

Purpose:

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

Who Enters/Maintains Data

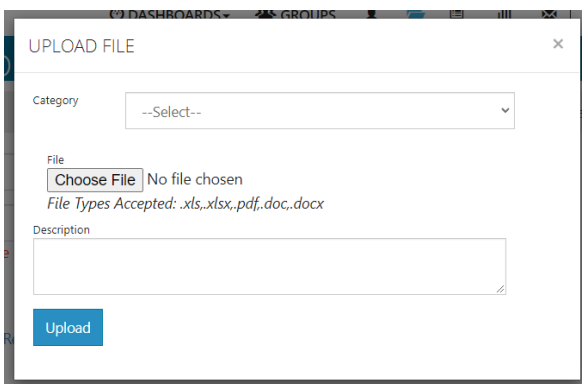
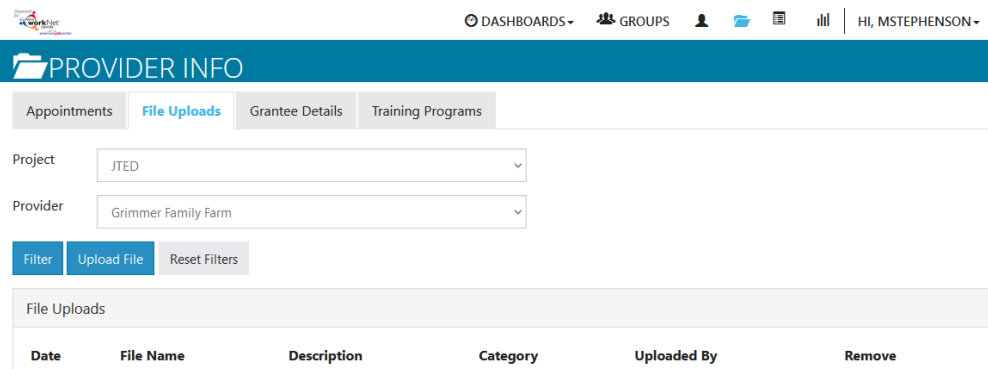
- **Grantee/Provider Staff** uploads documentation related to the grant, training program information, employers, worksite information, placements, and response to monitoring. Documents can be uploaded at both the grantee level and customer level. Grantees will only be able to upload documents for their 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/IWIS** in the partner section.
3. Select **Provider Info** and then select **File Uploads**.

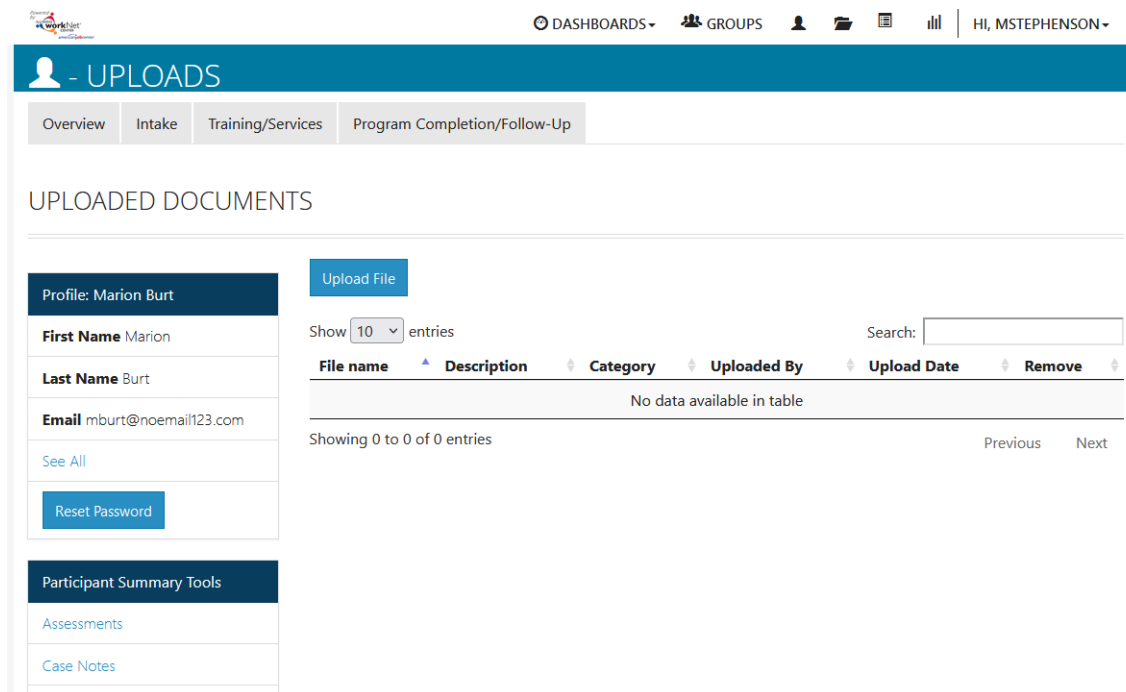
These are typically files that are associated with your agency, grant or staff – NOT individual customers.

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/IWIS** 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



The screenshot shows the 'UPLOADS' interface for a user named Marion Burt. The user's profile information is visible on the left, including their first and last name, email address, and a 'Reset Password' button. Below the profile is a 'Participant Summary Tools' section with links for 'Assessments' and 'Case Notes'. The main area is titled 'UPLOADED DOCUMENTS' and contains an 'Upload File' button, a 'Show 10 entries' dropdown, and a search bar. A table with columns for 'File name', 'Description', 'Category', 'Uploaded By', 'Upload Date', and 'Remove' is present, but it is currently empty, displaying the message 'No data available in table'. Navigation links for 'Previous' and 'Next' are also visible at the bottom of the table area.

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711.

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For more information please refer to the footer at the bottom of any webpage at illinoisworknet.com.