

## Purpose

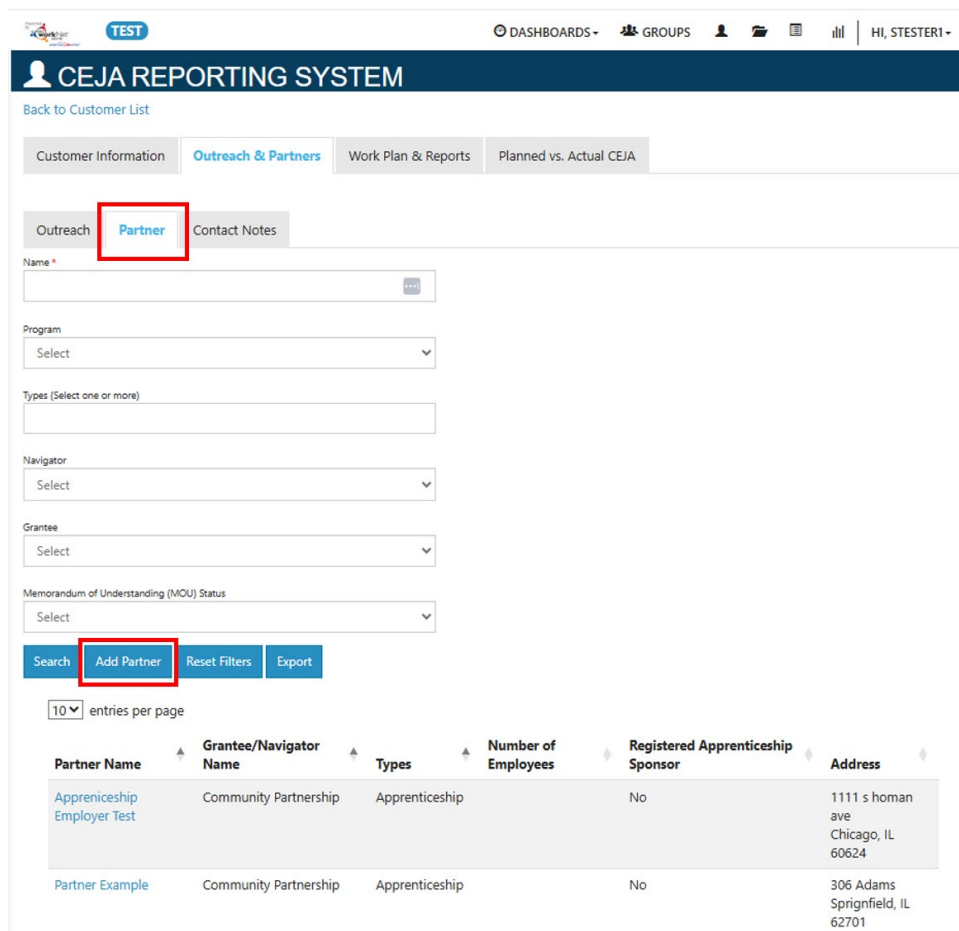
In Outreach & Partners, Grantees have access to a tool that allows them to add and maintain outreach events and partner sites with partnering organizations.

## Who Enters/Maintains Data

- [Grantee/Service Provider](#) enters Outreach events and Partner sites, and Contact Notes for organizations they have partnered with.

## Access Partner Details

1. Log in to [www.illinoisworknet.com](http://www.illinoisworknet.com)
2. Select My Dashboard and select Customer Support Center.
3. Select CEJA/FEJA Programs.
4. Select Outreach & Partners
5. If you are associated with multiple providers/locations for the program, they will display as a list. Select the Grantee or Navigator.
6. Click the Search button.



The screenshot shows the CEJA Reporting System interface. At the top, there is a navigation bar with 'DASHBOARDS', 'GROUPS', and a user profile 'HI, STESTER'. Below this is a dark blue header with 'CEJA REPORTING SYSTEM'. A breadcrumb trail includes 'Back to Customer List'. The main content area has several tabs: 'Customer Information', 'Outreach & Partners' (selected), 'Work Plan & Reports', and 'Planned vs. Actual CEJA'. Under 'Outreach & Partners', there are sub-tabs: 'Outreach', 'Partner' (highlighted with a red box), and 'Contact Notes'. Below the sub-tabs are several dropdown menus for 'Name', 'Program', 'Types', 'Navigator', 'Grantee', and 'Memorandum of Understanding (MOU) Status'. At the bottom of the form area, there are buttons for 'Search', 'Add Partner' (highlighted with a red box), 'Reset Filters', and 'Export'. Below the buttons is a '10 entries per page' selector. The bottom section is a table with the following data:

Partner Name	Grantee/Navigator Name	Types	Number of Employees	Registered Apprenticeship Sponsor	Address
<a href="#">Apprenticeship Employer Test</a>	Community Partnership	Apprenticeship		No	1111 s homan ave Chicago, IL 60624
<a href="#">Partner Example</a>	Community Partnership	Apprenticeship		No	306 Adams Sprignfield, IL 62701

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## Add a Partner

1. On the Partner tab, select the Add Partner button.
2. Enter the following information for each partner engagement:

- a. Partner Name
- b. Type
  - i. Apprenticeship
  - ii. Business Association
  - iii. Community Based Organization
  - iv. Community College
  - v. Employer
  - vi. Government Organization (state or municipal)
  - vii. High School
  - viii. Industry Association
  - ix. Private for Profit Training
  - x. Public University or College
  - xi. Union
  - xii. Vocational Technical School
  - xiii. Other

ADD PARTNER ×

Partner Name \*

Types

Phone Number

Email

Industry

[Lookup NAICS Codes](#)

Partner Current Interests

Apprenticeship Sponsor \*

Street \*

City \*

State \*

Zip Code \*

Grantee

Memorandum of Understanding (MOU) Status \*

Subject	Comment	Date	User	View
<input type="button" value="Add Partner Note"/> <input style="border: 2px solid red;" type="button" value="Add Partner Information"/> <input type="button" value="Close"/>				

- c. Phone Number
- d. Email
- e. Industry
- f. Partner Current Interests
  - i. Apprenticeship
  - ii. Classroom Presentations
  - iii. Curriculum Development
  - iv. Hiring
  - v. On-the-Job Training
  - vi. Supportive Interests
  - vii. Talent Pipeline Management
  - viii. Tours
  - ix. Work-Based Learning
  - x. Other
- g. Apprenticeship Sponsor
  - i. Number of apprenticeship openings per year
  - ii. Applications Due By
  - iii. Applications Reviewed By
  - iv. Link to Website/Application
- h. Street
- i. City
- j. State
- k. Zip Code

- I. Grantee
  - m. Memorandum of Understanding (MOU) Status + file upload if status of "Complete" is selected
3. Click the Add Partner Information button.
4. You may also add a note for the partner entry by selecting the Add Partner Note button or export a list of the Partners by selecting the Export button.
  - a. Notes that are added here will appear on the Contact Notes tab.

On the Partner tab of Outreach & Partners, Service Provider Managers can search and update partner information.

## Edit Partner Information

1. Enter the partner name in the Name field.
2. Click Grantee dropdown and select the provider.
3. Click the Search button.
4. Click the Partner Name and update the partner information.
5. Then, click the Update Partner Information button.

EDIT PARTNER x

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Partner Name \*

Types

Phone Number

Email

Industry

Lookup NAICS Codes

Partner Current Interests

Apprenticeship Sponsor \*

Street \*

City \*

State \*

Zip Code \*

Grantee

Memorandum of Understanding (MOU) Status \*

10 entries per page

Subject	Comment	Date	User	View
No data available in table				

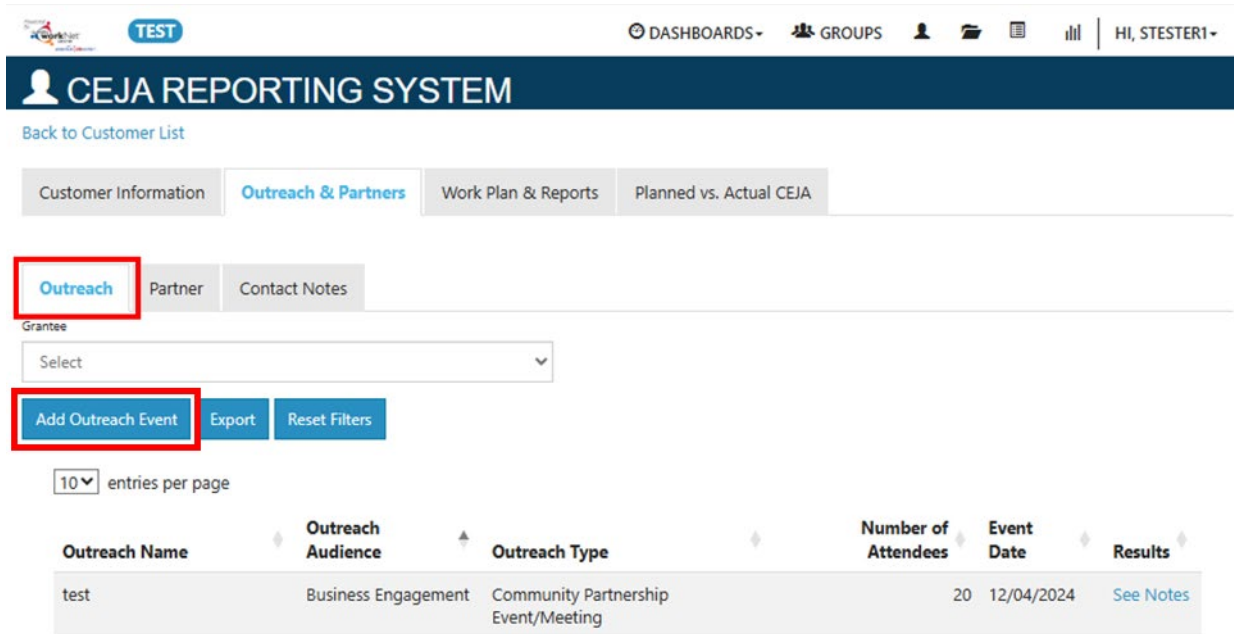
Showing 0 to 0 of 0 entries ◀ ▶ ↻ 🔍

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Add Partner Note
Update Partner Information
Close

## Add Outreach

On the Outreach & Partners screen, select the Add Outreach Event button.



TEST | DASHBOARDS | GROUPS | HI, STESTER1

### CEJA REPORTING SYSTEM

Back to Customer List

Customer Information | **Outreach & Partners** | Work Plan & Reports | Planned vs. Actual CEJA

**Outreach** | Partner | Contact Notes

Grantee: Select

**Add Outreach Event** | Export | Reset Filters

10 entries per page

Outreach Name	Outreach Audience	Outreach Type	Number of Attendees	Event Date	Results
test	Business Engagement	Community Partnership Event/Meeting	20	12/04/2024	<a href="#">See Notes</a>

1. Enter the following for each Outreach Event
  - a. Grantee
  - b. Outreach Name
  - c. Audience Type
  - d. Outreach Type
  - e. Event Date
  - f. Number of Attendees
  - g. Follow-Up Notes

ADD OUTREACH EVENT ×

Grantee:

Outreach Name \*

Audience Type \*

Outreach Type \*

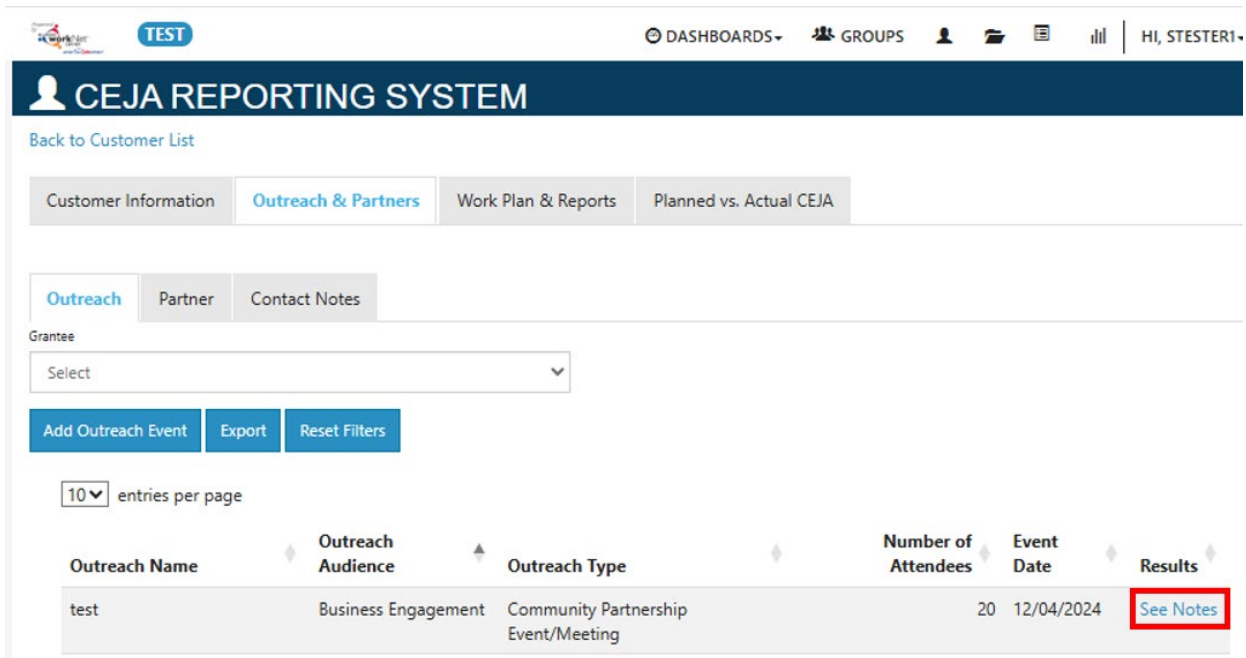
Event Date \*

Number of Attendees

Subject	Comment	View

## Edit Outreach

On the Outreach & Partners screen, select “See Notes” to the event you would like to edit. Make the necessary changes and select the “Save” button.



TEST DASHBOARDS GROUPS HI, STESTER1

### CEJA REPORTING SYSTEM

Back to Customer List

Customer Information **Outreach & Partners** Work Plan & Reports Planned vs. Actual CEJA

Outreach Partner Contact Notes

Grantee: Select

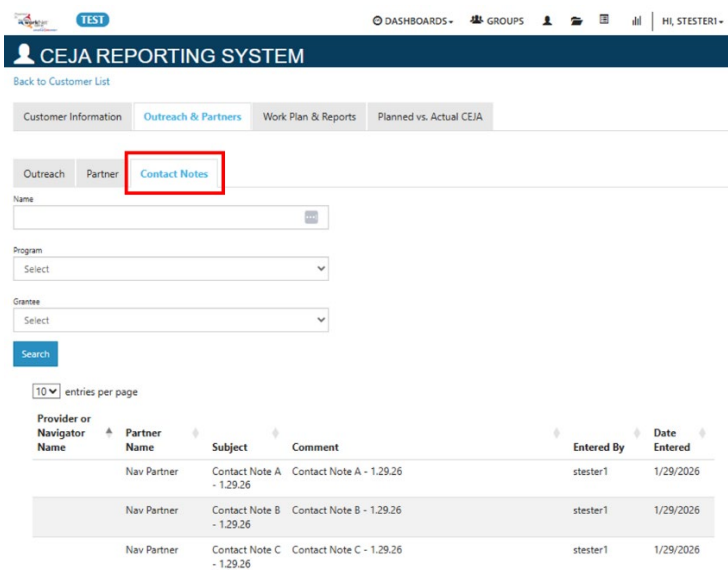
Add Outreach Event Export Reset Filters

10 entries per page

Outreach Name	Outreach Audience	Outreach Type	Number of Attendees	Event Date	Results
test	Business Engagement	Community Partnership Event/Meeting	20	12/04/2024	<a href="#">See Notes</a>

## Contact Notes

Select the Contact Notes tab to see notes that have been added to Partner entries



TEST DASHBOARDS GROUPS HI, STESTER1

### CEJA REPORTING SYSTEM

Back to Customer List

Customer Information Outreach & Partners Work Plan & Reports Planned vs. Actual CEJA

Outreach Partner **Contact Notes**

Name:

Program: Select

Grantee: Select

Search

10 entries per page

Provider or Navigator Name	Partner Name	Subject	Comment	Entered By	Date Entered
Nav Partner	Nav Partner	Contact Note A - 1.29.26	Contact Note A - 1.29.26	stester1	1/29/2026
Nav Partner	Nav Partner	Contact Note B - 1.29.26	Contact Note B - 1.29.26	stester1	1/29/2026
Nav Partner	Nav Partner	Contact Note C - 1.29.26	Contact Note C - 1.29.26	stester1	1/29/2026

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To add a Contact Note, go to the Partner tab and select the Partner and select the Add Partner Note. Enter in the Contact Note and select the Add Contact Note button. This will then appear on the Contact Notes tab.

EDIT PARTNER
✕

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**Partner Name \***

Jericho

**Types**

✕ Business Association

**Phone Number**

**Email**

**Industry ⓘ**

**Partner Current Interests**

**Apprenticeship Sponsor \***

Yes

**Street \***

555 Brown St

**City \***

Chatham

**State \***

Illinois

**Zip Code \***

62629

**Grantee**

**Memorandum of Understanding (MOU) Status \***

Select One

10

entries per page

Subject	Comment	Date	User	View
No data available in table				

Showing 0 to 0 of 0 entries

«
<
>
»

Add Partner Note

Update Partner Information

Close

ADD CONTACT NOTES ×

Subject \*

Comment \* 

This is where we add Contact Notes. This is where we add Contact Notes. This is where we add Contact Notes. This is where we add Contact Notes. This is where we add Contact Notes.

Close
Add Contact Note

TEST
DASHBOARDS - GROUPS HI, STESTER1 -

**CEJA REPORTING SYSTEM**

[Back to Customer List](#)

Customer Information
Outreach & Partners
Work Plan & Reports
Planned vs. Actual CEJA

Outreach
Partner
Contact Notes

Name

Program

Grantee

Search

10 entries per page

Provider or Navigator Name	Partner Name	Subject	Comment	Entered By	Date Entered
	Nav Partner	Update for Partner	This is where we add Contact Notes. This is where we add Contact Notes. This is where we add Contact Notes. This is where we add Contact Notes. This is where we add Contact Notes. This is where we add Contact Notes. This is where we add Contact Notes. This is where we add Contact Notes.	stester1	4/9/2026