IMPORTANT NOTES: You have been assigned a test account set up similarly to how you will use the Illinois Works Reporting System. <u>Do not</u> enter real customer information into this system. Other grantees will also use this account to become familiar with the Illinois Works Reporting System.

Test/Training Scenario:

- This test account is a system user for the Illinois Works test organization called "Illinois Works – Test Provider".
- Logged in as the Illinois Works system user account you can do the following for "Illinois Works – Test Provider":
    - o Add participants and complete the prescreening, application, career assessment, enrollment, wrap around service needs assessment
    - o View/Update Overview tab
    - o Enter case notes
    - o Enter/update training services and related information
    - o Enter outcome and completion information
    - o Enter outreach and partner engagement information
    - o Access dashboards and reports

Log into the testing/training system

1. Go to the test/training system:
   https://testapps.illinoisworknet.com/SiteAdministrationUAT/ILWorks/Admin/Index/
2. Log in using the following test account:
    a. Test account username: stester1
    b. Password: Tester1010100

Resources to help you while using the test/training system

1. Illinois Works Reporting System Instructions and Quick Start Guides
    a. Illinois Works Partner Guide:
       https://www.illinoisworknet.com/partners/Pages/ILWorks.aspx
2. Name Generator (so we do not use real people): https://www.name-generator.org.uk/quick/

Note regarding the Test Plan: If the system logs you out, please return to the test URL provided below. When the system logs you out in test, it will redirect you to the production environment. The login credentials provided will not work for production. They will only work for the URL below:
https://testapps.illinoisworknet.com/SiteAdministrationUAT/ILWorks/Admin/Index/
If you continue to experience issues logging in, please raise your hand.