

## Requesting Access to Apprenticeship Illinois Partner Tools

### Option 1: The user **does not have** an Illinois workNet account

1. Go to [www.illinoisworknet.com](http://www.illinoisworknet.com).
2. Click **Sign Up** in the header.
3. Enter the **\*required information** and click **submit**.



4. Check your email for a **confirmation message**.
5. Click the **verification link** in the email. Your account is now active.
6. **Request to become a partner by sending an email** to [info@illinoisworknet.com](mailto:info@illinoisworknet.com)
  - Reason for the email: I would like to request an Illinois workNet partner account with access to the Apprenticeship Illinois 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.

### Option 2: User **has** an Illinois workNet account

1. At least one person from your organization **must have User Management access to assign access to other users**.
2. If a person from your organization does not have User Management access, **request access for User Management rights for Apprenticeship Illinois by submitting a [Help Request](#)**.
2. Include the following information:
  - Reason for the Help Request: I need User Management user rights for Apprenticeship Illinois.
  - Your name as it appears in your Illinois workNet account.
  - Your username
  - Name of your organization as it appears in the Illinois workNet Service Finder.

Once you have access to the tools, you can access the [Apprenticeship Illinois Grantee Reporting Guide](#).