

## 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

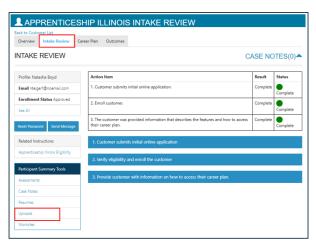
- 1. Log into www.illinoisworknet.com.
- 2. Select My Dashboard.
- 3. Select Partner Tools.
- 4. Select Customer Support Center.
- 5. Select Apprenticeship Illinois from the Group Search page.
- 6. Select the apprentice's last name to access the profile.



Use Custo	UP SEARCH				
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 After clicking the last name, the Intake Review modal will open. Select Uploads from the left menu.



## **Uploading a document**

1. On the Uploaded Documents modal, click Upload File.

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Related Instructions			
Uploads			

## 2. On Upload File modal:

- Select a Category for the document
- Select the file from your computer.
- Add a Description
- Click Upload

UPLOAD FILE	×
Please upload only .pdf, .docx, .doc, .jpeg, .png and .xlsx files under 10 MB Do not upload any files that contain the customer's full social security number.	
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Close Uploa	d



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3. The uploaded document will be shown in the upload list.	APPRENTICESHIP ILLINOIS - UPLOADS			
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4. Uploads can be filtered using the arrows at the top of each column	UPLOADED DOCUME	NTS		
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- File name •
- Description •
- Category ٠
- Uploaded By ٠
- Upload Date ٠
- Remove Upload the upload can be removed by clicking the Remove button •



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