

## **Success Story**

Success Story

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Grantees are requested to complete and post success stories quarterly that are associated with the apprenticeship expansion program.

There are two ways to access the Success Story modal:

**Option #1:** From the <u>Apprenticeship Illinois Grantee Reporting Guide</u>, click the <u>Submit Success Stories</u> box.

Option #2: From the Apprenticeship Illinois Customers tab, click Add



APPRENTICESHIP ILLINOIS			
Back to Custon	ner List		
Customers	Navigator Tools	Workplan & Reports	
Name			
lwN Number			
Grantee	Apprenticeship Illinois - ABC Location		
Participant Type	All		~
Advanced Se	arch		
Search Ex	oort - Upload Othe	r Individuals Impacted	Add Success Story

1. On the Success Story Guide, select Service Providers

- Log-in (if not already)
- Select the type of success story being submitted
  - Fill in the required fields
    - o Tell the story
    - Add an image (612 pixels by 612 pixels)
    - o Accept Agreement
    - o Save Story
    - Illinois workNet staff will review and approve the story





This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites, and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership