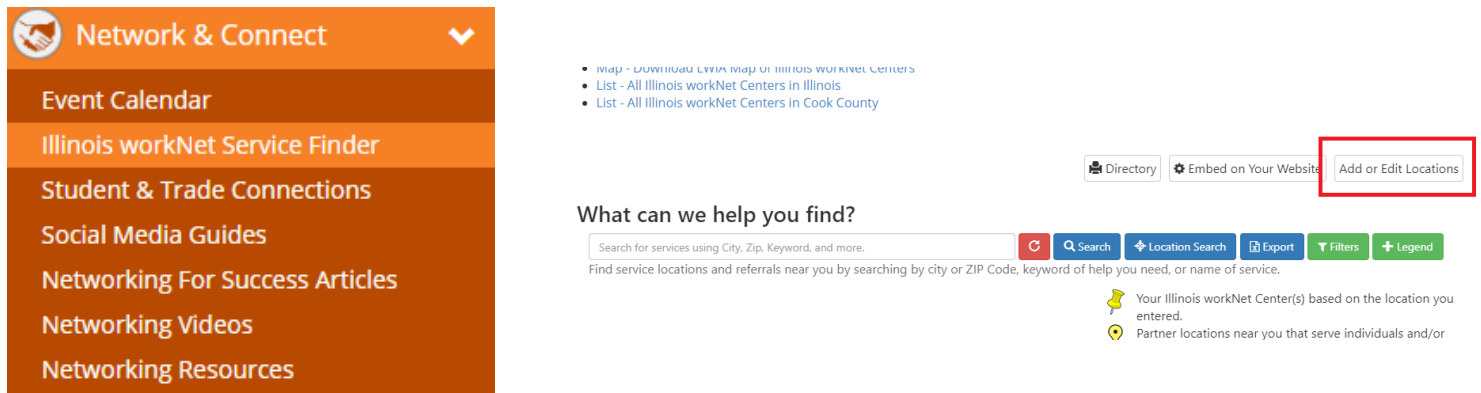
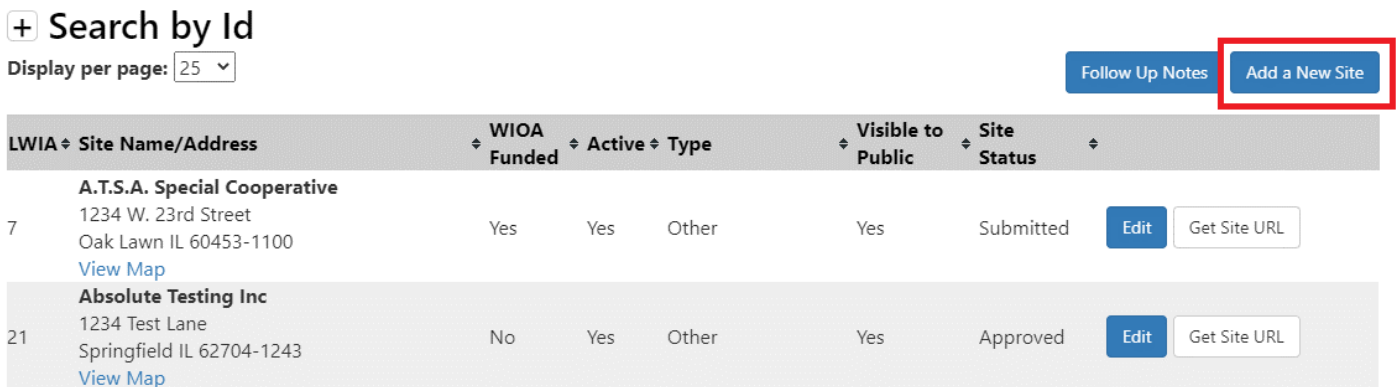


Illinois workNet Service Finder: Creating a workNet Partner Site

1. Go to the Illinois workNet homepage: <https://www.illinoisworknet.com/>
2. Login to your workNet account or Sign up for access to your Service Finder Admin Dashboard:
 - a. Click **Login** in the header to sign into your existing workNet account,
 - b. Click **Sign Up** and complete the registration form to create a workNet account.
(NOTE: you must click the link in your confirmation email to activate the account)
3. Once logged in, click [Illinois workNet Service Finder](#) - via the *Menu* dropdown under *Network & Connect*.



4. On the Service Finder page, click **Add or Edit Locations** to proceed to the *Service Finder Administration* dashboard.
 - a. On the Service Finder Dashboard Click **Add a New Site** to enter your new location.



LWIA	Site Name/Address	WIOA Funded	Active	Type	Visible to Public	Site Status	
7	A.T.S.A. Special Cooperative 1234 W. 23rd Street Oak Lawn IL 60453-1100 View Map	Yes	Yes	Other	Yes	Submitted	Edit Get Site URL
21	Absolute Testing Inc 1234 Test Lane Springfield IL 62704-1243 View Map	No	Yes	Other	Yes	Approved	Edit Get Site URL

5. For **Add a New Site**, enter the full or partial *Location Name* and *City* and click **Search**.
 - a. If results are found, check the list to ensure that your location has not already been previously entered.
 - b. If the location does not exist, select **I don't see my site here**.
 - c. Review the Terms of Service, check *I agree to the terms of service above* box, and then click **Next** to begin entering your location.

Illinois workNet Service Finder: Creating a workNet Partner Site

Entering Your Location Information

As you enter your Service Finder Partner Site information, you will be presented Navigation Tabs above the entry fields that allow you to see which tab you are currently editing and navigate to other site information sections.

Return to My Sites									
Referral Information	WIOA Information	Physical Location Information	Contacts	Social Media	Special Programs	Organization Type & Funding	Audience and Services	Preview	Timeline

Referral Information


Identify whether your location is an *Illinois workNet Partner* or a *Work Support Referral*. Definitions for each type are provided. Check the radial button next to the proper type and click **Save and Continue**.

WIOA Information

Identify whether your location is WIOA (Workforce Innovation and Opportunity Act) funded. Click **Save and Continue**

- If you select **Yes**, you will be asked an additional question.
(Please note, in order to submit a location marked as WIOA funded, you must provide the IWDS Office Number your location was given by DCEO on the Physical Information tab.)

Physical Location Information

Complete the location information form. Fields that are marked with a red asterisk (*) are required and must be filled out. Some sections have info bubbles  that provide descriptions of what you should enter. The chart below can also be used as a guide for completing this section.

Is this site active? *	Yes No
Services are available to*	General Public Enrolled/Eligible Customers Only Admin Office Only
Eligibility Criteria Description	This is an optional text box where you can enter any additional eligibility information or can refer customers to your website for specific eligibility information.
Organization Name*	
Street Address 1*	
Street Address 2	
State*	
County*	

Illinois workNet Service Finder: Creating a workNet Partner Site

City*	
ZIP Code + 4* This will auto-populate	
Phone 1 (plus extension) *	Format ###-###-####
Phone 2 (plus extension)	Format ###-###-####
Site TTY Or use the Illinois Relay Center 800 Number, 800-526-0844	This is automatically generated
Fax Number	
General Email	Try to use a general office email info@oursite.com if you have this available.
Hours of Operation*	Select the days using the check box and add the hours of operation and then either: <ul style="list-style-type: none"> • Use the drop-down menu option to select a time • Manually enter the time which you can then copy and paste to the other days • Check the 24-hour box • Use the text box to enter very specific dates and times
Website	http://
Logo Upload	Uploading a logo will add more visual appeal to your location on the Service Finder for customers.

Primary Contact Information

Each site must have a point of contact that will be used to maintain/verify the Service Finder location. This information will NOT be displayed to the public.

- *New Sites Only:* Enter the email address associated with your workNet account and click **Search**. Once a result is found, **Select** the proper result which will autofill the remaining fields.

Primary Contact Information

Email*:

Last Name	First Name	Phone	Extension
Test	Individual	217-555-5555	

First Name*:

Last Name*:

Show this Name to Public*: Yes No

Birth Date*:

Zip Code*:

Phone (Format: ###-###-####)*: Ext: Show Phone Number to Public

Alt. Phone: Ext: Show Alt. Phone Number to Public

Click **Save and Continue**

Illinois workNet Service Finder: Creating a workNet Partner Site

Contacts

On this tab, you will see all contacts who are associated with your location. Contacts can either be *Primary* or *Secondary*. Each location must have at least one *Primary* contact. This information will be used to assist with making sure we maintain accurate site information and will not be displayed to the public. To make any changes to your location's contacts, you can search for a person with an existing workNet account or add a new contact and create an Illinois workNet account for them on-the-fly. (NOTE: All contacts will have their Illinois workNet accounts elevated to Partner level. Read [this article](#) to learn more about the benefit of being a workNet partner.

Contacts

A minimum of one contact is required.

Last Name	First Name	Phone	Extension	Email	Contact Type		
Train11	WPP	555-555-5555		info@train11_illinoisworknet.com	Primary	Remove	Save
Train14	WPP	555-555-5555		info@train14_illinoisworknet.com	Secondary	Remove	Save

To add a new contact, click **Add Contact** and enter the email address of the contact and click **Search**. If the user has an account, you can click **Select** next to their name to autofill the contact information form. If the results are blank, or you do not see the correct user, click **None of these people are a match**. You will be presented with a blank contact form to enter the contact's information and designate if they are a *Primary* or *Secondary* contact. After you have filled out the form, click **Save and Add Another Contact** to add additional contacts or **Save Contact** to finish.

Search

You can search on email address. If the person you are looking for is not found, you can search again, or indicate that the person is not on the list and add them manually.

Email:

Last Name	First Name	Phone	Extension	
Train14	WPP	555-555-5555		<input type="button" value="Select"/>

First Name*:

Last Name*:

Show this Name to Public*: Yes No

Birth Date*:

Zip Code*:

Phone (Format: ###-###-####)*: Ext: Show Phone Number to Public

Alt. Phone: Ext: Show Alt. Phone Number to Public

Email*:

Contact Type*: Primary Contact Secondary Contact

Illinois workNet Service Finder: Creating a workNet Partner Site

Social Media

Add Social Media URLs if they are available or select **Next** to proceed to the next section. Make sure to enter the full URL (including *http* or *https*) and not just the handle. These will show up on the Service Finder for the customer to access.

Social Media URLs

Provide users with direct access to all of your social media pages like Facebook, Twitter, Instagram, and more! Click Add URL, paste your full URL below and click Save or Save and Add Another.

Add Url

Url		
https://www.facebook.com/YourSite	Remove	Edit
https://www.twitter.com/YourSite	Remove	Edit

URL*:

Test URL **Save and Add Another** Save Cancel

Special Programs

Identify if you are participating in a special state-funded program. Select an option from the dropdown, complete the accompanying questions and information, and add all counties that your participation serves. Click **Next** to proceed to the next section.

Special Programs

If you are participating in a special state-funded program, for example EPIC or Apprenticeship PLUS, click the "Add Program" button below. You can add as many special programs as you need to. If you are not participating in a state-funded special program, you can click Next to continue.

Add Program

Program Name*:

How many Openings are Available*:

Are Applications Being Accepted*:

Is This Location Actively Participating in the Program*: Yes No

Select All Counties Served by this Program*:

Available Counties	Selected Counties
Statewide	
Adams	
Alexander	
Bond	
Boone	
Brown	
Bureau	
Calhoun	
Carroll	
Cass	

Select **Remove**

Save and Add Another **Save** **Cancel**

Illinois workNet Service Finder: Creating a workNet Partner Site

Organization Type & Funding

Identify the *Organization Type* and *Funding Source* for your location. Use the dropdown to select the appropriate organization type and check the box next to the funding source that best applies to your location. Select **Next** to proceed to the next section.

Organization Type and Funding Sources

Organization Type*: Select One ▼

Funding Sources (check all that apply)*:

- Community Service Block Grant
- Digital Divide
- Perkins K-12
- Perkins Post-Secondary
- WIOA
- WIOA Youth
- Workforce Innovation
- Other

Select One

- Community Action Agency
- Community Based Organization (CBO)
- Community Technology Center
- Education Entity: Adult Education
- Education Entity: Community College
- Education Entity: K-12
- Education Entity: Other
- Education Entity: University
- Faith-Based Organization (FBO)
- Library
- Local Government Agency
- Private Sector
- Social Service Agency
- State Agency

Save and Continue

Audience and Services

In this section you will identify both the target audience and the specific services your location provides. This section is broken out into 2 parts.

To identify the target audience your location serves, check the box next to the categories that best match the target audience. Some categories (such as Youth) have an additional text field that allow you to specify information such as minimum and maximum age ranges.

This Location Serves:

Select all customer types that apply:

<input type="checkbox"/> Select/Deselect All	<input type="checkbox"/> Re-Entry Person/Ex-Offender	<input type="checkbox"/> Immigrants
<input type="checkbox"/> General Public	<input type="checkbox"/> Mature Worker	<input type="checkbox"/> LGBTQ+
<input type="checkbox"/> Adult	<input type="checkbox"/> Laid Off Worker	<input type="checkbox"/> Domestic Violence Victim
<input checked="" type="checkbox"/> Youth	<input type="checkbox"/> Seasonal Farmworker	<input type="checkbox"/> Sexual Assault Victim
Min. Age: <input style="width: 40px;" type="text"/> Max. Age: <input style="width: 40px;" type="text"/>	<input type="checkbox"/> Homeless Individual	
<input type="checkbox"/> Veteran		
<input type="checkbox"/> Individual with a Disability		

Illinois workNet Service Finder: Creating a workNet Partner Site

For the *Services* section, click the **Add Services** button and a window listing services separated between *Individuals* and *Businesses* will appear. There are a wide variety of services that are broken up into categories. Click on the category and check the box next to the service that your location offers. Complete these steps for both *Individuals* and *Businesses*, if applicable. After selecting your services, scroll down to the bottom of the page and select the counties (or Statewide) in which these services are available and click **Save** to finish or **Save and add More** to add additional services. Please note that you can designate services as applying only in specific counties.

(Ex: You can select *Affordable Housing* and *Adams County*, click **Save and add More**, then select *Rent Assistance* and *Christian County* to designate the service as only applying to those specific counties.)

Click **Save and Continue** to proceed.

Preview

The *Preview Tab* allows you to take one final review of your Service Finder location. Select the **Edit** button on any section that you need to make a change. If there is a section that needs your attention, you will see a red error message. You must edit the section and provide any necessary updates before you can submit your location/update. Once everything has been reviewed, click **Submit** to submit your location for approval or update your existing location.

Organization Type & Funding

Illinois workNet Service Finder: Creating a workNet Partner Site

Timeline

The *Timeline Tab* provides a log of all entries/updates to a Service Finder location. Use the dropdown to see the log for a specific type of update.

Update Type:		All		View	Export
Date/Time/User	Action	Location Updates			
Date: 01/08/2020	Type: Social Media Updates	Contact Updates			
Time: 11:47:58	Action: Referral/Special Program Updates	Social Media Updates			
User:		Service Updates			
Date: 01/08/2020	Type: Location Updates	Item	Prior Value	Current Value	
Time: 11:47:43	Action: Updated	Organization Type		Community Action Agency	
User:		Funding		Community Service Block Grant	
Date: 01/08/2020	Type: Social Media Updates	Item	Prior Value	Current Value	
Time: 10:44:19	Action: Updated	URL	https://www.facebook.com/TestSite1	https://www.facebook.com/YourSite	
User:				https://www.twitter.com/YourSite	
Date: 01/08/2020	Type: Social Media Updates	https://www.facebook.com/TestSite1			
Time: 10:43:00	Action: Created				
User:					
Date: 01/07/2020	Type: Location Updates				
Time: 12:36:59	Action: Created				
User:					

Final Steps

After you have completed the creation of your Illinois workNet Partner Site, request to become a partner by sending an email to info@illinoisworknet.com. Include the following information:

Reason for the email: I would like to request an Illinois workNet partner account.

Your name as it appears in your Illinois workNet account.

Name of your organization as it appears in the Illinois workNet Service Finder.

Organization address and **work phone number**.

We will review your request, confirm your information is accurate, and provide you with a partner account.