

Purpose

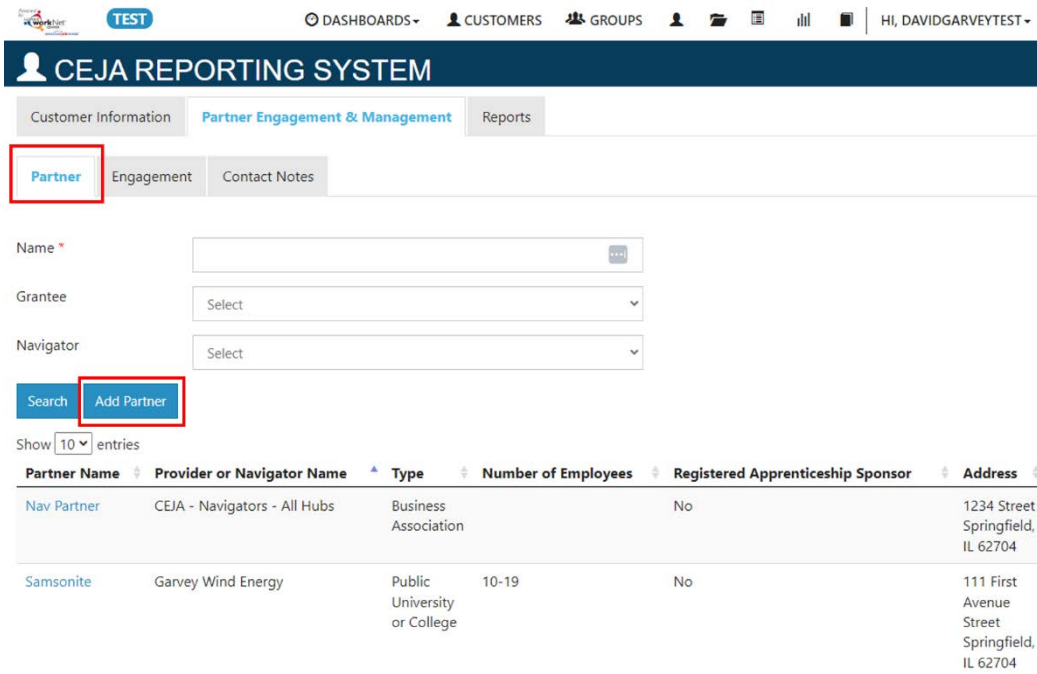
In Partner Engagement & Management, Grantees have access to a tool that allows them to add and maintain partner sites and their engagements with partnering organizations.

Who Enters/Maintains Data

- Grantee/Service Provider enters Partner sites, Engagements, and Contact Notes for organizations they have partnered with.

Access Partner Details

1. Log in to www.illinoisworknet.com
2. Select My Dashboard and select Customer Support Center.
3. Select CEJA/FEJA Programs.
4. Select Partner Engagement & Management
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 a user profile icon, the text "CEJA REPORTING SYSTEM", and a dropdown menu showing "HI, DAVIDGARVEYTEST". Below this is a sub-navigation bar with tabs for "Customer Information", "Partner Engagement & Management" (which is selected), and "Reports". Under "Partner Engagement & Management", there are three sub-tabs: "Partner" (highlighted with a red box), "Engagement", and "Contact Notes". The "Partner" tab contains a form with fields for "Name" (with a dropdown arrow), "Grantee" (with a "Select" dropdown), and "Navigator" (with a "Select" dropdown). Below these fields are two buttons: "Search" and "Add Partner" (highlighted with a red box). At the bottom, there is a table with the following columns: "Partner Name", "Provider or Navigator Name", "Type", "Number of Employees", "Registered Apprenticeship Sponsor", and "Address". The table contains two rows of data.

Partner Name	Provider or Navigator Name	Type	Number of Employees	Registered Apprenticeship Sponsor	Address
Nav Partner	CEJA - Navigators - All Hubs	Business Association		No	1234 Street Springfield, IL 62704
Samsonite	Garvey Wind Energy	Public University or College	10-19	No	111 First Avenue Street Springfield, IL 62704

Add a Partner

1. On the Participant Recruitment & Engagement Management screen, select the Add Partner button.
2. Enter the following information for each partner engagement:
 - a. Partner Name
 - b. Type
 - i. Business Association
 - ii. Industry Association
 - iii. Employer
 - iv. Number of Employees
 - v. Clean Energy Industry
 - vi. Are you an Equitable Eligible Contractor (EEC)?
 - vii. Government Organization (state or municipal)
 - viii. Community Based Organization
 - ix. Public University or College
 - x. Community College
 - xi. Vocational
 - xii. Technical School
 - xiii. Private for-Profit Training
 - xiv. High School
 - xv. Union
 - c. Apprenticeship Sponsor
 - d. Street
 - e. City
 - f. State
 - g. Zip Code
 - h. Provider
 - i. Memorandum of Understanding (MOU) Status + file upload if status of "Complete" is selected
3. Click the Add Partner Information button.

ADD PARTNER

Partner Name *	<input type="text"/>
Type *	Select One
Apprenticeship Sponsor *	Select
Street *	<input type="text"/>
City *	<input type="text"/>
State *	Select One
Zip Code *	<input type="text"/>
Provider	Select One
Navigator	Select One







Add Partner Information

On the Partner tab of Participant Engagement & Management, Service Provider Managers can search and update partner information.

Edit Partner Information

1. Enter the partner name in the Name field.
2. Click Intermediary/Provider 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 ×

Partner Name *	Nav Partner 
Type *	Business Association 
Apprenticeship Sponsor *	No 
Street *	1234 Street
City *	Springfield
State *	Illinois 
Zip Code *	62704
Provider	Select One 
Navigator	CEJA - Navigators - All Hubs 

Update Partner Information

Add Engagement




1. On the Participant Recruitment & Engagement Management screen, on the Engagement tab, select the Add Engagement button.


TEST
DASHBOARDS
CUSTOMERS
GROUPS
HI, DAVIDGARVEYTEST

CEJA REPORTING SYSTEM

Customer Information
Partner Engagement & Management
Reports

Partner
Engagement
Contact Notes

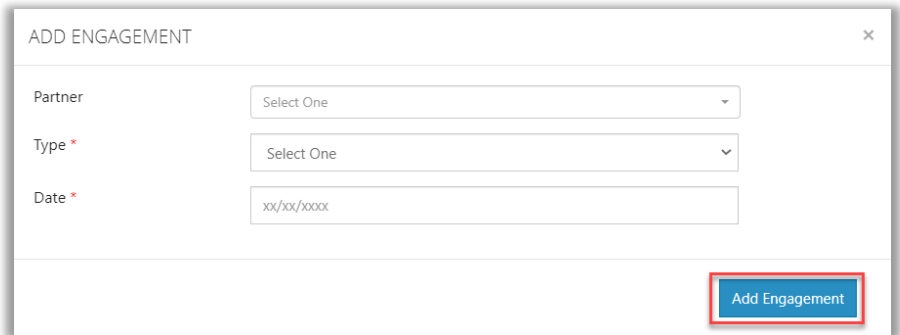
Name 
Grantee 
Navigator 

Search
Add Engagement

Show 10 entries

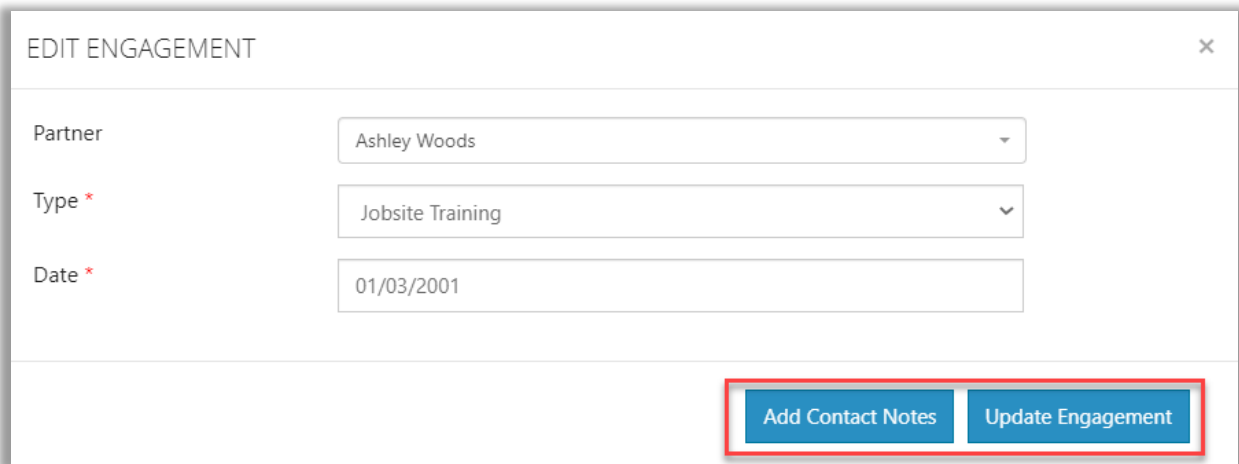
Provider or Navigator Name	Partner Name	Type	Date
Telger Solar Company, Inc.	Employer 12.6	Outreach/recruitment support	12/08/2023
Garvey Wind Energy	Jericho	Transition Services (job placement/shadowing/coaching, apprenticeship placement, job fair, etc.)	05/01/2023

1. Enter the following information for each engagement:
 - a. Partner
 - b. Type
 - c. Date
 - d. Click the Add Engagement button.



Edit Engagement Information

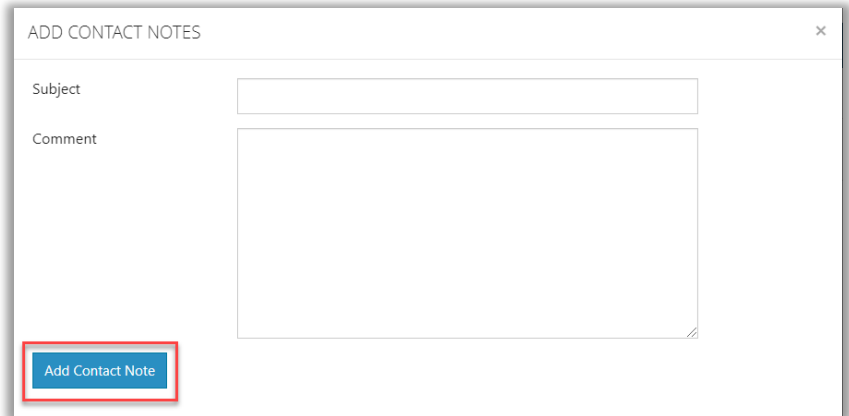
6. Enter the partner's name in the Name field.
7. Click Intermediary/Provider and select the provider.
8. Click the Search button.
9. Click the Partner Name and update engagement information.
10. Then, click the Add Contact Note or Update Engagement button.



Note: When editing an engagement, Service Providers can add a contact note to provide additional information regarding that engagement.

Adding Contact Notes

1. Enter the following information:
 - Subject
 - Comment
2. Click on Add Contact Note button.
 - A message box will appear stating Contact Note Added.



Click on the OK button to return to the Partner Engagement & Management screen.