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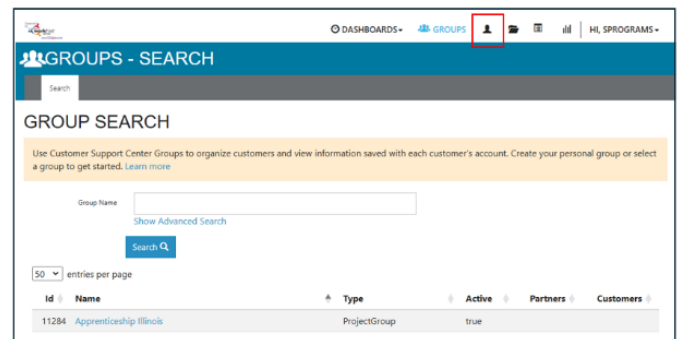
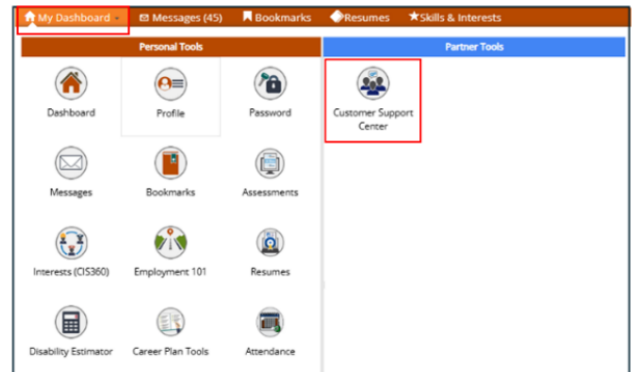
Purpose

The User Management tool provides partners who have been granted access the ability to:

- Manage access to Customer Support Center tools for staff and/or other partner accounts.
- Access reports associated with their organization/site(s) and/or special projects.

Accessing User Management

1. Log into <https://www.illinoisworknet.com>.
2. Select **My Dashboard**.
3. Select **Customer Support Center** from the Partner Tools.
4. On the Group Search page, select **User Management** from the tool bar at the top.





Adding access to a user without an Illinois workNet account

1. Search the user's **name** to check if the user exists in the system.
2. *OR* Select a **Group** from the dropdown list to check if the user displays in the search results.
3. Click Search to see who is on the list.
4. If the user is not found, select the **Add Partner to Group** blue button.
5. On the **Add Partners** modal, enter the required information in the boxes provided.
6. Click inside the Organizations or Group(s) to Add Partner to box to populate the list of organizations. Find the organization the partner should be assigned to. Hover to highlight the organization name and then click to select it.
7. Find the organization the partner should be assigned to. Hover to highlight the agency name and then click to select it.
8. When all organizations have been selected, click **Search**.
9. If an active account is not found, the system will display, *No Account has been found with this information. Would you like to search non-active accounts?* Click **Search Non-Active Accounts**.
10. If no active or non-active account is found, the following message displays, *No Account has been found with this information. Would you like to create one?* Click **Yes**.
11. Select **Add Partner**. This button will not work until you have selected yes to create an account.



12. If the user manager is creating a new account, at the bottom of the modal, the **User Name** and **Password** will appear. Save this information for the user. *A new Illinois workNet account has been created for the user.* They will get an email notification to the email address that was entered if a new account was created.
13. Close the modal window by clicking **Close**.

14. From the list of accounts for the **Group**, click on the **user's last name**.

Last Name	First Name	Username	Group	Email	In/Out Role	LWIA	Add/Remove Partner	User Management
McCray	Mandy	MMcCray	Apprenticeship Illinois - ABC Location	MandyMcCray@google.com	Public Viewer	20	+	No

15. On the user's profile, click on the **Groups** tab to check the agencies to which the user has access. Once the account is established, the account can manage other users by **checking the box under the User Management tab** in their profile. *For example: If you are currently the primary person to add new partners to your agency, you may select another user from your group, and click on their last name, when the User Management tab shows, mark the box. This is only for staff members who would manage other staff members not participants.*



Adding access to a user with an Illinois workNet account

1. Select **Add Partner** from the User Management tool.
2. On the Add Partner modal, enter the required information in the boxes provided.
3. Click inside the Organizations or Group(s) to Add Partner to box to populate the list of organizations. Find the organization the partner should be assigned to. Hover to highlight the organization name and then click to select it.
4. When all organizations have been selected, click **Search**.
5. After clicking the Search button, if the user already has an account, verify that the account is correct.
6. IwN returns matches based on the search process:
 - a. 1st by email, 2nd by name and DOB, 3rd by active accounts.
 - b. If no match is found in active accounts, the system will ask to Search Non-Active Accounts.
 - c. If an exact match is available, select **Yes**. Clicking NO closes the account.
 - d. If an exact match is not present, verify the information for the user that was returned.
 - e. If updates are needed submit a Help Request from the dropdown menu by your login name.
7. Verify if this is the correct account.
8. Select **Add Partner**.
9. If the user already exists in the group, a message will pop up that reads "Partner Already Exists in this Group", if not, the user will be added to the new group.



User account was found after searching

1. Select **Add Partner to Group** from the User Management tool.
2. On the Add Partner modal, complete the required fields.
3. Click inside the Organizations or Group(s) to Add Partner to box to populate the list of organizations. Find the organization the partner should be assigned to. Hover to highlight the organization name and then click to select it.
4. When all organizations have been selected, click **Search**.
5. After clicking the Search button, if the user already has an account, verify that the account is correct.
6. IwN returns matches based on the search process:
 - a. 1st by email, 2nd by name and DOB, 3rd by active accounts.
 - b. If no match is found in active accounts, the system will ask to Search Non-Active Accounts.
 - c. If an exact match is available, select Yes. Clicking NO closes the account.
 - d. If an exact match is not present, the system will display, *An account has been found with this email address but some information does not match.*
 - e. Verify the account information that was returned for the user. Click **Yes** if it is the correct account. Clicking No closes the account.
 - f. Click **Add Partner**.
 - g. If updates are needed to the account, submit a Help Request.

USER MANAGEMENT

Name: Search

Related Instructions: User Management Instructions

Q Search **Add Partner to Group**

Hide Filters

Group: Select Role: Select

ADD PARTNER

First Name * Ashley Last Name * Wrigly

Birth Date * 11/15/1997 Phone Number * 313-414-5555 Extension *

Email * Ashley@noemail.com ZIP Code * 62677

Organizations or Groups to Add Partner to * Apprenticeship Illinois - ABC Location **Search**

An account has been found with this email address but some information does not match.

User Name: AWrigley
Email: Ashley@noemail.com
First Name: Ashley
Last Name: Wrigley
Birthday: 11/15/1987

Is this the correct account? **Yes** No

Add Partner Close



Adding and removing

1. Click the “x” icon, in the row with the partner’s name, to remove a partner from a group.
2. Click the “+” icon, in the row with the partner’s name, to add a partner to a group.

user access

Last Name	First Name	Username	Group	Email	Job Role	LWIA	Add/Remove Partner	User Management
Wrigly	Ashley	AWrigley	Apprenticeship Illinois - ABC Location	Ashley@noemail.com	Public Viewer	20	+ x	No

3. Complete the Add Partner modal. Information from the user’s profile will autofill into the modal. Complete the required fields along with any missing information.
4. Click inside the Organizations or Group(s) box to populate the list of organizations. Find the agency the partner should be assigned to. Hover to highlight the agency name and then click to select it.
5. Click **Search**. The results will show that some information does match if the information is missing from the partner account. If the account is correct, select **Yes** and continue.
6. Select **Add Partner**.
7. Verify information was properly added by clicking on the user’s hyperlinked Last Name in the list.

ADD PARTNER

First Name: Ashley, Last Name: Wrigly, Birth Date: 11/15/1997, Phone Number: 3134145555, Extension: , Email: Ashley@noemail.com, ZIP Code: 62677

Organizations or Groups to Add Partner to: Apprenticeship Illinois - Lakeland College

A match has been found based on the information provided.

User Name: AWrigley, Email: Ashley@noemail.com, First Name: Ashley, Last Name: Wrigly, Birthday: 11/15/1997

Is this the correct account? Yes (selected) No

Add Partner Close

8. Users who are inactive will have an **info bubble** by the “+” and “x” icons.

Jones	John	JJones4	Apprenticeship Illinois - ABC Location	johnjones@noemail1234.com	Public Viewer	5	+ x i	No
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