



# Illinois workNet Unique URL Generator and Report

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# WHAT IS THE UNIQUE URL GENERATOR?



Generate Unique URL



Set as Homepage



Begin Tracking Usage Data

The unique URL allows each site to track their customers' usage of Illinois workNet. The unique URL should be set as the homepage on the computers your customers use, typically in your resource room. Once the unique URL has been set as the home page, it will begin tracking the usage of workNet.

# WHO CAN ACCESS THE UNIQUE URL GENERATOR

- A Unique URL can be generated for any partner site entered into the Illinois workNet Service Finder.
- Primary and Secondary contacts for the site can access the unique URL generator through the Service Locator Administration Link located under Partner Tools in the Dashboard.

## Illinois workNet Service Finder

The Service Finder identifies locations in Local Workforce Innovation Areas (LWIA) that offer services through Illinois workNet Centers, affiliates, and other community partners. You will find locations that offer Workforce Innovation Opportunity Act (WIOA) services and can identify them by the use of the WIOA icon. Click here for a printable, statewide map that shows all of the WIOA Comprehensive and Affiliate sites in Illinois. Use this search to find a location where staff are able to assist you in finding resources for your job search, career preparation, and referrals for work support such as financial aid, child care, and much more.

For employers, connect to Business Service Teams (BST), which include services for hiring and placement, labor market information, and employee training. This is a free service for Illinois residents and employers.

[Directory](#) [Embed on Your Website](#) [Add or Edit Locations](#)

### What can we help you find?

Search for Services using City, Zip, Keyword, and more...

[X](#) [Q Search](#) [E Export](#) [F Filters](#) [+ Legend](#)

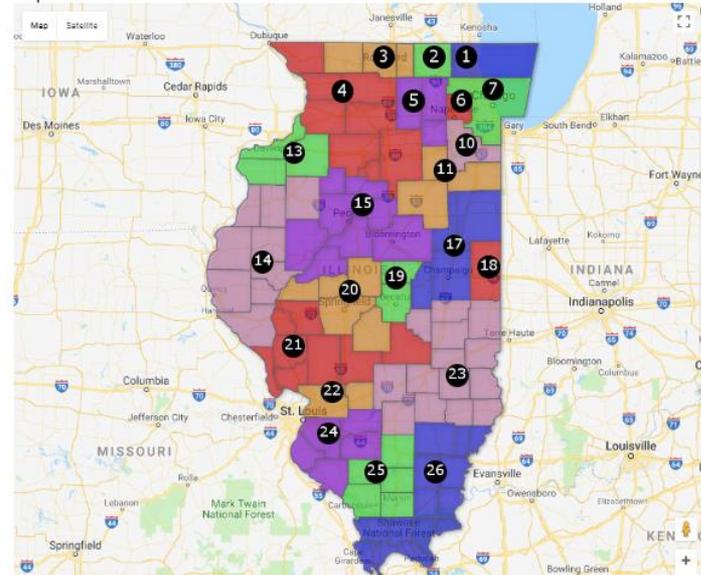
Find service locations and referrals near you by searching by city

or zipcode, keyword of help you need, or name of service.

[List](#) [Map](#)

Your Illinois workNet Center(s) based on the location you entered.

Partner locations near you that serve individuals and/or employers.



# STEP BY STEP INSTRUCTIONS

## Service Locator: Generating site specific Unique URL

May 2018 v1



A Unique URL can be generated for any partner site entered into the [Illinois workNet Service Finder](#) and set as the homepage for that location's computer labs to track the usage of Illinois workNet. Enter your site into the Service Finder by following these instructions: [Creating New Sites on Illinois workNet](#) and [Creating New WIOA Sites on Illinois workNet](#).



After the Unique URL is set up, users can use the [Unique URL Frequency Report](#) to track counts for user's who are using Illinois workNet on their resource room computers. The designated primary and secondary contact of the Partner locations can view the usage statistics of their location. LWIA coordinators and managers can view the usage statistics within their LWIA, and DCEO and state level staff can view the usage statistics for the state. The report includes filters and sort icons to allow users to filter data to find the information they need.

**NOTE:** Users must have partner access to access the unique URL generator and report. If you need partner level access email [info@illinoisworknet.com](mailto:info@illinoisworknet.com) with your request for partner level access, your name, and your organizations name.

### Generating a Unique URL for Illinois workNet Partner Sites

1. Go to <https://www.illinoisworknet.com/>
2. **Log in** to your Illinois workNet account
3. Once logged in, click **My Dashboard** then select **Partner Tools**
4. Select Service Locator Administration
5. Click the **Get Site URL** button
6. Copy the text in the URL field. This is your location's Unique URL.
7. Follow the instructions for setting the Unique URL as your computers homepage.
  - a. Instructions can be accessed for:
    - i. Chrome
    - ii. Firefox
    - iii. Internet Explorer
    - iv. Microsoft Edge
    - v. Safari

### Using the Unique URL Frequency Report

1. Follow steps 1-4 in the [Generating a Unique URL for Illinois workNet Partner Sites](#) section, above.
2. Select the Unique URL Report Tab at the top of the page.
3. Use the filters and sort icons to filter down the list.

#### User Access to Report Information:

- Designated primary and secondary contact of the Partner locations can view the usage statistics of their location,
- LWIA coordinators and managers can view the usage statistics within their LWIA, and
- DCEO and state level staff can view the usage statistics for the state.

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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 on this website may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711.

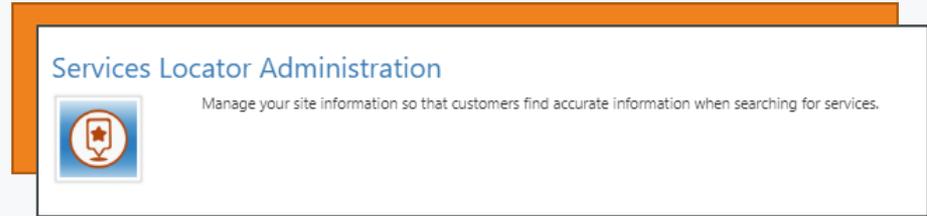
- Log into Illinois workNet
- From your Dashboard Access 'Services Locator Administration'
- Select 'Get Site URL'
- Copy the URL
- Use the Instructions to set as the homepage on computers
- Use the report to track Illinois workNet usage.

# STEP 1:

- Log into your Illinois workNet Account
- Go to **My Dashboard** > **Partner Tools** > **Services Locator Administration**



The screenshot shows the Illinois workNet login interface. At the top left is the logo for the Illinois workNet Center, which includes the text "ILLINOIS workNet CENTER" and "americanjobcenter" below it. The main heading is "Illinois workNet®". Below this, it says "Login with your Illinois workNet account" and provides two links: "Don't have one?" and "Learn about account benefits.". There are two input fields: "User name:" with the email "ogriesheim@siuccwd.com" and a close button, and "Password:" with a masked field of ten dots and a "Forgot Password?" link. A "Remember me?" checkbox is present and unchecked. At the bottom left is a "Sign In" button.



The screenshot shows the "Services Locator Administration" page. It features a blue header with the title "Services Locator Administration" and a sub-header "Manage your site information so that customers find accurate information when searching for services.". Below the text is a square icon with a blue border containing a white background with a red outline of a person's head and shoulders.

## STEP 2:

- Select **Get Site URL** and copy the URL.

ILLINOIS workNet CENTER americanjobcenter

My Dashboard Messages (1) Bookmarks Resumes Skills & Interests

### Services Locator Administration

My Sites Reports Usage Reports

Location Name: Search by Organization Name

Keyword: Search by Organization Address, City, or County

Advanced Filtering Options

Site Type:  Partner  Referral  Both

WIOA Funded:  Yes  No  Both

Is Active:  Yes  No  Both

Type: All

Apply Filters Clear

Display per page: 25 Follow Up Notes Add a New Site

LWIA	Site Name/Address	WIOA Funded	Active	Type	Visible to Public	Site Status	
27	DCEO Springfield 500 E Monroe Springfield IL 62701-1509 <a href="#">View Map</a>	No	Yes	Other	No	Approved	<a href="#">Edit</a> <a href="#">Get Site URL</a>

### Site Specific URL

#### Url

```
https://www.illinoisworknet.com/?utm_source=Referral&utm_medium=Homepage&utm_campaign=UniqueUri&utm_content=4636
```

### Instructions for Microsoft Edge

To set your home page in Microsoft Edge:

- Select the three dots in the upper right hand corner, then pick "Settings."
- Scroll down and click "View advanced settings."
- If the "Show the home button" switch is off, turn it on.
- In the drop-down immediately below the "Show the home button" switch, choose "A specific page."
- Paste the URL in the box that appears, then click the save icon to the right of the box. Exit settings.

### Instructions for Other Browsers

[Firefox](#)

[Google Chrome](#)

[Internet Explorer](#)

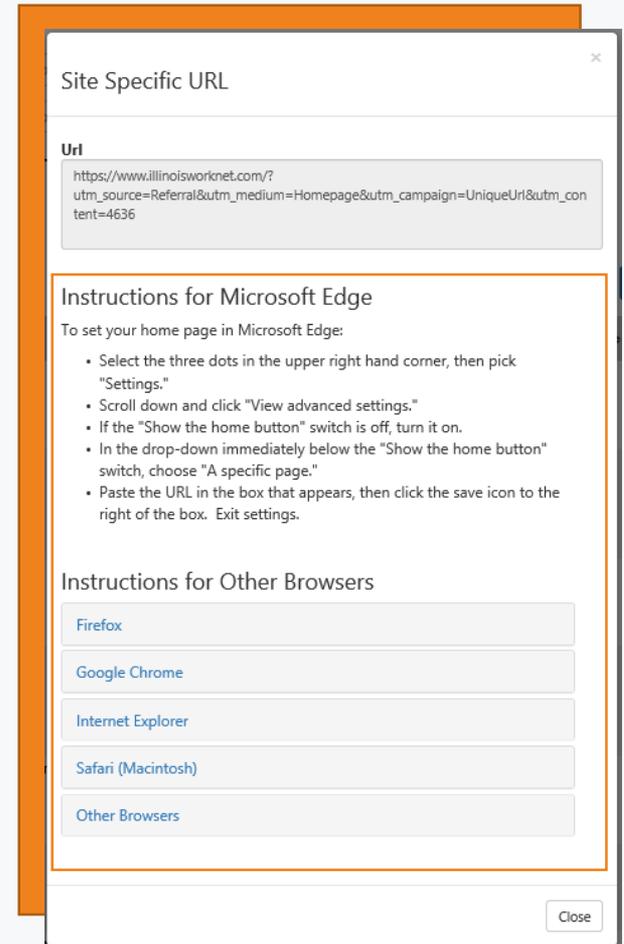
[Safari \(Macintosh\)](#)

[Other Browsers](#)

Close

## STEP 3:

- Set the Unique URL as the home page on each computer
  - Resource Room or Computer Lab
  - Instructions are provided for setting the home page for the following browsers:
    - Microsoft Edge
    - Fire Fox
    - Google Chrome
    - Internet Explorer
    - Safari
  - The system will open the instructions for the browser you are currently using



# ACCESSING THE USAGE REPORT

- From the Services Locator Administration Page select Usage Reports.

**Services Locator Administration**

My Sites Reports **Usage Reports**

Location Name:

Keyword:

Advanced Filtering Options

Site Type:  Partner  Referral  Both

WIOA Funded:  Yes  No  Both

Is Active:  Yes  No  Both

Type:

Display per page:

LWIA	Site Name/Address	WIOA Funded	Active	Type	Visible to Public	Site Status	
27	DCEO Springfield 500 E Monroe Springfield IL 62701-1509 <a href="#">View Map</a>	No	Yes	Other	No	Approved	<input type="button" value="Edit"/> <input type="button" value="Get Site URL"/>

**Services Locator Administration**

My Sites Reports Dashboard **Usage Report**

## Unique URL Frequency Report

The Unique URL Frequency Report provides statistic usage for Unique URLs being used by Illinois workNet partner sites to track users' usage on Illinois workNet. Partner locations can view the usage statistics of their location; LWIA coordinators and managers can view the usage statistics within their LWIA; and DCEO and state level staff can view the usage statistics for the entire state. The report includes filters and sort icons to allow users to filter down to find the information they need.

A Unique URL can be generated for any partner site entered into the [Illinois workNet Service Finder](#) and set as the homepage for that location's computer labs to track the usage of Illinois workNet. Use the [Illinois workNet Unique URL Generator Instructions](#) for more information on how to get your site's Unique URL setup.

Date Range:  -

Show  entries Search:

Name	LWIA	Region	Type	Active	Accessed Count
DCEO Springfield	27	Central	State Agency	True	7

# RESOURCES

## Unique URL One Page Instructions

### Service Locator: Generating site specific Unique URL May 2018 v1

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Illinois workNet  
Service Finder Admin

## Partner Benefits – Resource Room Staff Article

### Partner Benefits - Resource Room Staff



People who run a resource room can benefit greatly from becoming an Illinois workNet partner. A resource room is a location that provides access to resources, such as a library or computer lab. Below are a few things becoming a partner allows you to do.

#### 1. Integrate Illinois workNet Resources

Illinois workNet provides various resources regarding job searches, skills, training, and much more. These resources include articles, infographics, videos, flyers, worksheets, documents, and user guides. Becoming a partner gives you full access to all of our resources. It also allows you to easily integrate them into your activities. Many of these resources give your customers a self-guided approach, making them great for resource rooms.

Our resources are reviewed and approved to appear on Illinois workNet. Because of this you will avoid "reinventing the wheel" by using our resources. You will also save time and money, as these resources come at no cost.

Illinois workNet also curates open educational resources in our [OER Library](#). As with workNet's own resources, all resources in this library have been reviewed. As a partner, you can join the library, which lets you contribute your own resources and help it grow.

#### 2. Be Part of a Network

When you become an Illinois workNet partner, you become part of a network of professionals. Remaining connected with other organizations in Illinois will be a good thing for your organization. You will be able to show your partnership to customers by displaying Illinois workNet logos, signage, and other branding.

Additionally, customers will only have to look in a few places – the [Event Calendar and Service Finder](#) – to find information about you, as well as other service providers and organizations in Illinois. For additional information read the [Event Calendar article](#) here and the [Service Finder article](#) here.

#### 3. Generating and Using Unique URLs

Once your site has been set up and approved within the Illinois workNet Service Finder, the designated primary and secondary contacts will have the ability to generate a site specific unique URL. The unique URL allows each site to track their customers' usage of Illinois workNet. The unique URL should be set as the homepage on the computers your customers use, typically in your resource room.

Once the unique URL has been set as the home page, it will begin tracking the usage of workNet. The designated primary and secondary contacts of the location can access the usage report within the Service Finder from the Usage Report tab. LWIA managers and coordinators have access to see the counts for all sites within their LWIA, and DCEO state level staff have the ability to see the counts for all sites within the Service Finder. For additional information on generating a unique URL and using the report check out the [Unique URL Instructions](#).

#### 4. Stay Updated

Illinois workNet uses partner news and social media to share information about new releases, articles, program information, and training opportunities. You may find any of these useful to your resource room and helpful to customers, who may want to know about these things. By becoming a partner and subscribing to Partner News, you can ensure that you and your customers stay up-to-date.

#### Documents

[Become a Partner Quick Start Guide](#)

### Service Finder Tool



Illinois workNet service partners can add their organizations' service or referral information to the Service Finder Tool. This is a great way to enhance your outreach efforts and to ensure your community can easily connect to your services.

#### Types of Providers in the Service Finder

Illinois workNet Partners are locations in Illinois communities that offer in-person assistance to help individuals and employers achieve their career, employment, and training goals. Partners may also provide or receive community referrals, but are not required to do so. Community Referrals help people who need specialized assistance and support that may be offered to help people get into the workforce or keep their jobs. They are an essential part of assistance and complement service locations.

All of the locations in the Service Finder highlight the audiences and the services they offer.

Audiences include:

- Adults
- Homeless Individuals
- Immigrants
- Individuals with a Disability
- Laid Off Workers
- Re-Entry/Offenders
- Youth
- and more!

Service areas include a variety of areas including:

- Child Care
- Disability Services
- Education and Training
- Emergency Needs/Crisis
- Financial Literacy
- Food/Hunger
- Housing
- Job & Career Readiness Services
- Unemployment Services
- and many more!

Adding your partner location or referral information to the Service Finder will enhance your efforts and allow your community to easily connect to your services.

#### Getting Started

Any partner with an account can submit a request to have their service location or referral information added to the Service Finder. Submitting this information is free for any partner with an account.

Information included in the Service Finder should fall under one of these two categories:

1. **Illinois workNet Partner locations** that offer services to help adults, youth, students, dislocated workers, employers, educators, or workforce partners with achieving career, employment, and training goals.
2. **Referrals** to specialized services that help community members get into or stay in the workforce.

#### Documents

[Create/Update a New Service/Referral Site in Illinois workNet](#)  
[Create/Update WIOA Sites in Illinois workNet](#)  
[Service Finder Widget Instructions](#)  
[Guide for Adding WIOA sites to Service Finder Final](#)  
[User Guide for Finding Services on Illinois workNet](#)  
[Generating Unique URL IllinoisworkNet Final](#)

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