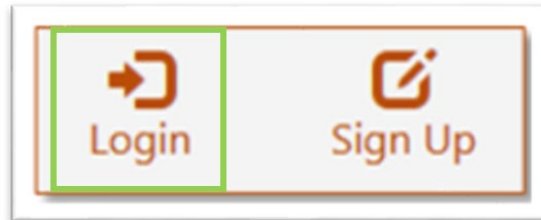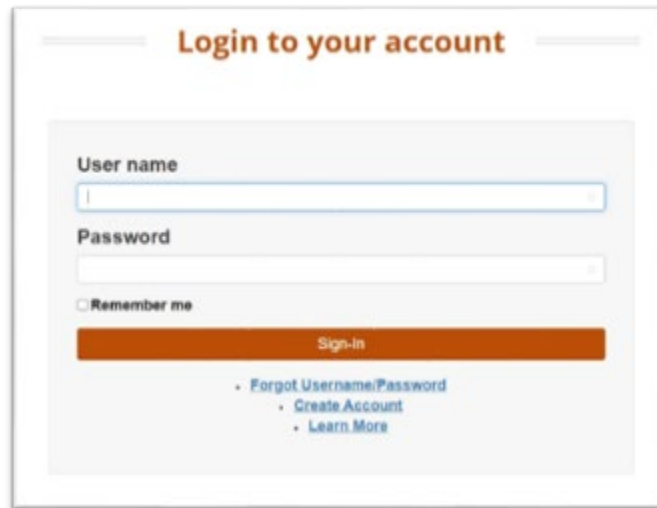# Getting Started

Logging Into Illinois workNet
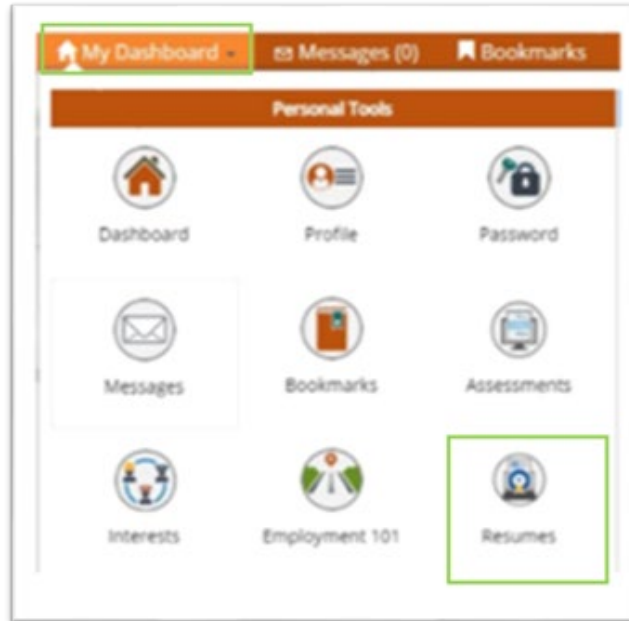
1. Go to www.illinoisworknet.com and click **Login** at the top right of the header.

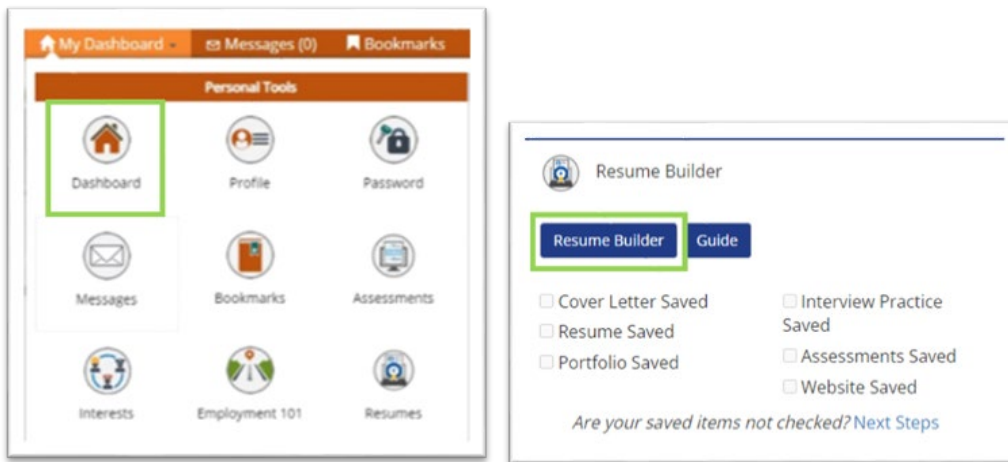2. **Log in** with your Username and Password.

3. Using the My Dashboard menu, click **Resumes.**

You can also click on **My Dashboard** and then click **Resume Builder**.

You will be redirected to your SkillsFirst Gallery, where you can add Cover Letters you create.
Note: *If this is your first time accessing SkillsFirst, you will be asked to confirm your email address.*

Click **Continue** to confirm your email address.

It's important that we have an accurate email address for you to receive communications from organization members and partners.

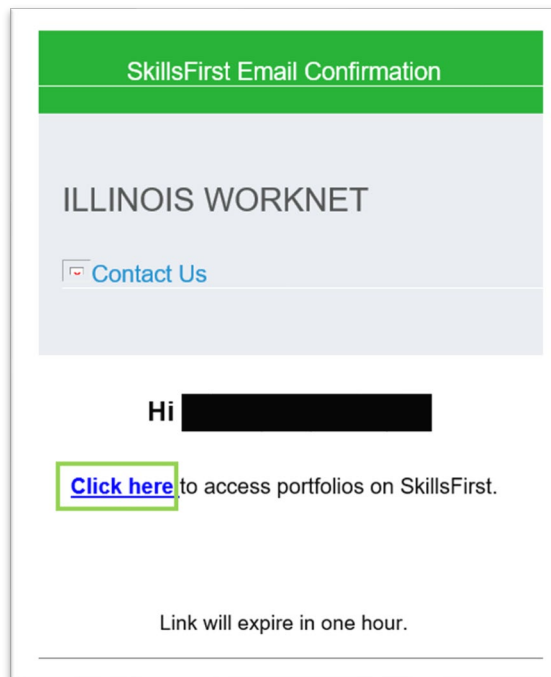If ███████████████ is your current email address click Continue.

If ███████████████ is not your current email address please go to your profile and update it.

You will see a message asking you to check your email.

Thank you! Please check your email for a link to open the tools on SkillsFirst.

Go to your inbox and open the confirmation email (be sure to check your spam and junk folders if you do not see it) and click the confirmation link, **Click here** in the email.
Note: This link will expire in one hour so be sure to confirm before the hour expires.

SkillsFirst Email Confirmation

ILLINOIS WORKNET

Contact Us

Hi ███████████

Click here to access portfolios on SkillsFirst.
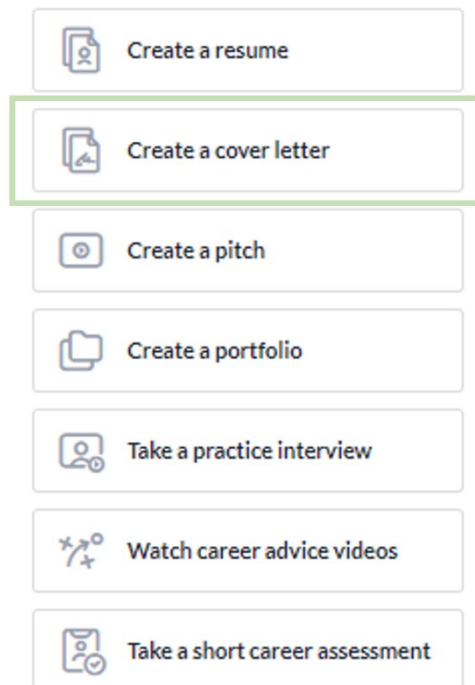
Link will expire in one hour.

Once you select the link, you will be presented with a welcome message.
Click the **X** in the top right corner to continue to SkillsFirst.

Creating a New Cover Letter
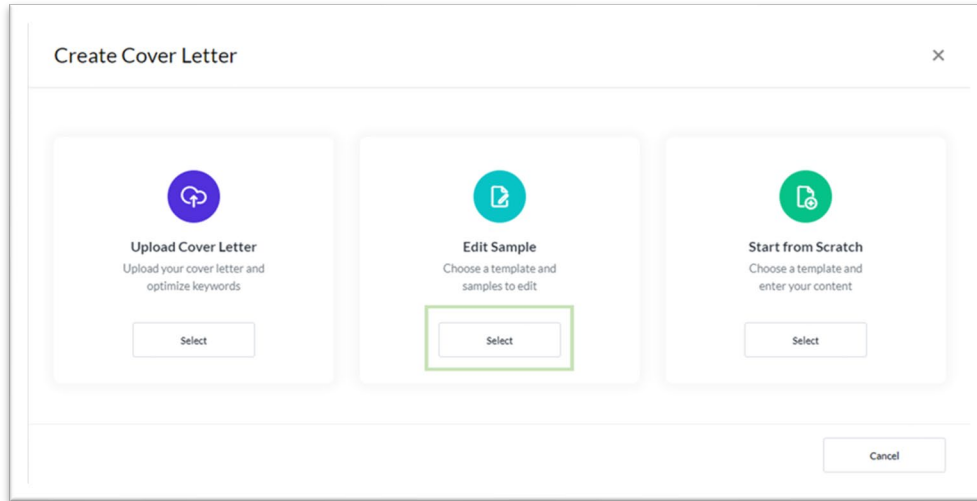
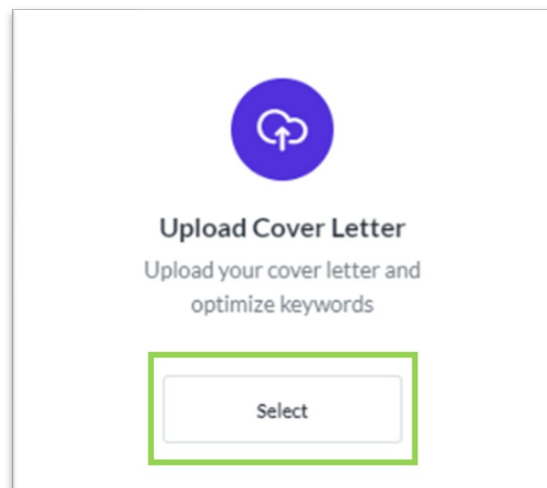Click the **Create a Cover Letter** button.

You will be presented with the following options:

- Upload a Cover Letter
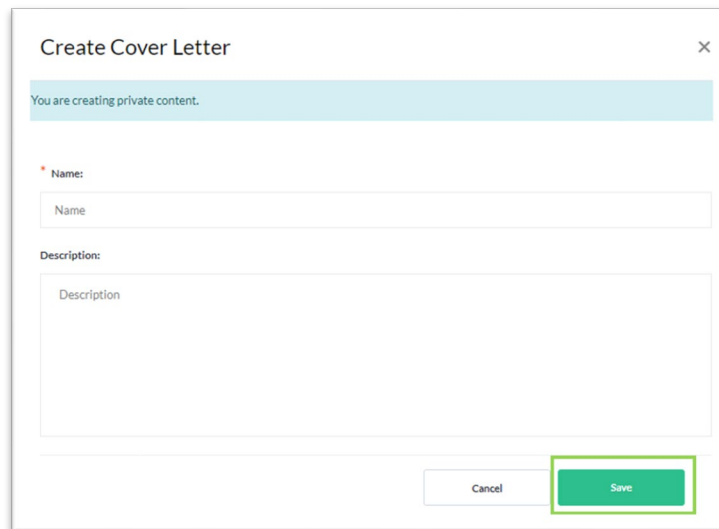- Edit a Sample
- Start from Scratch

Uploading a Cover Letter Option

1. Click the **Select** button under Upload Cover Letter.
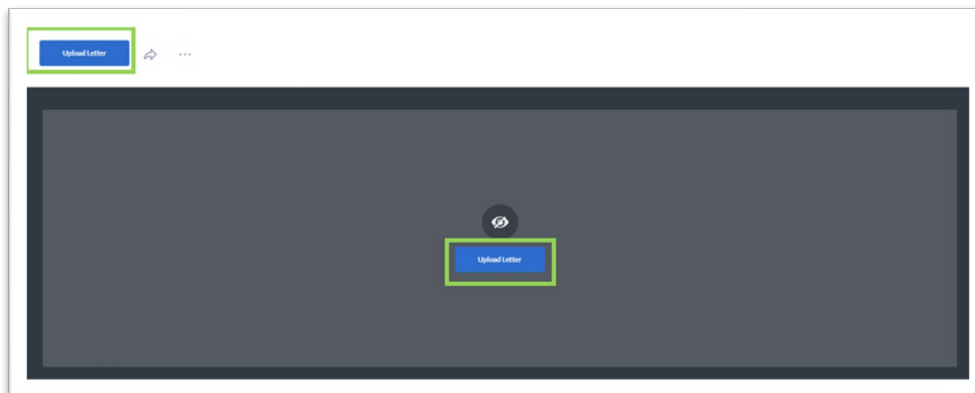
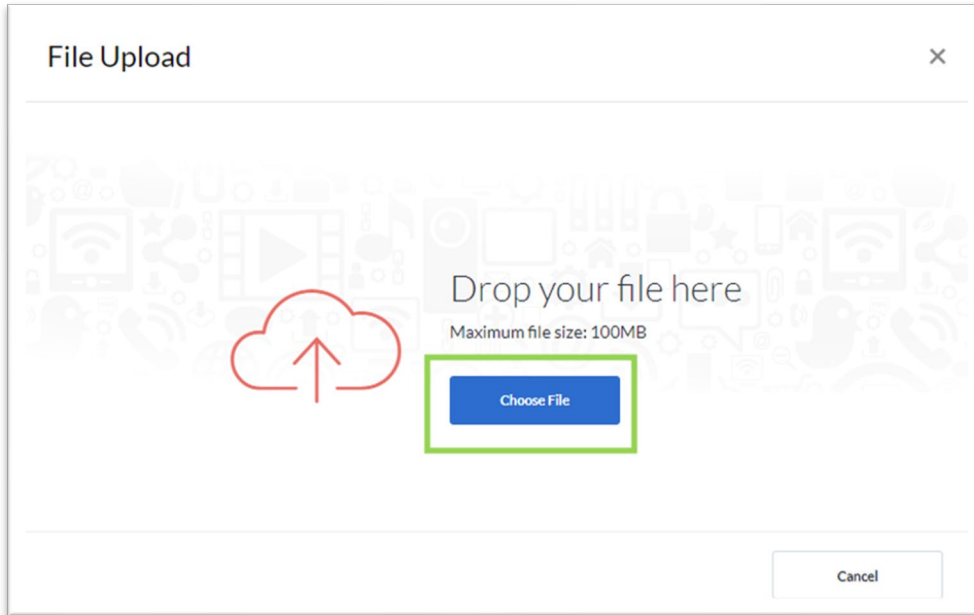2. Create a **Name** and **Description** and click the Save button.

3. On the next screen, click the **Upload Letter** button and select your cover letter document from your computer or drag and drop the file into the file upload window.
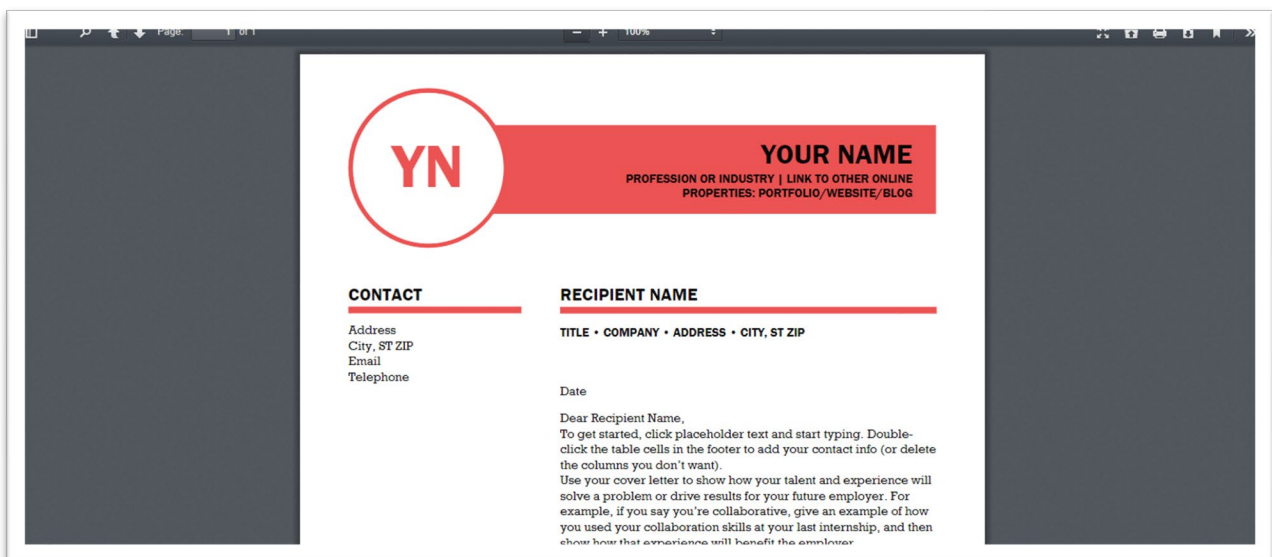
4. Once the file upload is complete, click **Done**.

5. With your cover letter uploaded you can:

      a.   Add Comments
      b.   Add Media Comments
      c.   Add Notes
      d.   Tag with Occupations
      e.   Add Competencies
      f.   Add Gallery Items.

These options are just below the cover letter you uploaded.
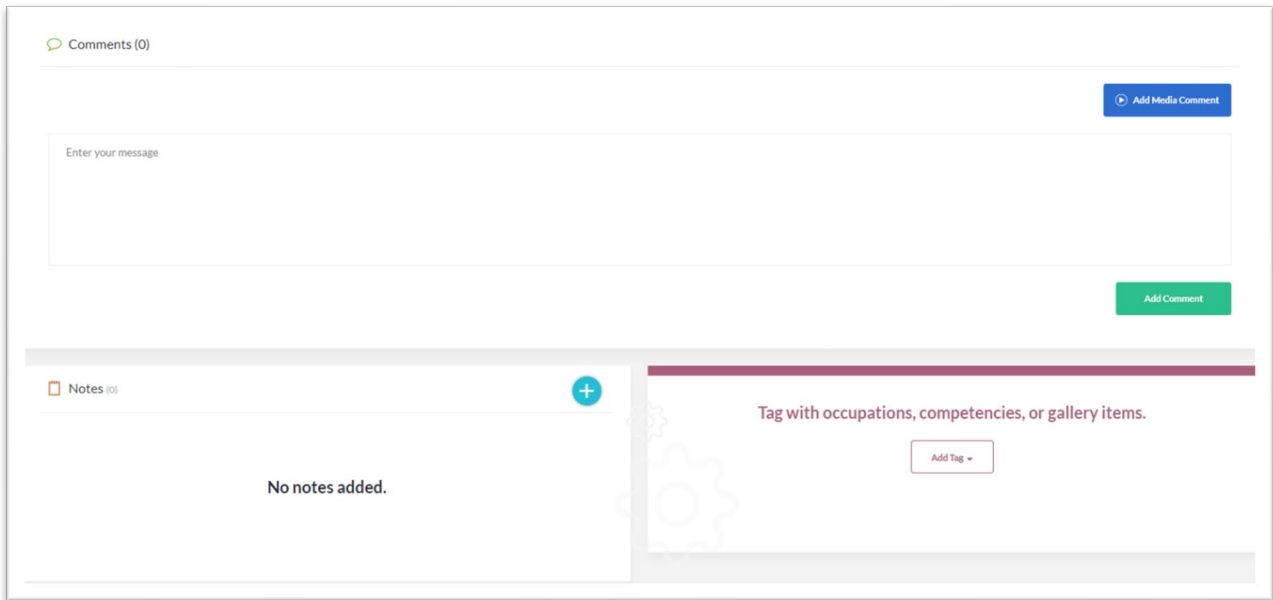
Editing a Sample Cover Letter

1. Click the **Select** button under Edit Sample.
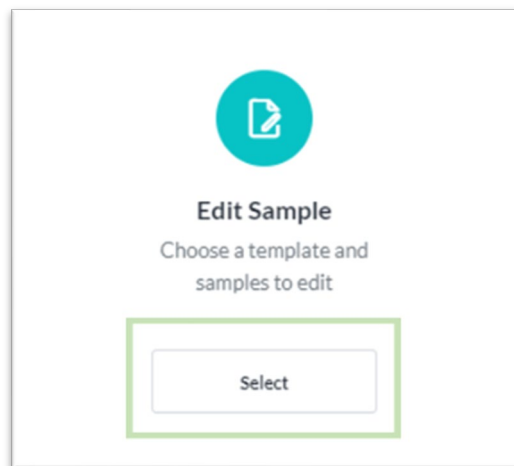
2. A new window will open with available cover letter templates. **Note**: You can change the template later if need be.

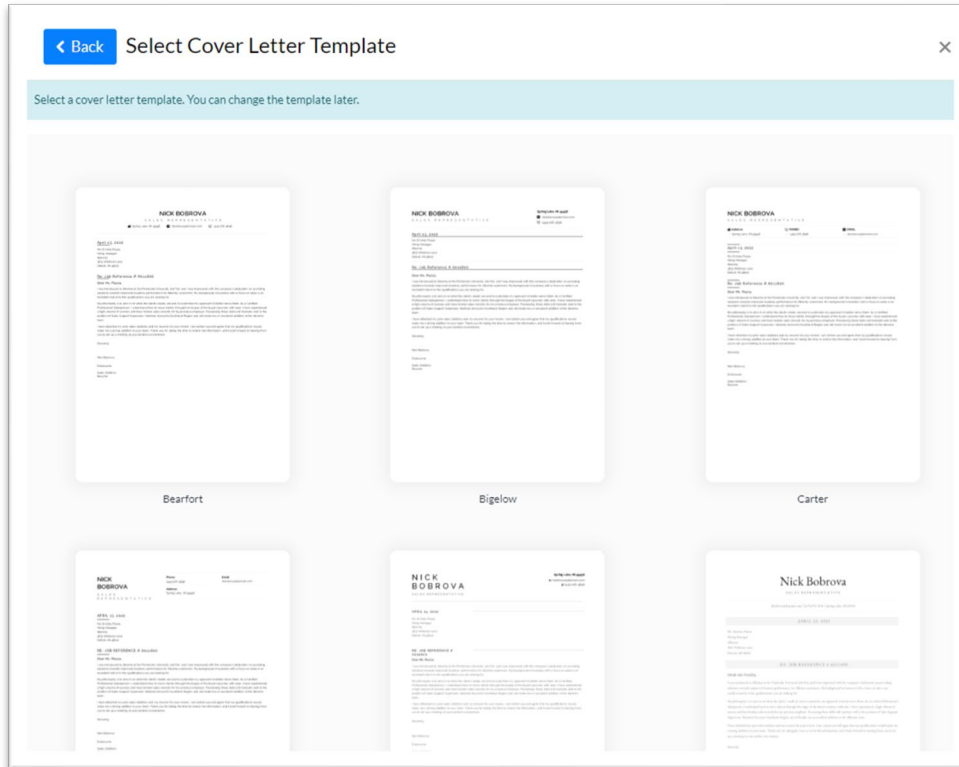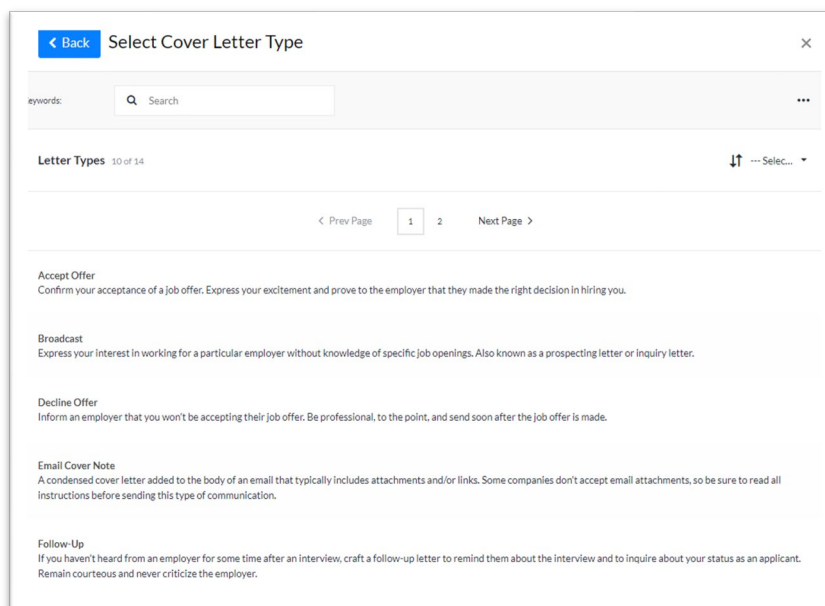3. When you click on a template, a new window will open that will show different types of cover letters to choose from. Choose the option that most aligns with the cover letter you need.

4. You can **Preview** the different options that are available based on your selection.
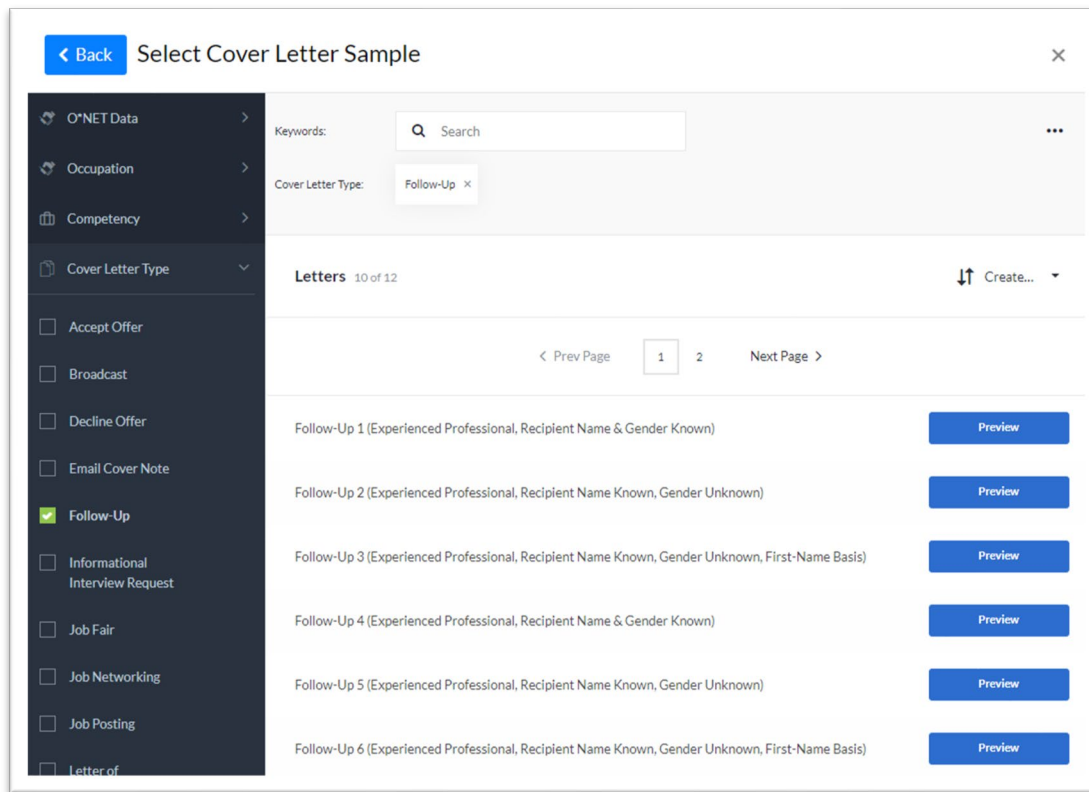
5. After clicking **Preview**, a new window will open that shows the template with the sample cover letter information. If you would like to use the sample, click **Use This Sample.**

Otherwise, click the **Back** button to select a different option.

6. After clicking Use This Sample, you can **Edit** your cover letter.

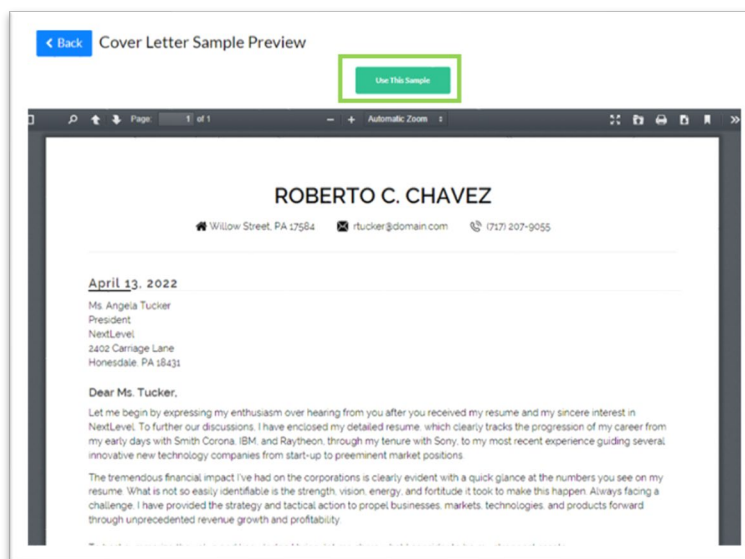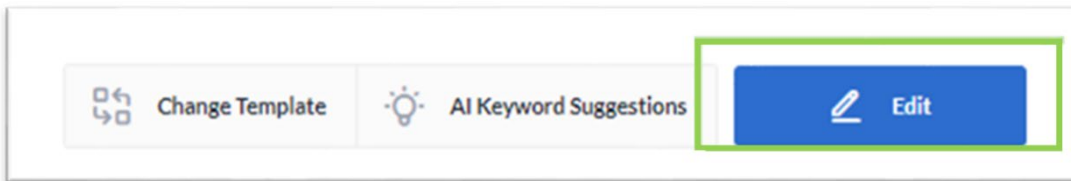You have the following options to edit your cover letter:
- Change Template
- Keyword Suggestions
- Updating the sample text provided with your information.

7. If you choose to **Change Template**, a new window with different cover letter templates will open. To change your template, click on a different template and your resume will be updated.
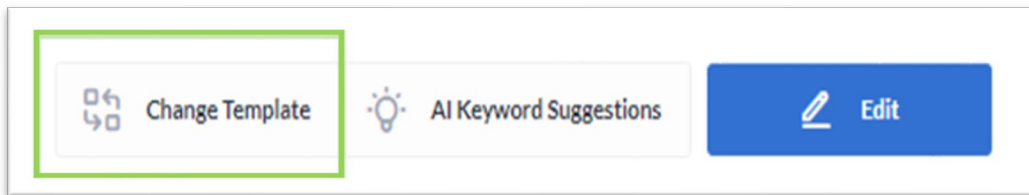
8. If you choose **AI Keyword Suggestions**, a new window will open next to your cover letter where you can paste a job description.
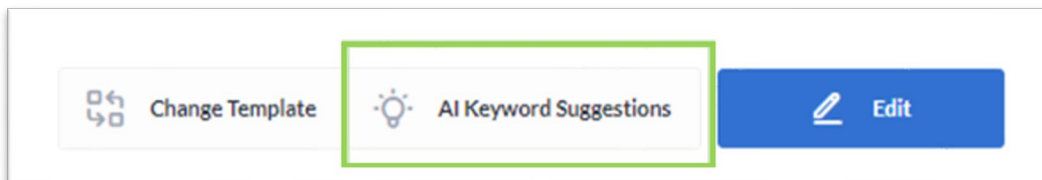
9. After you paste the description, click **Get Suggestions**.
Keywords will be provided to use to enhance your cover letter.
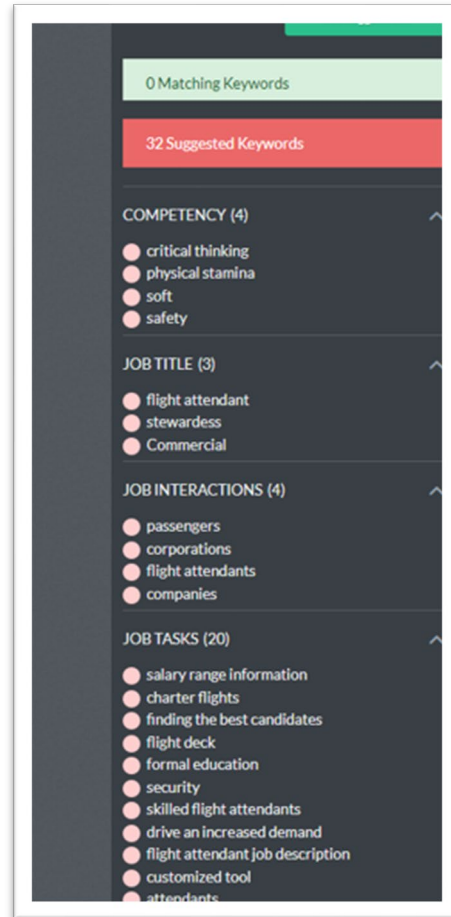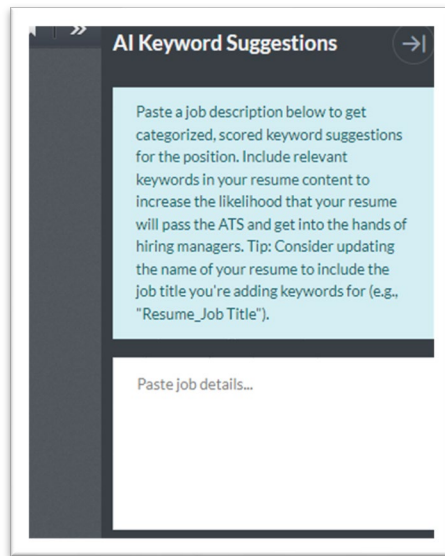
10. If you choose **Edit**, you can update the text in your cover letter. Once the information has been updated, click **Save**.
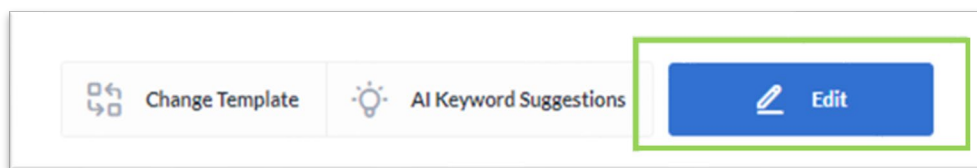
11. To navigate between tabs, **click the tab** and update the sample text with your information.

With your cover letter you can:

- Add Comments
- Add Media Comments
- Add Notes
- Tag occupations, competencies, or gallery items.

These options are just below the cover letter you saved.
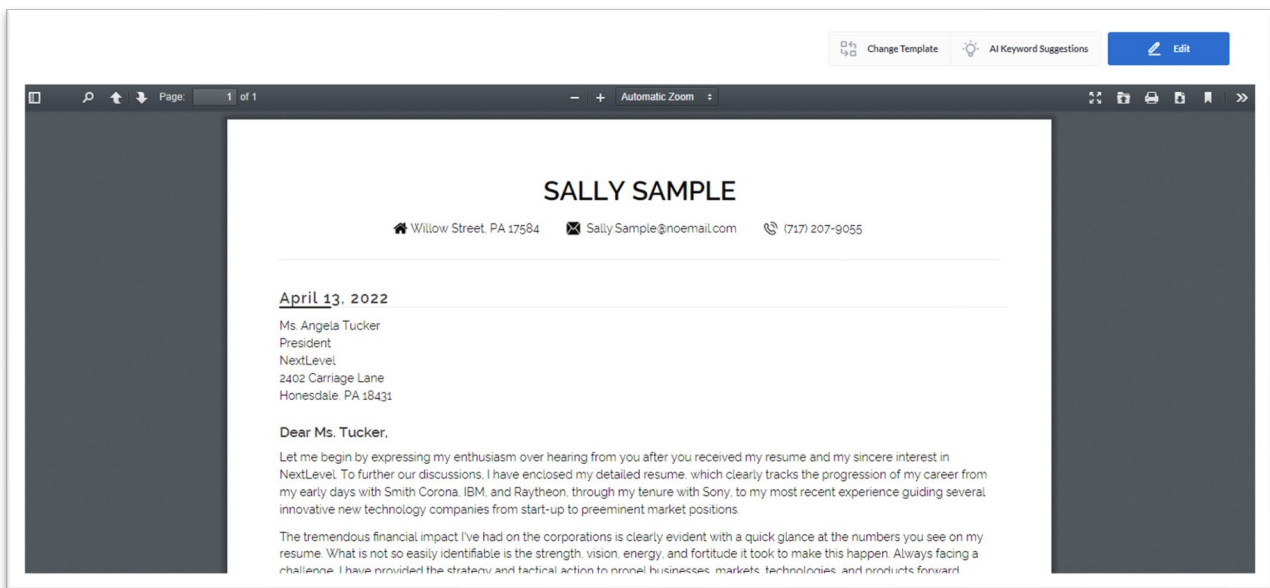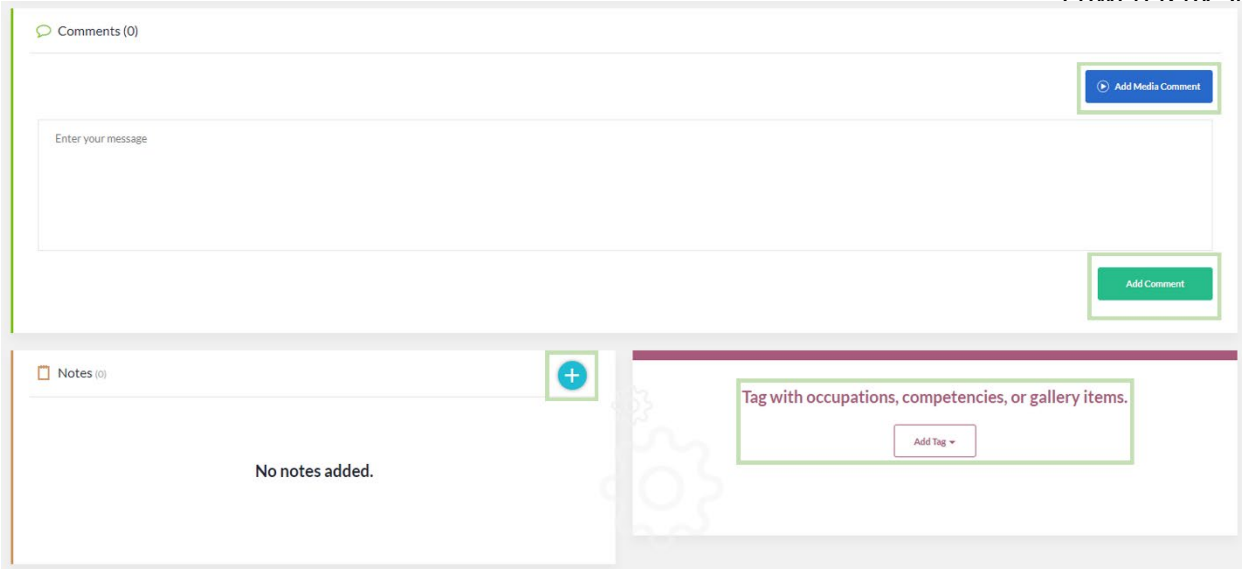
Start from Scratch

1. If you choose to start a cover letter from scratch, click the **Select** button.
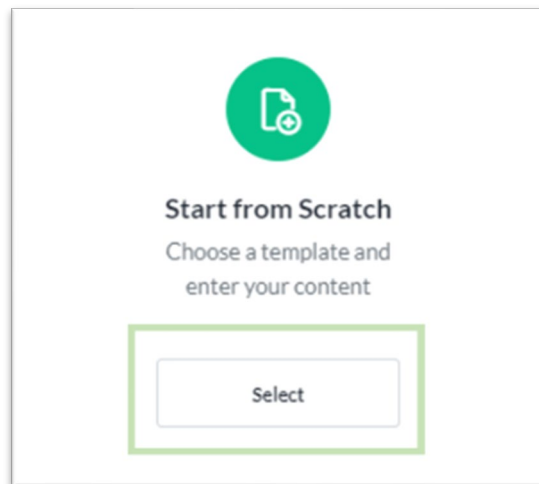
2. You will be asked to **Select a Cover Letter** template.
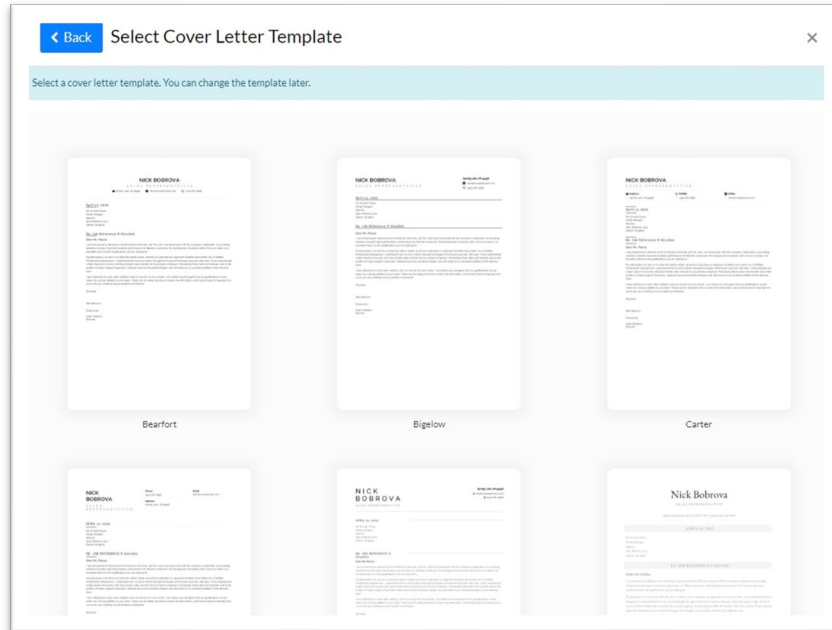
3. Once you have chosen a cover letter template, enter a **Name** and **Description** and click **Save**.

4. On the cover letter building screen, click the **Edit** button.

Update your cover letter by entering information in the following tabs:
- Your Information
- Recipient Information
- Letter Body
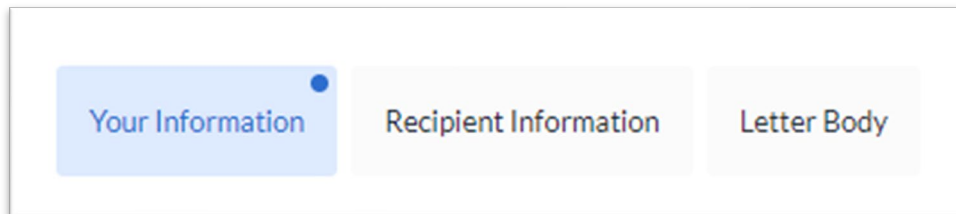
5. When you have finished adding comments, notes, and tagging with occupations, you may share it with a workforce partner who may be assisting you by selecting the Share button above the document.
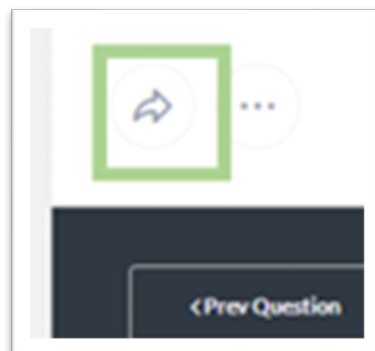
Sharing your document

When sharing your document with others, you can *select the person(s) you are sharing with* by using the following options:

- **Editor** allows the person(s) you are sharing with to make changes to your document.
- **Reviewer** allows the person(s) you are sharing with to make changes and/or leave comments.
- **Viewer** allows the person(s) you are sharing with to only view your document.

To make this selection click **Viewer** and make the appropriate changes.

You may preview what these permissions look like by clicking **Preview Permissions**.

You may also choose to share the document by clicking:

- **Organization People Groups**
    You may share the document if you are part of any groups by entering the name of the   group in the **Select Group** search. Options will appear based on your search criteria.
- **Organization People**
   You may share the document with specific individuals by entering their name in the   **Select People** search. Options will appear based on your search criteria.
- **Anybody with Link**
    This will generate a link that you can share with others to access your document.

To make this selection click **Organization People Groups** and make the appropriate changes. Once these have been applied, click the **Share** button to share your document.

Share Letter
Cover Letter Test   ✕

Share letter with Viewer ▼ permissions with: Organization People Groups ▼

Preview Permissions

Select Group

Type Group

Cancel   Share

Additional Features and User Guides

For additional features and User Guides within the SkillsFirst platform:

- Log in to your Illinois Worknet Account.
- Select Resumes in the dashboard banner.
- When directed to SkillsFirst scroll to the bottom the page and click **User Guide**.
- On the next page, click **Job Seekers**.
  Here, you can enter a keyword search for the assistance or feature you are interested in learning about.

These User Guides have the most up-to-date information about the SkillsFirst platform.

Technical Support

Support is available please contact the Illinois workNet team at info@illinoisworknet.com.

Standard business hours are Monday-Friday, 8AM-4:30 PM (CST).

The Illinois workNet® Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. For more information please refer to the footer at the bottom of any webpage at illinoisworknet.com.

October 3, 2022 v5