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Getting Started

Logging Into Illinois workNet

1. Go to www.illinoisworknet.com and click "Login" in the header.



2. Login with your username and password. Using the My Dashboard menu select "Resumes" or click on My Dashboard and then select the "Resume Builder" option.

	nty Dashboard - ►	
Illinois workNet®	Dashboard	Resume Builder
Login with your Illinois workNet account Don't have one? Learn about account benefits. User name:		Create, save, and share your resumes. Use these tools: • Resume Templates • Cover Letter Templates
	Bookmarks	Interview Tools
Password: Forgot Password? Remember me?: Sign In	Resumes	L

Creating a New Website

To begin working on your new website:

1. Click the Create New Website button.



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Naming a Website

2. Enter a name for your website. Names may only contain letters, numbers, underscores, and dashes. Names must also be a minimum of 3 characters and click Start Website.

Name this website	
JLewisCPA	START WEBSITE
or Cancel	

Adding and Ordering Documents

3. Add pages to your website by enabling those document types you would like to be part of your website. Then select the documen(s)t you want to include and click Save & Continue.

		PORTFOLIOS
Construction Construction_clone Construction_clone	Enable Order 2nd Page V	Trable Order 3rd Page Trable Order 3rd Page Trable Mauris Volunteer Experience My employment portfolio Work Samples Work Samples 5 demotolio
SKILLS SkietAccountant AccSheetAccountant AccSheetMedAssistant Accomplishments ProfList Accountant ProfList Accountant ProfList MedAsst Profciencies	VIDEO RESUMES	NOTE: Depending upon your institution's subscription, you may or may not see all of the document types listed here.

Users may use only one document of each type per website. In other words, a single website cannot contain two resumes; however, that website can contain multiple document types - a Letter, a Resume, a Portfolio and an Accomplishment Sheet for example.

Users can create as many websites as desired.

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Selecting a Template

4. Select from dozens of templates available. To see how a template will look on your website, click the **Zoom** button under a template. To use a template, click the **Select** button under the template, then click **Save & Continue**.



Adding/Editing a Sidebar

To Enable the sidebar features that will link to other websites, such as LinkedIn, click the Enable checkbox at the top right corner and select the desired widget(s). Click Save & Continue.

WE WE	BSITE SIDEBAR	
Add a widge Drag and d	e Sidebar et sidebar with links to your social rop a widget to determine its order	media profiles and sites like Linkedin and Twitter, and your t r in the sidebar
Add W	idgets	
= *	C SHARE A 12 Ar.	Make it very easy for visitors to share your website with ot
	tell a Friend 🖬 🖕 M.	Make it very easy for visitors to share your website with ot
₽ \$	View my profile on Linked in	Enter the URL for your Linkedin profile http://www.linkedin.com/in/
= :	View my profile on builtber	
= *	View my on W D	
II \$	View my profile on myspace*	
= *	View my profile on facebook	
= +	View my profile on flickr	
	0	

Activate Website

6. Activate your webite by clicking the Activate Website button. Note that websites can also be deactivated to temporarily prohibit viewing. Activating your website publishes your website to the internet as a live URL. Your website is active as long as the Activate button is turned on. If you don't want your website to be active anymore, you can click the Deactivate button.

📝 Rename	🗼 Delete	Clone	📋 To Do	🔒 Add PassKey	💁 Preview	📕 Switch Websites		
✓ Add pages	to your webs	ite Chang	ge Template 1/JLewisCPA2/	Customize Sid	lebar		ACTIVATE WEBSITE	HITS: 0

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Document Toolbar

📝 Rename 🙀 Delete 📑 Clone 📋 To Do 🔒 Add PassKey 💁 Preview 🎩 Switch Websites

Managing Your Websites

Use the Document Toolbar to manage your website(s). Among the options available are

Rename – Use this to change the name of your website.

Rename 🗴 Delete	🗋 Clone 📋 To Do	🔒 Add PassKey	Serview	📕 Switch Websites	
Rename your website.					袭 Refresh 🛛 😣 Close
JLewisCPA2	SAVE				
or Cancel					

Delete – Use this to delete the website from your Document Center.

Are you sure you want to delete this website?	🕏 Refresh 🔞 Close
CONFIRM DELETE or Cancel	

Clone – Use this to create a duplicate copy of your website in the Document Center. Enter a unique name for your cloned website before clicking the *Clone* button.

📝 Rename 🔒 Delete 🚺 Clone 📋 To D	Do 🔒 Add PassKey 🍳 Preview 🗾 Switch Websites	
Cloning creates a copy of this website. Enter	a name for your cloned website.	💝 Refresh 🛛 😣 Close
Enter unique name here		
CLONE or Cancel		

Hint: You can clone a website and then select a different cover letter and/or resume to quickly create a second website for a different potential employer in seconds!

To Do – Use this to add task reminders to a "To Do" list.



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Add Passkey – Use this to password protect your website. To enter a passkey, make sure the **Enable Passkey** box is checked and enter a password. We recommend that you enter a passkey that is professional and easy to remember.

📝 Rename 🔒 Delete 🎒 Clone	🕘 🚺 To Do 🔒 Add PassKey 💁 Preview 📑 Switch	1 Websites
You may assign a passkey to your we This passkey will prevent users withou	bsite. ut the passkey from viewing your website.	😂 Refresh 🔞 Close
Enable PassKey		
Enter Your Passkey Below		
apple321	SAVE of Cancel	

Preview – Use this to preview your website as it will appear online.

Switch Websites – Clicking this button shows all of the websites you have created so far in the Document Center. Click on a website's name to edit that document.

📝 Rename 🛛 🗼 Delete	Clone	📋 To Do 🧃	🔒 Add PassKey	Serview	Switch Websites		
JLewisCPA2					J	🔁 Refresh	Olose 8
JLewisCPA3							
JLewisProfessional							

Post-Production Tools

Editing your Website

To edit a website at a later time, click the website name in the Document Center.



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This will bring you back to the editing page where you can save new changes to your website.



Sharing your Website

Copy and paste the URL to easily share your website with your colleagues and network.

Technical Support

Support is available, please contact the Illinois workNet team at <u>info@illinoisworknet.com</u>. Standard business hours are Monday - Friday, 8 AM - 4:30 PM (CST).

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