

Requesting Access to Apprenticeship Illinois Partner Tools

User does not have an Illinois workNet account

1. Go to 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. Include the following information:
 - 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.

User has an Illinois workNet account

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Once you have access to the tools:

1. You can access the Apprenticeship Illinois Grantee Reporting Guide directly at:
<https://www.illinoisworknet.com/partners/Pages/Apprenticeship.aspx>
2. At least one person from your organization must have access to assigning other users. Follow the instructions in the *User Management* document to add additional users from your organization.