

Use this Training Checklist to document / track training materials you have reviewed for your program.

Bookmark the associated Partner Page for future reference where all resources can be found:

<https://www.illinoisworknet.com/appilpartners>

The use of the word partner may be interchangeable with the words Provider, Grantee or Agency. These all refer to the organization providing the services to the customer, participant, or client.

Task	Watched	Read
Partner/Grantee/Agency added to Service finder	https://youtu.be/PVJNLa1NFXc	Request Access - pdf
		Add Agency to Service Finder - Webpage
		Become a Partner - Webpage
Partners added to User Management	https://youtu.be/-8rb67b9PNA	User Management - pdf
Partner page resources and group information	https://youtu.be/GbN5DP93E6g	Dashboard and Overview Tab - pdf
Provider Information Details	https://youtu.be/FeZXf-JHwHw	Provider Information - pdf
Case Managed Customer process	Adding customers https://youtu.be/IWEFoGhm8vY	Adding Case Managed Customers to the Group - pdf
	Customer Application https://youtu.be/fl18ER0qxJw	Customer Application Directions - pdf
		Paper version of application - pdf
Eligibility Review	Eligibility review https://youtu.be/pJtJyq2IsVw	Eligibility Review - pdf
	WIOA Eligibility Information	
	General - https://youtu.be/ieuiF4fLkVc	WIOA eligibility documents may be found on the partner page here
	Low Income - https://youtu.be/PGZtF1ms4-8	
	Dislocated Worker - https://youtu.be/GDAsAgYemQk	
Youth - https://youtu.be/r16msufVlrs		
Other Individuals Impacted		Adding Other Individuals Impacted Instructions - PDF Upload Form Excel Reference Form ETA 671

Task	Watched	Read
Dashboard and Overview	https://youtu.be/AsVVKeceNC0	Dashboard and Overview Tab - pdf
Case notes	https://youtu.be/3Oykco1K-k	Case Notes - pdf
Uploads	https://youtu.be/U-wPxc6ZVc	Uploads - pdf
Outcomes	https://youtu.be/284QswS3TKs	Outcomes Tab - pdf
Career Plan	https://youtu.be/DxWCiCxdSzs	Career Plan - pdf
Worksite Placement and Payroll Upload	https://youtu.be/wDz6Qu0XL08	Worksite Placement and Payroll - pdf
Reporting		Dashboard and Overview Tab - pdf
		Quarterly Reporting - pdf
		Services Report - pdf