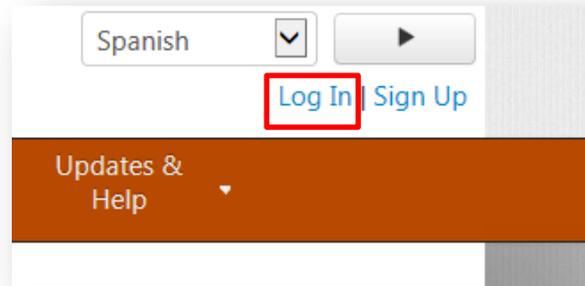
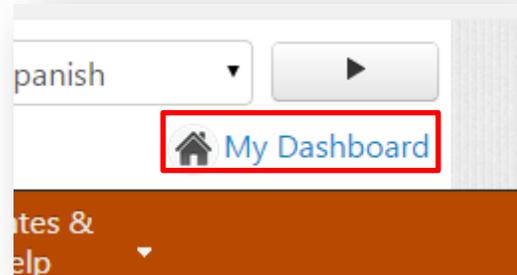


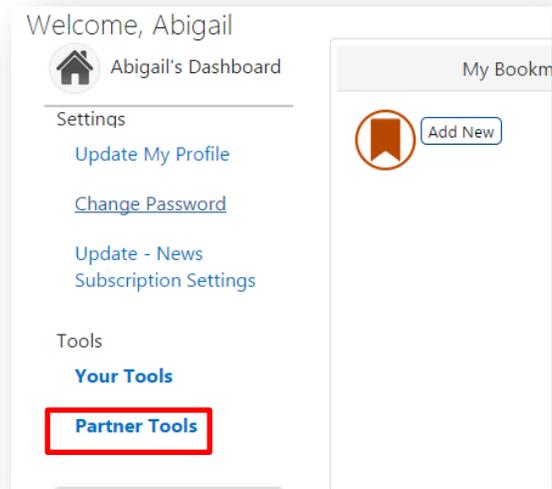
1. Login using the Log In in the top right corner of the Illinois workNet homepage  
<http://www2.illinoisworknet.com>



2. After logging in, navigate to My Dashboard in the upper right corner.

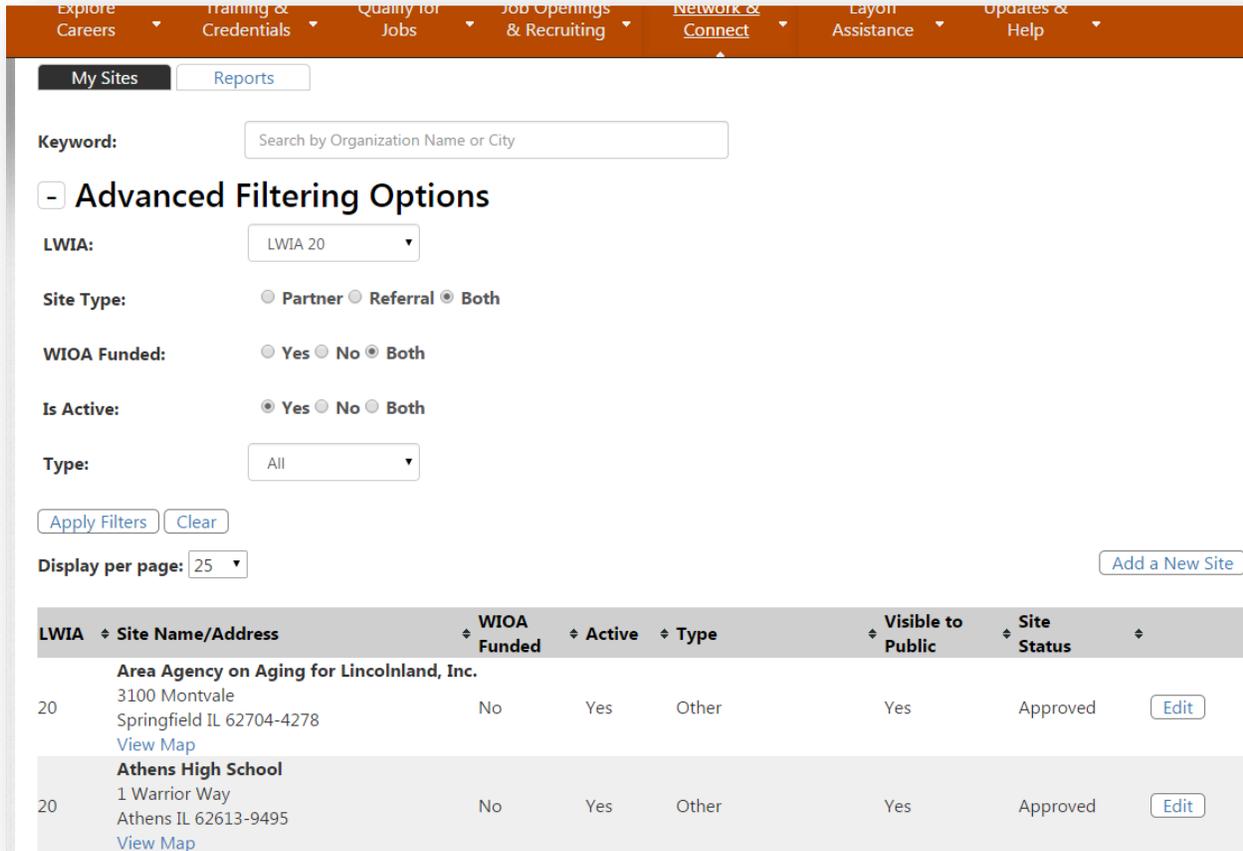


3. Click on Partner Tools under the left side bar to access site management for the Service Finder.



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

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



My Sites | Reports

Keyword:

**Advanced Filtering Options**

LWIA:

Site Type:  Partner  Referral  Both

WIOA Funded:  Yes  No  Both

Is Active:  Yes  No  Both

Type:

[Apply Filters](#) [Clear](#)

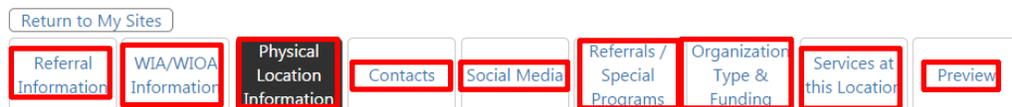
Display per page:  [Add a New Site](#)

LWIA	Site Name/Address	WIOA Funded	Active	Type	Visible to Public	Site Status	
20	<b>Area Agency on Aging for Lincolnland, Inc.</b> 3100 Montvale Springfield IL 62704-4278 <a href="#">View Map</a>	No	Yes	Other	Yes	Approved	<a href="#">Edit</a>
20	<b>Athens High School</b> 1 Warrior Way Athens IL 62613-9495 <a href="#">View Map</a>	No	Yes	Other	Yes	Approved	<a href="#">Edit</a>

- 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.