

## Overview

The referral process is comprised of five main steps to ensure customers are eligible and suitable to participate in the program.

## Who Enters/Maintains Data

**Grantees/Career Planners** – complete and update their customer’s intake information.

## Access JTED Service Needs Assessment

1. Log into [www.illinoisworknet.com](http://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 **Intake tab**.
6. Select the Service Needs Assessment.