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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.
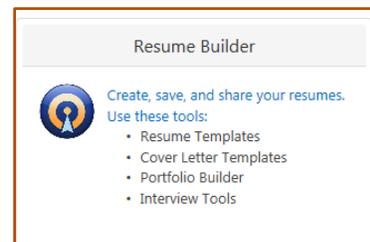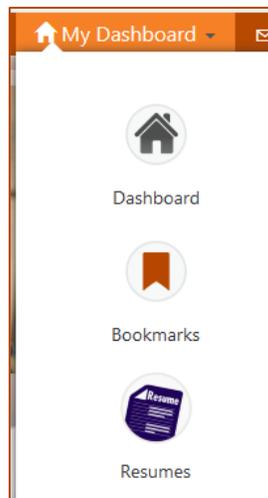
Creating a New Website

To begin working on your new website:

1. **Click the *Create New Website* button.**

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**.

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**.

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.

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**.
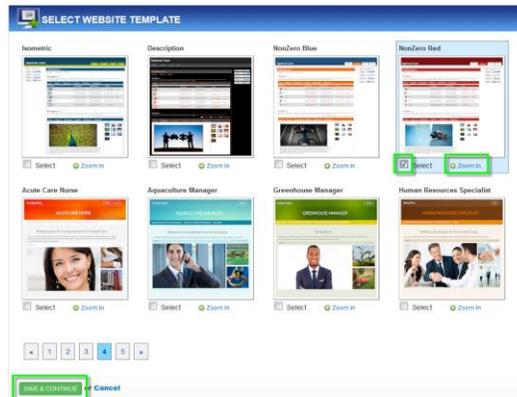
Adding/Editing a Sidebar

5. **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**.
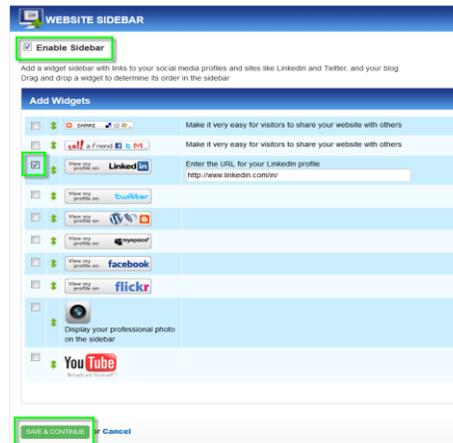
Activate Website

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.

Document Toolbar

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.

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

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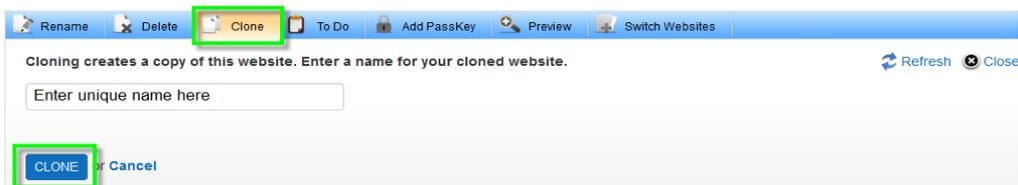
Hint: You can clone a website and then select a different cover letter and/or resume to quickly create a second website for a different potential employer in seconds!

To Do – Use this to add task reminders to a ''To Do" list.
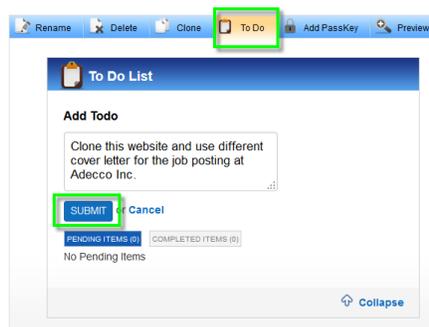
Add Passkey – Use this to password protect your website. To enter a passkey, make sure the **Enable Passkey** box is checked and enter a password. We recommend that you enter a passkey that is professional and easy to remember.
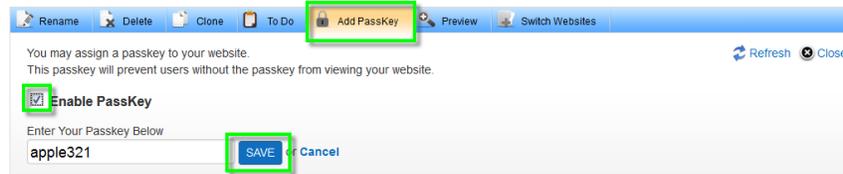
Preview – Use this to preview your website as it will appear online.

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.
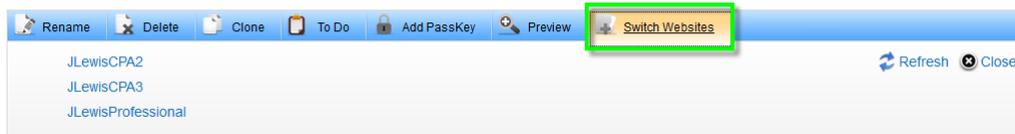
Post-Production Tools

Editing your Website

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

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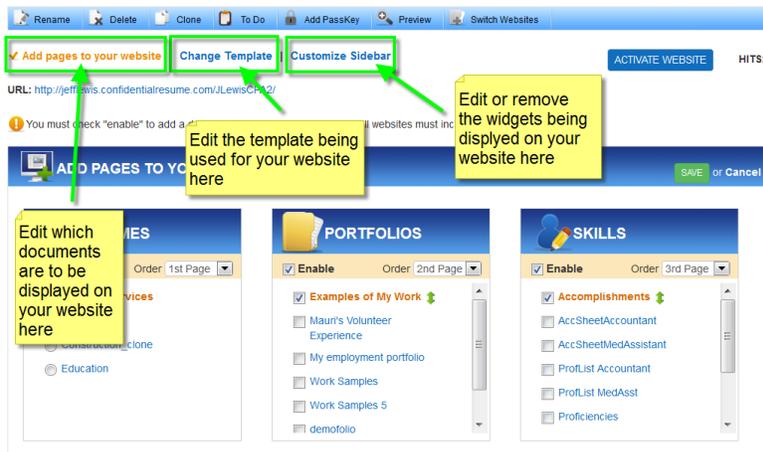
Sharing your Website

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 info@illinoisworknet.com. Standard business hours are Monday - Friday, 8 AM - 4:30 PM (CST).