



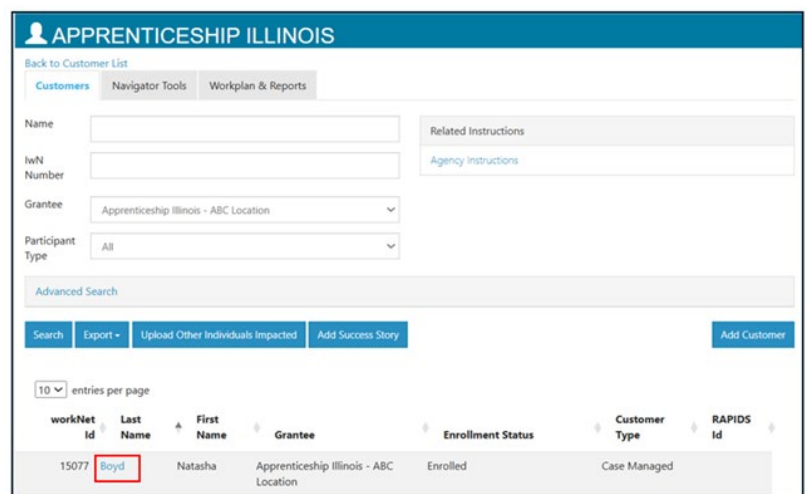
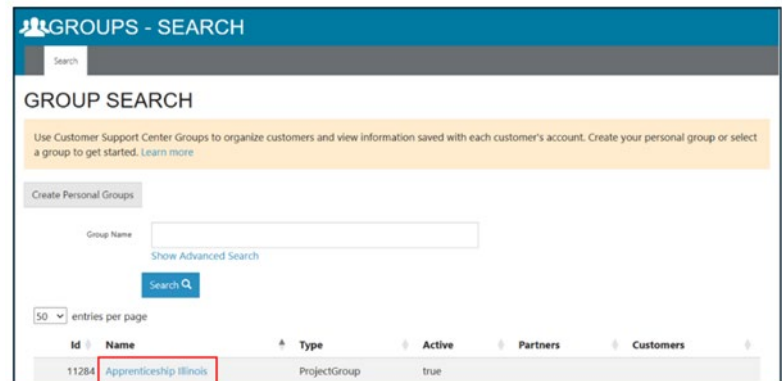
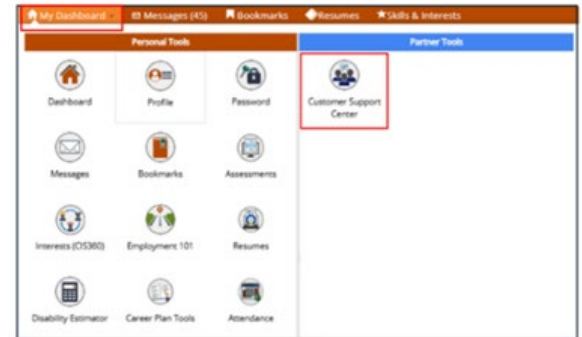
## Purpose

The Uploads tool allows for the ability to upload any supporting documents regarding the apprentice. Whatever documents that would be kept in a paper file document, can be uploaded to the apprentice's profile using the uploads tab.

**Do not upload any documents with Personal Identifying Information (PII), i.e. social security numbers. If you need to upload a document with that information, black out the information, and then upload the document.**

## Accessing the Apprentice's Uploads

1. Log into [www.illinoisworknet.com](http://www.illinoisworknet.com).
2. Select **My Dashboard**.
3. Select **Partner Tools**.
4. Select **Customer Support Center**.
5. Select **Apprenticeship Illinois** from the Group Search page.
6. Select the **apprentice's last name** to access the profile.





- After clicking the last name, the **Intake Review** modal will open.  
Select **Uploads** from the left menu.

Action Item	Result	Status
1. Customer submits initial online application.	Complete	Complete
2. Enroll customer.	Complete	Complete
3. The customer was provided information that describes the features and how to access their career plan.	Complete	Complete

## Uploading a document

- On the Uploaded Documents modal, click **Upload File**.

- On **Upload File** modal:
  - Select a **Category** for the document
  - Select the **file** from your computer.
  - Add a **Description**
  - Click **Upload**




3. The uploaded document will be shown in the **upload list**.

4. Uploads can be **filtered** using the arrows at the top of each column heading.

Uploads can be **filtered by**:

- File name
- Description
- Category
- Uploaded By
- Upload Date
- **Remove Upload** – the upload can be removed by clicking the Remove button


**APPRENTICESHIP ILLINOIS - UPLOADS**

Overview
Intake Review
Career Plan
Outcomes
Case Notes
Uploads

### UPLOADED DOCUMENTS

Profile: Natasha Boyd
Email: ntelger1@noemail.com
Enrollment Status: Approved
See All
Reset Password
Send Message
Related Instructions

Upload File
10 entries per page
Search:

File name	Description	Category	Uploaded By	Upload Date	Remove Upload
Redacted Completed Paper Application.docx	This is the redacted paper application.	General	MAGGSO81	6/3/2025	Remove

Showing 1 to 1 of 1 entry

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