1. Login using the Log In in the top right corner of the Illinois workNet homepage http://www2.illinoisworknet.com
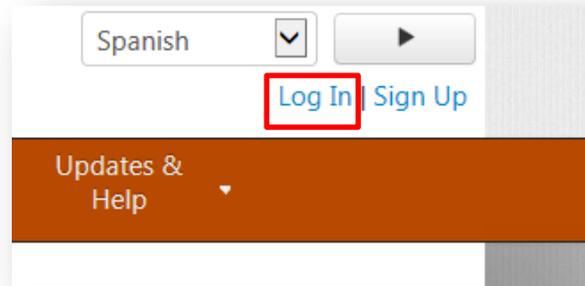
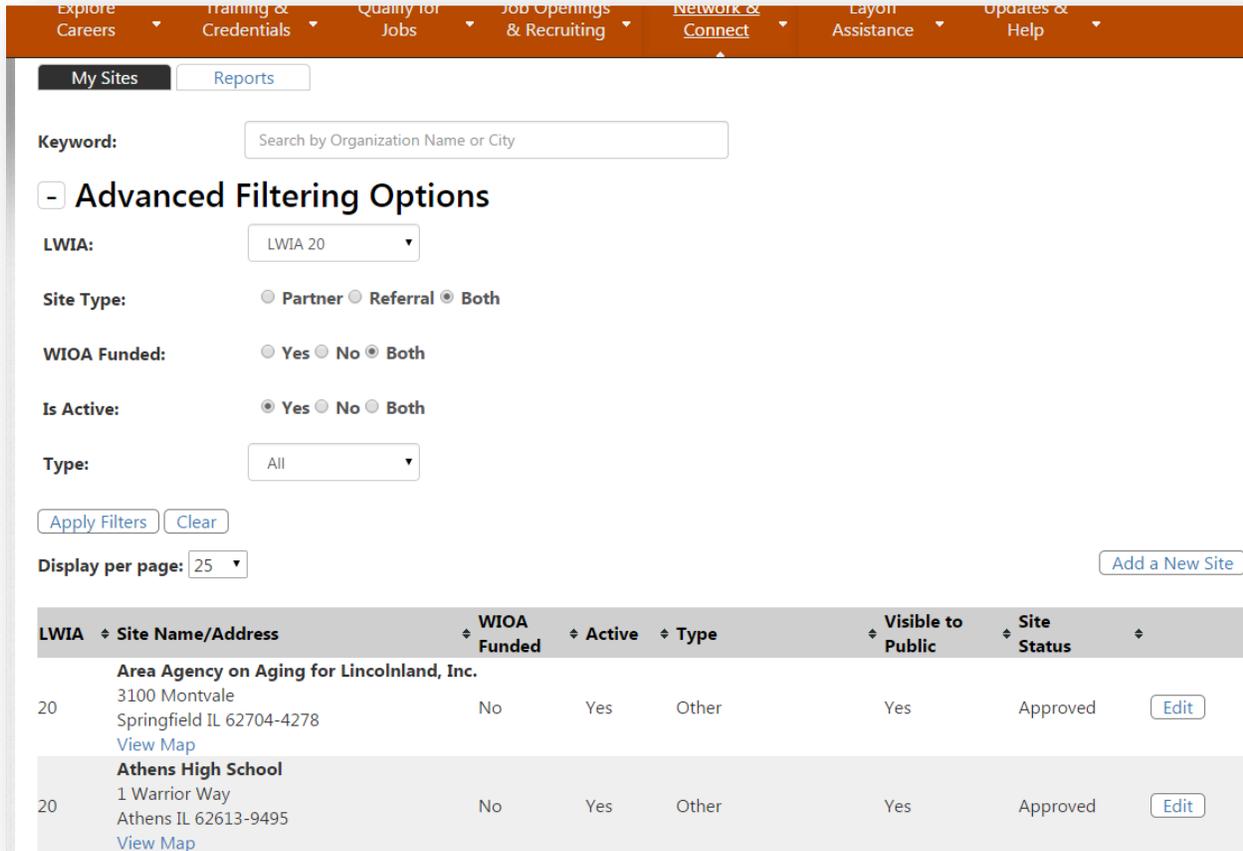2. After logging in, navigate to My Dashboard in the upper right corner.
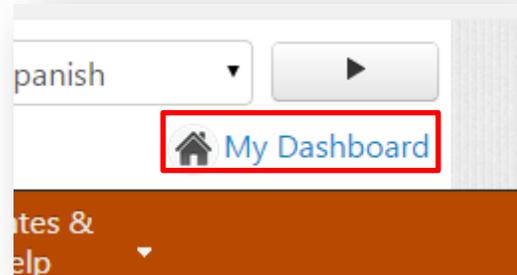
3. Click on Partner Tools under the left side bar to access site management for the Service Finder.
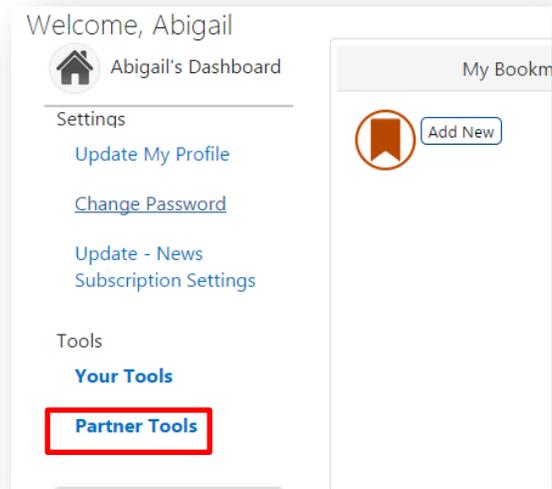
4. Click on "Services Locator Administration" to access your site(s).

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

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
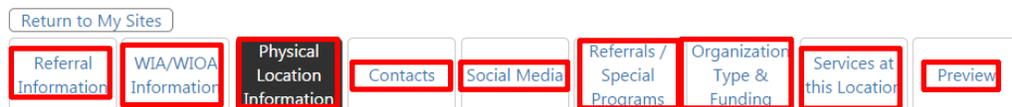
8. Once you have updated/verified all information in the system, click "This information is correct" to submit your site update for approval.

9. You can return to your site at any time to update site information.