

## Steps for Gaining Access to Returning Citizens 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.
  - 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.
  - Request access to the Returning Citizens partner tools.



### *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.
- 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.
- Request access to the Returning Citizens partner tools.

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

You can access the Returning Citizens resources and tool.

1. Go to [www.illinoisworknet.com](http://www.illinoisworknet.com).
2. In the header, select the partners icon to get to the partner side of Illinois workNet.
3. Scroll to the Program Guides for Partners section and select the link to Returning Citizens Partner Guide.

