



Illinois Works Reporting System Cohort Details & Attendance Roster Uploads

Purpose

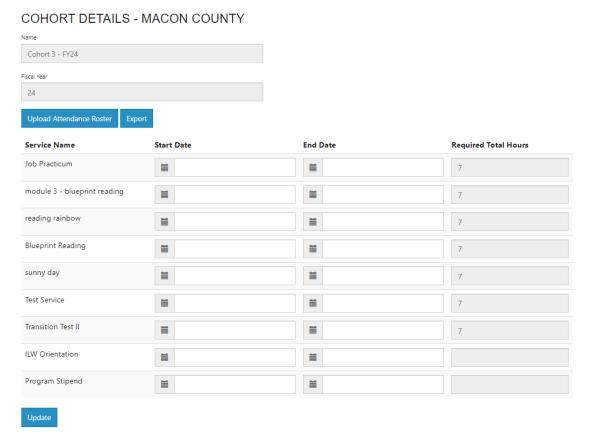
On the Cohort Details page, Grantees are able to update the start and end dates for training services for participants by cohort. Additionally, Attendance Rosters for cohorts and participants can be uploaded for Training Services.

Who Enters/Maintains Data

 Grantees can access and update the Start and End Dates for training services for participants in cohorts.

Access Cohort Details

- 1. Log into <u>www.illinoisworknet.com</u>
- 2. Select My Dashboard
- 3. Select Customer Support Center/IWIS under Partner Tools.
- 4. Select Provider Info in the top menu.
- 5. Select the Grantee Details tab.
- 6. Scroll to the bottom of the page and select the Cohort you would like to update.



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. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. For more information please refer to the footer at the bottom of any webpage at illinoisworknet.com.





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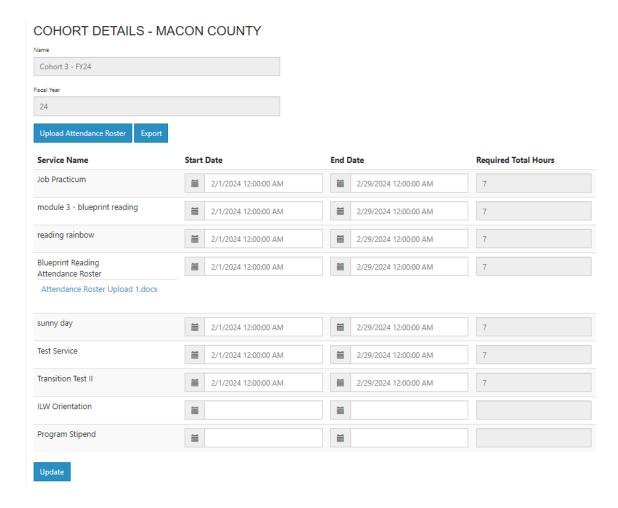
Cohort Details

Once on the Cohort Details page, grantees may update the Start and End Dates for training services in their cohorts. Once the dates have been entered and the button Update has been selected, the information will be saved.

When this information is saved, the next time you enroll a customer in the cohort, the training services listed on this screen with the Start and End Dates will auto-populate on the participant's Training/Services tab.

Note: It is important to update the cohort details page **before** enrolling customers. Updates will not be applied to participants who have already been enrolled. Rather, these updates are applied to participants who will be enrolled **after** the changes are made.

You may also upload attendance rosters by selecting the Upload Attendance Roster button. Next, select from the Service dropdown which service you would like to upload an attendance roster for and then upload the file. Once uploaded, the attendance roster will then below the service.



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