Navigator Tools for Apprenticeship Illinois

Log-in

1. Go to https://illinoisworknet.com/appilpartners
2. Click to access IWIS – (Formerly Customer Support Center) to access Apprenticeship Illinois Dashboard and Partner Tools.
3. Log-in using your Illinois workNet account.
4. Select Apprenticeship Illinois and select the Navigator Tools tab.
5. Review resources as needed by selecting the Resources tab.

Step 1 – Create Outreach Events

1. Select Outreach Events and add an event.
2. Enter required fields to document business and individual engagement in the system.
    a. Outreach Name
    b. Audience Type
    c. Outreach Type
    d. Attendees
    e. Add Follow-Up Notes (as needed)

Step 2 – Add Organization Information

1. Select Organization Information tab and Add Organization
2. Identify organizations & document communication to prevent employer fatigue.
    a. Organization Name
    b. Organization Type
    c. Number of employees
    d. Address
    e. Save
3. Select an organization name to add additional information (optional):
    a. NAICS Industry
    b. FEIN
    c. Organization Contacts - Add, View or Remove
    d. Navigator team members working with the organization - Add or Remove
    e. Contact notes/communication system - Add or view (similar to customer case notes)

Step 3 – Enter Engagement

1. Select Engagement tab.

2. Add Apprenticeship.
    a. Select Employer from modal list. *If a worksite does show, New and Expanded Apprenticeship data is collected using the Illinois workNet* *Worksite Placement Module.*
    b. Select Organization
    c. Select type of program.
    d. Enter Related Instruction Provider
    e. Select Apprenticeship Training Representative
    f. select Mentorship
    g. Select Diversity Plan
    h. Select Safety and Supervision
    i. Select Paid Work
2. Save
3. Add Industry Recognized Credentials.
4. Add Funding Source.
5. Add Other Employer Services
    a. Enter placement information. This creates a "bank" of apprenticeship opportunities for intermediaries and documents placements.
    b. Required credentials
    c. Funding Source
    d. And other non-required information

Step 4 – View Progress on Overview Tab

Use the Overview tab to view progress and collaborate with other Navigator teams.

1. Review the numbers associated with your program and filter by industry, region or navigator
2. Review the numbers in chart view, list view and review the reporting guidelines and definitions
3. Review funding
4. Review outreach

Step 5 – Submit quarterly reports.

1. Click the Workplans/Reports tab at the top of the group landing page.
2. Verify the workplan is correct.
3. Verify numbers synced from the system are accurate.
4. Submit