

Overview:

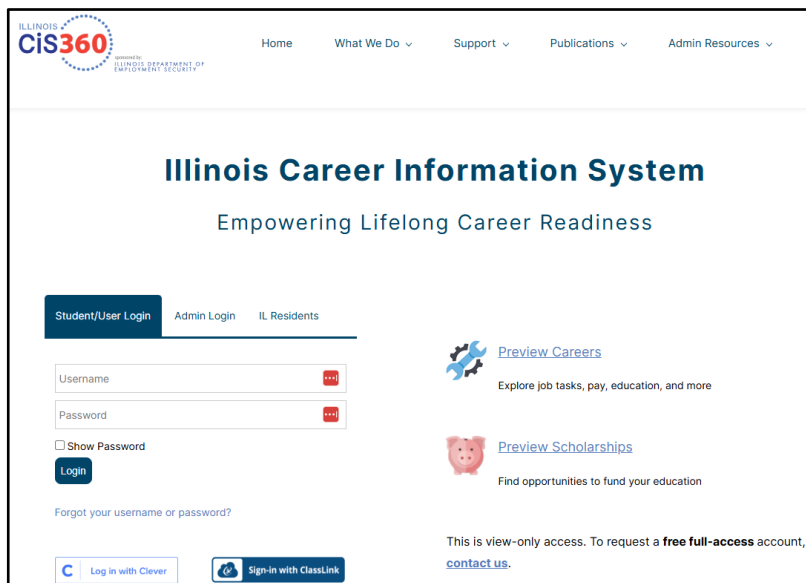
In CIS360, select Illinois workNet partners have access to view customers' results from the self-service assessments available on the site. This export guide shows how to retrieve Skills & Interests Surveys and print results from surveys in CIS360. The final day to download results from Illinois workNet is **June 8, 2026**.

While CIS360 Skills and Interests Surveys will still be available through the Illinois Career Information System (CIS), provided by the Illinois Department of Employment Security (IDES), they will no longer be connected to Illinois workNet accounts once the new Interest Profiler is launched on June 9, 2026.

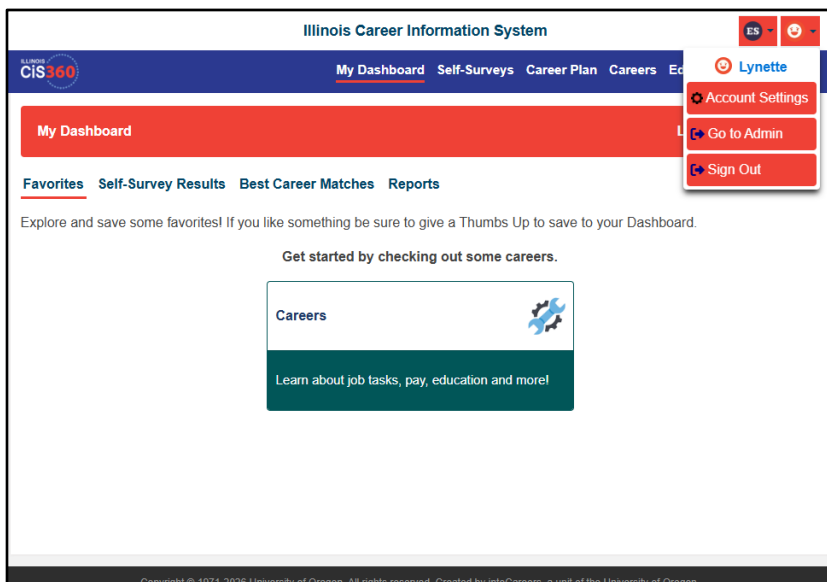
Visit the [Skills & Interests Surveys Information Hub](#) for more information.

Instructions:

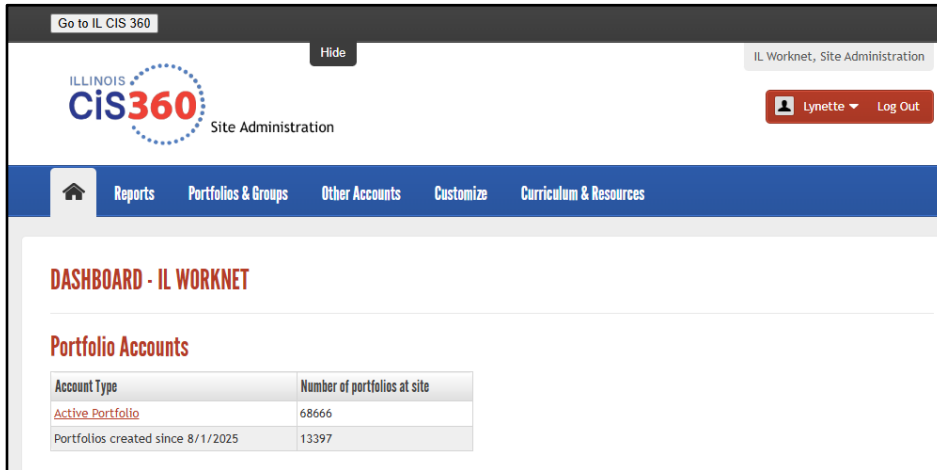
1. Log in to Illinois CIS360: <https://portal.il.cis360.org/>



2. In the top right corner, click the arrow next to the smiley face icon and click **Go to Admin**.



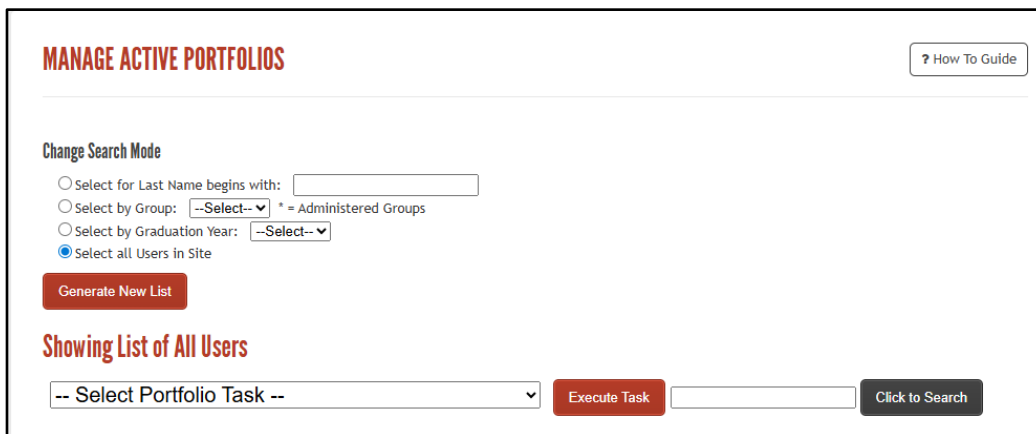
3. Click the **Active Portfolio** hyperlink under Portfolio Accounts.



The screenshot shows the 'DASHBOARD - IL WORKNET' with a 'Portfolio Accounts' section. It contains a table with the following data:

Account Type	Number of portfolios at site
Active Portfolio	68666
Portfolios created since 8/1/2025	13397

4. Search for the user that you want to download results for.



The screenshot shows the 'MANAGE ACTIVE PORTFOLIOS' page. Under 'Change Search Mode', the following options are visible:

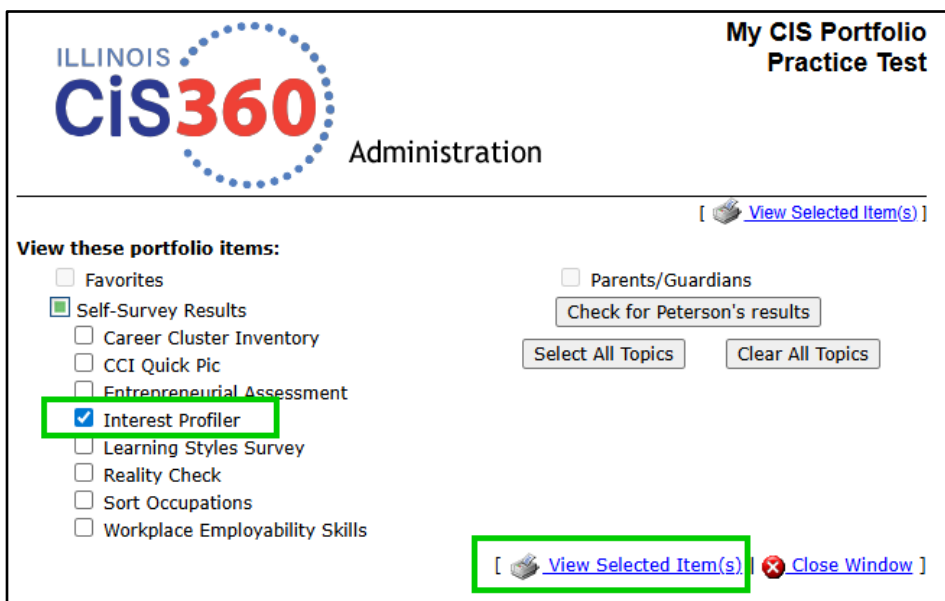
- Select for Last Name begins with: [text input]
- Select by Group: **--Select--** * = Administered Groups
- Select by Graduation Year: **--Select--**
- Select all Users in Site

There is a 'Generate New List' button and a 'Showing List of All Users' section with a dropdown menu set to '-- Select Portfolio Task --' and an 'Execute Task' button.

5. Find the row with the customer's information and click **View**.

<input type="checkbox"/>	Test	Practice	illwnet_7_PTest3			Reset	05/16/2025	2023	Edit	Delete	View
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6. Select the box related to the self-survey result that you would like to print and then click **View Selected Items**.



The screenshot shows the 'My CIS Portfolio Practice Test' page. Under 'View these portfolio items:', the following items are listed:

- Favorites
- Self-Survey Results
 - Career Cluster Inventory
 - CCI Quick Pic
 - Entrepreneurial Assessment
 - Interest Profiler**
 - Learning Styles Survey
 - Reality Check
 - Sort Occupations
 - Workplace Employability Skills
- Parents/Guardians

Buttons include 'Check for Peterson's results', 'Select All Topics', and 'Clear All Topics'. A 'View Selected Item(s)' button is highlighted in green at the bottom.

7. Click **Print**.

The screenshot shows a web browser window with the URL `ilcis.intocareers.org/portfolio/portfolio_print.aspx?Selected=,FaveSorts&SortID=ONetShortIP&reportType=&AccountID=5...`. The page content includes:

- Practice Test** (top left)
- My CIS Portfolio** (top right), with a **Print** button highlighted in a green box.
- Generated by Illinois Career Information System** (below the title)
- Self-Survey Results** (centered section header)
- Interest Profiler** (section header)
- My Saved Interest Profiler Results** (table header)
- My Thoughts** (text area)
- Updated** (date: 5/16/2025)
- Interest Profiler Results list:
 - Enterprising (36)
 - Artistic (28)
 - Conventional (27)
 - Social (27)
 - Investigative (23)
 - Realistic (22)
- ILLINOIS CIS360 Administration** (bottom left logo)
- Practice Test - My CIS Portfolio (bottom right)

8. The selected survey results will be printed.

9. Repeat these steps for each survey.