Purpose

Use of the Uploads tab through the Illinois workNet (IwN) customer profile as a space to save paper files. Whatever you would keep in a paper document file, you can upload to the customer uploads tab except for any Personally Identifiable Information (PII) i.e. Social Security Number (SSN). Those items can be redacted and uploaded.
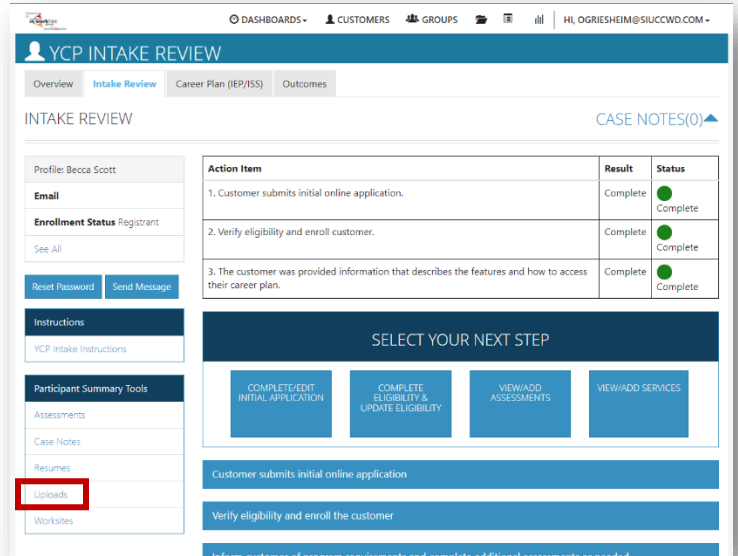
Accessing the Uploads Tool

You can access the Uploads tool by:

1. Going to the customer's profile.
2. Selecting Uploads from the Participants Summary Tools.

Career Planners can view any file that has been uploaded to the customer profile.

Documents may be filtered by the top of each column.

Documents may also be removed by clicking the red X.

Adding Documents

- Click the Upload File button.
- Select a Category for the document.
- Select a file from your computer.
- Add Description – this helps others know exactly what the document includes.
- Click Upload.

Documents that may be uploaded:

- Signed copies of Career Plans
- Timecards from work experience
- Eligibility documents with full SSN and other PII redacted
- Resume
- Copies of credentials earned
- Paystubs
- Employment verification forms
- Digital Badges
- Assessments not in IwN system
- Termination report