


Other Individuals Impacted for Apprenticeship Illinois

Log-in

1. Go to <https://illinoisworknet.com/appilpartners>
2. Click the link  Go to IWIS – (Formerly Customer Support Center) to access Apprenticeship Illinois Dashboard and Partner Tools.
3. Log-in using your Illinois workNet account.
4. Access the Apprenticeship Illinois group and land on the groups page.

Step 1 – View Other Individuals Impacted (OII) List

1. On the Customers list, filter the Customer Type column to sort by Case Managed or OII.
2. Export the list by clicking Export and selecting OII. The list contains any data that was previously uploaded.

Step 2 – Add customers to Illinois workNet reports.

1. Select Upload Other Individuals Impacted. A modal will display.
2. Select “[Click here to download an OII spreadsheet](#)”.
3. Save the document to your computer.
4. Enter customer information and save the spreadsheet. Red asterisk denotes the required fields.

Grant Number *	
Date of Registered Apprenticeship Program start*	Hourly Wage on Entry in Program
How was the apprentice impacted by the grant? *	Race*
Apprentice First Name*	Ethnic Group*
Apprentice Last Name*	Education*
Apprentice Occupation*	Veteran Status*
Sponsor*	Individual with Disability (Yes/No) *
Sponsor Address	Employment Status
Sponsor City	Existing or New Employee*
Sponsor State	Type of Program
Sponsor Zip Code*	Term
Occupation SOC Code*	Hours a year
Participant Email	Related Training Source
Apprentice Zip Code*	Apprentice paid for Related Training Instruction
Apprentice Full Social Security Number*	Wages
Apprentice Date of Birth*	Career Connection
Phone	RAPIDS ID*
Gender*	Who made the referral?

5. Return to the Upload OII modal, select Choose File, select the completed spreadsheet, and click Open.
6. Select Upload. Participant List will populate on the Reports screen.
7. Review customer information. If incorrect, update the list and upload again. The data will match on the participant social security number.

Detail Instructions: [Other Individuals Impacted Reporting](#)