

## **Updating Your Illinois workNet Partner Information**

February 2015

- Login using the Log In in the top right corner of the Illinois workNet homepage <u>http://www2.illinoisworknet.com</u>
- Spanish

  Log In

  Sign Up

  Updates & Help
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- After logging in, navigate to My Dashboard in the upper right corner.
- 3. Click on Partner Tools under the left side bar to access site management for the Service Finder.



 Click on "Services Locator Administration" to access your site(s).



5. You should be able to view all the sites you are associated with under the My Sites tab, which will automatically come up.

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0	Athens IL 6261	13-9495		No	Yes	Other	Yes	Approved	Edit
	View Map								

6. Click Edit to update your site information.



- 7. Make sure you go through all of the tabs for your location
  - a. Referral Information
  - b. WIA/WIOA Information
  - c. Physical Location Information
  - d. Contacts
  - e. Social Media
  - f. Referrals / Special Programs
  - g. Organization Type & Funding
  - h. Services at this Location
  - i. Preview

Return to My Sites												
Referral Information	WIA/WIOA Information	Physical Location Information	Contacts	Social Media	Referrals / Special Programs	Organization Type & Funding	Services at this Locatior	Preview				

- 8. Once you have updated/verified all information in the system, click "This information is correct" to submit your site update for approval.
- 9. You can return to your site at any time to update site information.