Purpose:

The agency has access upload files at both the grantee level and the customer level.

Who Enters/Maintains Data

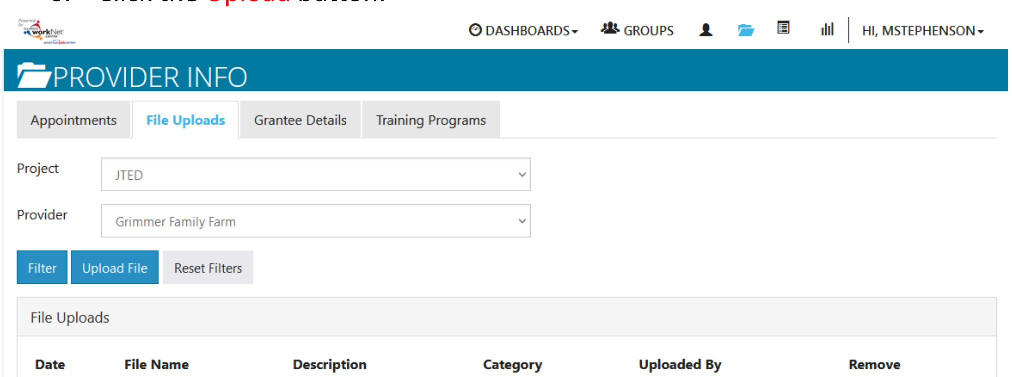
- Grantee/Provider Staff uploads documentation related to the grant, training program information, employers, worksite information, placements, and response to monitoring. Documents can be uploaded at both the grantee level and customer level. Grantees will only be able to upload documents for their agency.
- State Level Staff can view and upload documentation at both the grantee level and customer level for the JTED program.

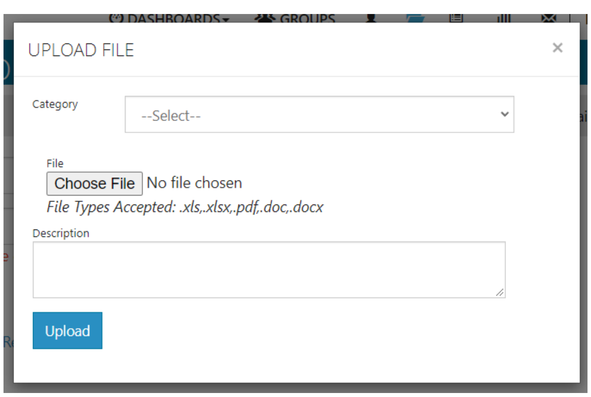
Upload Files at the Grantee Level

1. Log into www.illinoisworknet.com.
2. Select My Dashboard and select Customer Support Center in the partner section.
3. Select Provider Info and then select File Uploads.

These are typically files that are associated with your agency, grant or staff – NOT individual customers.

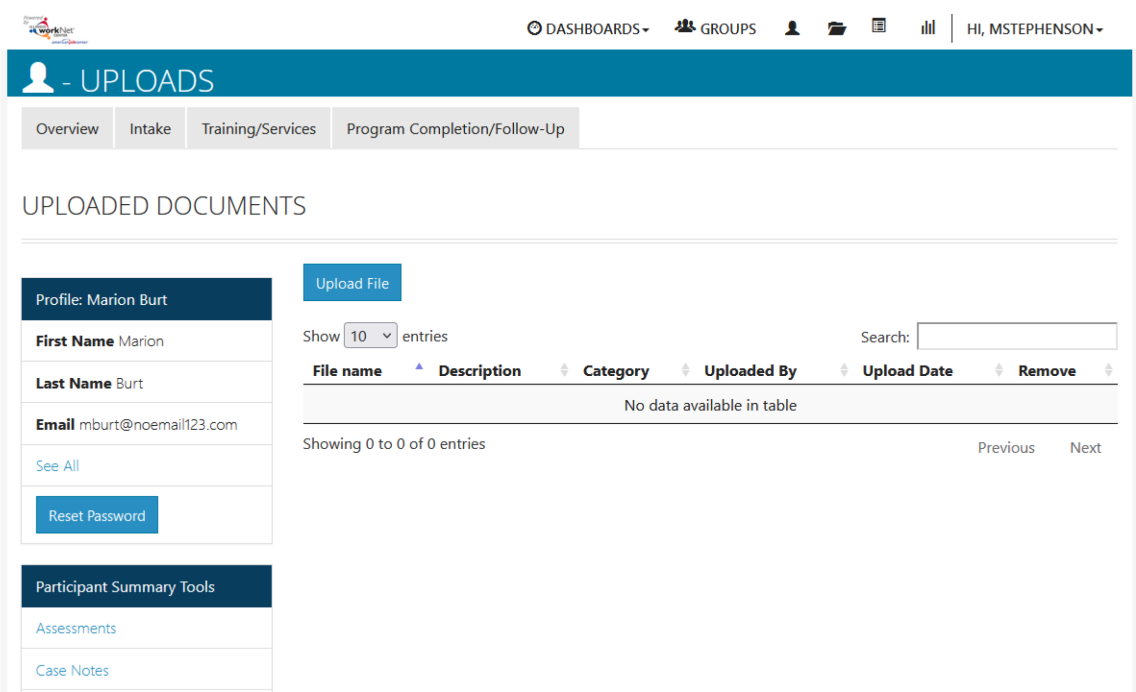
1. Select the Project and select Provider if you have access to more than one provider.
2. Click Upload File
3. Select type of upload category
4. Select a file to upload
5. Add a description of the file so that each file doesn't have to be opened.
6. Click the Upload button.





Upload Files at the Customer Level

1. Log into www.illinoisworknet.com.
2. Select My Dashboard then select Dashboard/Partner Tools.
3. Select Customer Support Center in the partner tools section.
4. Click Groups and select the JTED Project Group.
5. Select a customer and then select the Uploads in the Summary Tools.
6. Select Upload File.
7. Select type of upload category
8. Select a file to upload
9. Add a description of the file so that each file doesn't have to be opened.
10. Click the Upload button



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