

## Step 1 – Log In

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	Login to your account	Cashboard	Personal Tools	Password 4	Customer Support	Partner Tools	Success Stories Admin
All of the sites are affiliated with Illinois workNet.	User name	Messages	Bookmarks	Assessments	Event Calendar Admin	WIDA Contract Reporting	Incumbent Worker Tracking System (W75)
All partners will login to the system.	Password 3	interests (CIS360)	Employment 101	() Iesumes	СРТАК	Contact Lis Admin	illinois Employment Business System (JEBS)
Access the Customer Support Center from the partner menu or bookmark this link:	Remember me Signsh • Forget Username/Password • Grante Account • Learn More	Disability Perimator	(inter Pan Tools	VIF Virtual job Fair	Lilinois Pertarmance Accountability & Transparency System (JPATS)	SFTS	Alare Tools
https://apps.illinoisworknet.com/SiteAdministration/CYE	EP/Admin/Index/	1					]

Step 2 - Set-up Agency & Partners

- After grant award notification, the program director is added to the Customer Support Center (CSC) and provided User Management Access
- 2. Director adds additional agency staff members
- 3. Review information in Provider Information section of CSC

# Step 3 – Add Customers

- 1. Access the Customer list from groups or the bookmark
  - a. Click Search to view existing customers
  - b. Type a name to search a specific existing customer

3. <b></b>	
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Select Print	
Grantee Info	
Provider/Grantee Name	Grantee Address
DHS - AACT	6707 West North Ave. Oak Park, IL 60302
TA Contact Info	Grantee Program Name
	4/1/2024
Scope Overview	Target Population
Accepting Applications Yes	TWGA
ASSOCIATED GRANTS	Arid Grant
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#### 2. Add Customer

- a. Write down the username and password
- Complete the application if the application is not completed right away, access the application from the customer profile.

Provider *	Select	~
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Program/Category	IMP - Long	~
First Name *		
Last Name *		
Date of Birth *		
Customer has no Email		
Email		
Confirm Email		
ZIP Code *		
		Check Age and Enrollment

ADD CUSTOMER	
IWN ACCOUNT STATUS	
Username: JWednesday	
Password: Wednesday050505	
Status: New Account Created	
Secret Question:	
Secret Answer:	
Subsidized Days: 0	
Age: 20.0	
Complete initial application with cus	tomer
Add next customer	

- 4. **Verify Eligibility** verify all of the eligibility items and the items that are marked by the customer for the characteristics.
- Enroll the customer enter the date of enrollment can be backdated to the first of the month. Select correct program if a mistake was made on the addition of the customer.

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profile ID 5194

# Step 4 – Complete Assessments

- 1. **Open the customer Career Plan** by clicking into it. Then update / add activities.
- 2. Casey Life Skills (CLS)
  - a. Assess
  - b. Add assessment basics
  - c. Upload full assessment
  - d. Upload CLS plan
- 3. **Employment 101 (E101)** ensure customer is using the username from the profile
  - a. Pre-assessment
  - b. Modules
  - c. Post-assessment must have 70% score to gain completion certificate
  - d. Other items are included within E101





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### Step 5 - Worksite Placement and Payroll

#### 1. Add worksites to the system

- a. For Subsidized Agency is the employer of record
- b. Worksite is where the customer is employed
- c. Job is what the customer is doing add a year in front of the job for ease of selection.
- d. For Permanent Employment the employer and worksite are the same.
- 2. Add customer to worksite in Career Plan under the Goal Gain Employment
- Vorkalie Placement
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3. Upload Payroll – return to the worksite placement section to download a payroll template, add hours, and then upload.

## Step 6 – Discharge Youth

- Customers are automatically discharged after 90 days of no activity in the career plan, no case notes, or no addition of assessments.
- 2. Discharge youth when they have completed requirements.
- 3. Success stories make the funders happy. Add one when possible.
- 4. Employment on the outcomes is for post program employment about which you find out.
- 5. Follow-up is to add post program communications

### Step 7 – Resources

1. DHS Youth Partner Page -

https://www.illinoisworknet.com/dhsyouthpartners - bookmark this link

- a. Tutorials
- b. Instructions
- c. Notes from Technical Assistance (TA) sessions
- d. Updates to system
- e. Dates and links for TA sessions and Open Office hours
- 2. Help Request CSC drop-down menu by login name
- 3. Tutorial Instruction Crosswalk https://www.illinoisworknet.com/DownloadPrint/DHS%20Youth%20Training%20checklist.pdf

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