Employees" from the Project Navigator Menu.
  - You can either fill in the required information for each employee one at a time or you can use Excel to upload a file with all of the required employee information.
- All employees who will be trained are required to be entered. You can add them all at one time or return to your plan any time to continue to add employees.
- The information required to enter employees is included with the instructions on the screen and with the IWTS Guide and Resources.

STEP 3 – Assign Employees to Course/Training Sessions

This step is required as soon as your employees are entered and is used by IWTS with Quarterly Reports.

When you submitted your Incumbent Worker Project Plan, you already identified all of the course sessions and credentials to be earned. If you did not include all of the courses sessions, and credentials with your plan, notify your DCEO contact.

- Follow the instructions to log into your account and return to your plan.
- Select "Course Registration" from the Project Navigator Menu.
- Assign employees to all of the course sessions you included with the Plan.
- Keep this information current.

STEP 4 – Complete and Submit Quarterly Reports

This step is required every quarter throughout the life of the project. The system will send the project's primary contact a reminder email.

- Follow the instructions to log into your account and return to your plan.
- Select "Quarterly Reports" from the Project Navigator Menu.

- A new report template will automatically be created by IWTS every quarter. You can begin filling it in any time but should not submit it until it's due.
    - Complete all three tabs showing with the report:
        - Complete the "Status Report" and click "Save."
        - Complete the "Workers Training Status."
        - Complete the "Workers Training Outcomes."
        - Select "Review and Submit."
        - Correct any errors and click "Submit."
        - A message will show to let you know if there were any problems or if DCEO OET received the report.
- Select "IWTS Quarterly Reports" to see all of your past "Submitted" reports.

REPORTS

All of the contacts identified with the grantee organization have access to see reports.

- Follow the instructions to log into your account and return to your plan.
- Select New IWTS Reports at the top of any page.
- Select the report you need then select filter and optional fields, export and filter your data as necessary.