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Purpose

A **QR code**, or Quick Response code, is a type of barcode that can store and share information digitally. It can be scanned using a smartphone, allowing customers to quickly access and complete a GRF application.

Accessing the Grantee QR Code

The **Grantee QR code** can be found on the Customer Information tab.

- Note: When a user has access to more than one grantee, be sure to select the grantee from the dropdown menu and give the system time to load the QR code.

The **Download QR Code** button opens an image of the QR Code.

The **Copy Link** button automatically copies the link so an image of the QR code can be put into a document.

The **Review QR Code Applications** button opens to a modal that displays applications that have been completed using the QR code link.

- When the **button is blue**, there are no new applications to review.
- When the **button is orange**, new applications are waiting for review.





QR Code Customer Application

- When the **QR code has been provided to the customer**, they should hover over the image with their smartphone.
- Then the customer should **click** on the illinoisworknet.com link.
- The customer should then **complete the application**.
 - Note: This application is the same application that is already in GRF.
 - The customer will click **Submit** after all fields have been completed.



APPLICATION		
Profile Grantee GRF - Training for LWIA 5 Grant Number 012726 First Name * Last Name * Date of Birth * Email * Street Address 1 * Street Address 2 City * State * Zip Code * Phone Number 	What racial or ethnic groups best describe you? Check all that apply. * ☐ American Indian or Alaskan Native ☐ Asian ☐ Black/African American ☐ Hawaiian or Pacific Islander ☐ Hispanic or Latino ☐ White ☐ Prefer not to Answer Characteristics: Check all that apply. * ☐ Considered to have a disability ☐ Immigrant and Refugee Adult Learners ☐ Justice Involved/Returning Citizen ☐ LGBTQ+ ☐ Older Worker ☐ Unemployed/Underemployed ☐ Veteran ☐ Youth ☐ Not applicable	Potential Barriers: Check all that apply. * ☐ Eligible migrant and seasonal farmworkers ☐ Homeless Individuals ☐ Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers ☐ Long-term unemployed/underemployed individuals ☐ Low Income ☐ Single parents (including single pregnant women) ☐ Youth who are in or have aged out of the foster care system ☐ Other ☐ Not applicable Other Employment Related Information ☐ Authorized to Work in the United States * ☐ Yes ☐ No Close Submit testapps.illinoisworknet.com

The customer will **receive a message** that the application has been submitted. The organization will contact them at the **email address that was provided** on the application.

APPLICATION
Thank you. Your application has been submitted. The organization you applied to will review it and contact you at the email address you provided.
Close



QR Code Application September 2026

When a customer **attempts to complete a second application**, but the first application has not been Approved or Rejected, they will receive text stating their previous application is still waiting approval.

APPLICATION

Your previous application has been successfully submitted and is currently awaiting approval. There is no need to submit another application at this time. We will let you know once your application has been reviewed.

Close

When a customer that is **already listed on the Customer Information tab** attempts to complete a QR code application, they will receive a message stating they are already enrolled as a customer with a GRF Grantee.

APPLICATION

This application cannot be received because you are already enrolled as a customer with a GRF Grantee. Please contact the organization you are working with if you need assistance.

Close

Review Completed Application(s)

When a customer has completed an application using the QR code, the **Review QR Code Applications** button will be orange.

Click **Review QR Code Applications** to open the Review QR Code Applications modal.

GRF PROGRAM REPORTING SYSTEM

Back to Customer List

Customer Information Capacity Building Work Plan & Reports Planned vs. Actual GRF Glossary

Search By
Program Year PY 26: 07/01/26 - 06/30/27
Name
Lwia LWIA 5
Grantee GRF - Training for LWIA 5
Service Level Select

QR Code
GRF - Training for LWIA 5

Download QR Code Copy Link

Review QR Code Applications

Search Export Reset Filters Upload Customer Information Add Customer

A new application will display with 3 buttons to the right in the **Actions** column:

- Review
- Approve
- Reject

REVIEW QR CODE APPLICATIONS

Back to Customer List

Review the submitted applications listed below.

- Click **Review** to view the data on the submitted application. Click the X icon at the top of the application to return to the applications list.
- Click **Approve** to accept the application. Clicking Approve will create an Illinois workNet account for the customer. Be sure to write down the username and password to provide to the customer. Click the X icon at the top of the account information box to return to the application list.
- Click **Reject** to not accept the application.

Last Name	First Name	Date of Birth	Grantee	Submitted Date	Status	Action
Rand	Ramona	05/02/1983	GRF - Training for LWIA 5	09/08/2026	Submitted	Review Approve Reject



QR Code Application September 2026

Review Application

When **Review** is selected, it displays a read-only copy of the application.

When the **X** at the top of the modal is selected, it closes the Review QR Code Applications modal.

When the **X** (under the top X) is selected, it closes the Review QR Code Applications modal and goes back to the list of applications to review.

REVIEW QR CODE APPLICATIONS

APPLICATION
Submitted 09/08/2026

Profile

Grantee	GRF - Training for LWIA 5
Grant Number	Q12725
First Name	Ramona
Last Name	Rand
Date of Birth	05/02/1983
Email	Rand@noemail.com
Street Address 1	13 Ramon Street
Street Address 2	
City	Springfield
State	IL
Zip Code	62711
Phone Number	

Required Demographic Information

Education At	Attending high school or equivalent program
Enrollment	
Gender	Female
Racial or Ethnic Groups	American Indian or Alaskan Native
Characteristics	Veteran
Potential Barriers	Long-term unemployed/underemployed individuals

Other Employment Related Information

Authorized to Work in the United States	Yes
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Approve Application

When **Approve** is selected, the Approve and Reject buttons will grey out.

REVIEW QR CODE APPLICATIONS

[Back to Customer List](#)

Review the submitted applications listed below.

- Click **Review** to view the data on the submitted application. Click the X icon at the top of the application to return to the applications list.
- Click **Approve** to accept the application. Clicking Approve will create an Illinois workNet account for the customer. Be sure to write down the username and password to provide to the customer. Click the X icon at the top of the account information box to return to the application list.
- Click **Reject** to not accept the application.

Last Name	First Name	Date of Birth	Grantee	Submitted Date	Status	Action
Rand	Ramona	05/02/1983	GRF - Training for LWIA 5	09/08/2026	Submitted	Review Approve Reject

An **IWN Account Status customer added** modal will display.

When the **X** at the top of the modal is selected, it closes the Review QR Code Applications modal.

When the **X** (under the top X) is selected, it closes the Review QR Code Applications modal and goes back to the list of applications to review.

REVIEW QR CODE APPLICATIONS

IWN ACCOUNT STATUS

Username: RRand
Password: Rand050283
Status: New Account Created
Result: Customer Added

- The customer is then **added to the customer list** on the Customer Information tab.
- The system pulls the customer in with a **"Recruited" status**. Next steps will need to be taken to update the customer.

Reject Application

When **Reject** is selected, a message appears confirming that it should be rejected.

[Review](#) [Approve](#) [Reject](#)



QR Code Application September 2026

Click **Okay**.

Are you sure you want to reject this application? This cannot be undone.

OK

Cancel

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. For more information, please refer to the footer at the bottom of any webpage at illinoisworknet.com.