

## Steps for Gaining Access to Community Youth Employment Program Partner Tools

### *If you do not have an existing Illinois workNet account:*

1. Go to [www.illinoisworknet.com](http://www.illinoisworknet.com).
2. Click "Sign Up" in the header



3. Enter required information and submit.
4. Check your email for a confirmation message.
5. Click the verification link in the email.
  - a. Your account is now active.
6. Request to become a partner by sending an email to [info@illinoisworknet.com](mailto:info@illinoisworknet.com). Include the following information:
  - Reason for the email: I would like to request an Illinois workNet partner account with access to the Community Youth Employment Program partner tools.
  - Your name as it appears in your Illinois workNet account.
  - Name of your organization as it appears in the Illinois workNet Service Finder.
  - Organization address and work phone number.

### *If you already have an Illinois workNet account:*

Request to become a partner by sending an email to [info@illinoisworknet.com](mailto:info@illinoisworknet.com). Include the following information:

- Reason for the email: I would like to request an Illinois workNet partner account with access to the Community Youth Employment Program partner tools.
- Your name as it appears in your Illinois workNet account.
- Name of your organization as it appears in the Illinois workNet Service Finder.
- Organization address and work phone number.

### *Once you have access to the tools:*

1. You can access the Community Youth Employment Program resources and tools directly at [www.illinoisworknet.com/cyepartners](http://www.illinoisworknet.com/cyepartners).