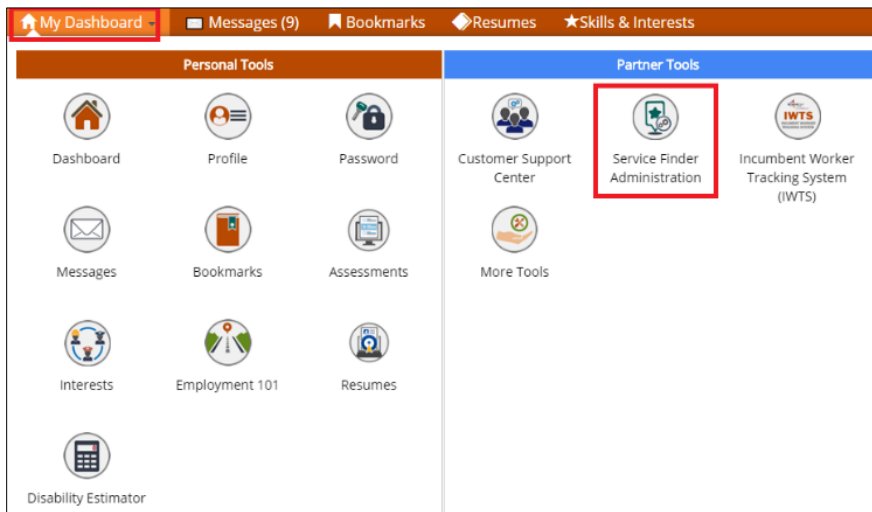


Illinois workNet Service Finder: Updating your workNet Partner Site's Information

1. Go to the Illinois workNet homepage: <https://www.illinoisworknet.com/>
2. Click **Login** in the header to sign into your existing workNet.
3. Once logged in, click on **My Dashboard** on the workNet banner and select **Service Finder Administration** under the Partner Tools section.



4. On the Service Finder Administration page under the *My Sites* tab, you will see the list of sites that your workNet account is associated with. Click **Edit** next to your location for the site you are updating.

[My Sites](#) | [Reports](#) | [Dashboard](#) | [Administrators](#) | [Usage Reports](#)

Location Name:

Keyword:

+ Advanced Filtering Options
[Apply Filters](#) [Clear](#)

+ Search by Id
 Display per page:

[Follow Up Notes](#) [Add a New Site](#)

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

Illinois workNet Service Finder: Updating your workNet Partner Site's Information

5. Click on the *Preview* tab to easily review each section of your Partner Site. If there is any information that needs to be updated, click on the green **Edit** button to be taken to that section's tab, make your changes, and click either **Approve and Continue** to move to the next section or **Save and Approve** to return to the *Preview* tab. Complete instructions on entering your Partner Site's information can be found under *Resources* on the [Service Finder Tool article](#).

Return to My Sites

Referral Information | WIOA Information | Physical Location Information | Contacts | Social Media | Special Programs | Organization Type & Funding | Audience and Services | **Preview** | Timeline

Preview

Below is a preview of the data you entered. If you wish to update any of this information before submitting, click the "Edit" link below the heading to return to that screen and make updates.

WIOA Information

Edit

This location receives WIOA funding: No

Partner/Referral Site Type: Partner

Physical Location Information

Edit

This location is active: Yes

This location serves: The general public

LWIA #: 14

Location Name/Address: 123 Test Service Location
1234 Main Street
Suite 300
Springfield IL 62703-1234

County: Sangamon

Phone 1: 217-555-1234

Phone 2:

TTY: 800-526-0844

Fax:

Generic Email: info@noemail.com

Hours of Operation: Monday, Tuesday, Wednesday, Thursday, Friday 8:00 AM-5:00 PM

Website: https://www.thisismytestwebsite.org

Contacts

Edit

Name	Phone

6. If you are making changes to the *Physical Location Information* tab, you must also include a brief explanation on why you are making the updates in the field at the top of the section.

Tell us why you're making these updates*:

Updating to new website URL

Change Reason must be supplied above!

Illinois workNet Service Finder: Updating your workNet Partner Site's Information

7. Once you have finished making any necessary changes to your Partner Site, take one final review on the *Preview* tab and then click the blue **This information is correct** button at the bottom of the page.

This information is correct.

8. Every 6 months, a Partner Site must be verified for accurate information. If you receive an email that your site is due for review or overdue, an update is required to acknowledge the information is correct and has been verified. Check the *Physical Location Information* tab to ensure the site is marked **Yes** to being active, and then click the **This information is correct** button at the bottom of the *Preview* tab.

Additional Notes:

- Primary Contacts, Secondary Contacts, Local Workforce Innovation Area Coordinators and Managers, and Illinois workNet Staff all have access to update locations in the Service Finder.
- All contacts are required to have an Illinois workNet account to update location information.
- Emails are automatically sent to Primary and Secondary Contacts every 6 months when a location is due for review. If the location has not been updated, subsequent emails will be sent when the location is overdue once per week.
- You can return to your site at any time to update the information.
- Red asterisks (*) show information that is required.
- If you no longer wish to have your Partner Site displayed on the Illinois workNet Service Finder, you may disable your site by selecting **No** to the *Is this site active* question on the *Physical Location Information* tab.
- If you have questions or need assistance, email info@illinoisworknet.com and provide your Organization Name, Address, and information on assistance that is needed.