



Adding & Editing Credentials

IWDS 2.0 TECHNICAL TRAINING DOCUMENTS



Purpose

This document is intended to explain how to add or edit Credentials in the Outcomes section of the Application in the IWDS 2.0 System.

Audience

This document is designed to guide both trainers and end users through the process of adding and editing Credential(s) in the IWDS 2.0 system.



Navigate to Application Summary - Credentials

- Log into IWDS 2.0. ([Link](#))
- From the Customers page, select the Customer last name. The customer must have an application.
- In the customer profile, in the **Application** section, use the **Eye icon** to view the customer application.
- The Application Summary will display. Select **Outcomes** from the dropdown menu, and the **Credentials** tab.
- **Note** – The Quick Links will also display the Credentials tab.
- Click the **Action Icons** to view or edit the credential(s).
- Select **Add Credential** to add new credential records.

Name	App Date	Program	Sub-Program	Status	Career Planner	Actions
Scarlett Adams		WIOA	Trade	Applicant	VICKY MILLER	

1 Entry Page 1 of 1 << 1 >> 1 10

Customer Profile: Lena Chau

Application Summary

What Area Do you Want to Work in?
Outcomes

Credentials Measurable Skill Gains Employment Education

+ Add Credential

Description	Date Attained	WIOA Recognized	Actions
Associate Degree in Automotive Technology	3/3/2026	Yes	

IWDS 2.0 Site



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Add Credential(s)

- After clicking **Add Credential**, a modal will display. This allows the user to tie a credential to the customer's training program or not tied to a program.
- If the Credential is tied to a training service, the user will search for the providing entity and training program.
- If the credential is not tied to a training service, the user will have a free form entry ability to fill in the required credential information.
- Enter all required fields, upload documentation and date fields and select **Save**.

Add Credentials

Are you adding a Credential that is tied to the customer's training service?*

Yes No

Providing Entity
160 DRIVING ACADEMY

Training Program
CDL Refresher

Providing Entity: 160 DRIVING ACADEMY Training Program: CDL Refresher

Were any other Credentials earned as part of this Training Service?

Yes No

At least one checkbox must be selected from either section.

WIOA Recognized Credentials Earned (Select all that apply) *

License recognized by State or Federal Government (Commercial Driver's License (CDL))

Date Attained *

Upload Source Documentation *

+ Select New No file chosen + Select Existing

Save X Cancel

Add Credentials

Are you adding a Credential that is tied to the customer's training service?*

Yes No

Providing Entity*

Training Program*

Credential Type*

Fund Source*

Date Attained*

Source Documentation File*

+ Select New No file chosen + Select Existing

Description of Credential*

Save X Cancel

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View & Edit Credential

- Preview and edit credential(s) by selecting the **Eye or Edit icon** in the Credentials Actions column.
- Utilize the **Edit icon** to make changes to the credential record details and delete and add new documentation.
- Selecting the **Eye icon** will allow for view of the credential details and download of documentation.

Customer Profile: Lena Chau >




Application Summary >

What Area Do you Want to Work In?
Outcomes

Credentials Measurable Skill Gains Employment Education

Credentials

+ Add Credential

Description	Date Attained	WIOA Recognized	Actions
Associate Degree in Automotive Technology	3/3/2026	Yes	  

Edit Credential

Providing Entity: 1154 LILL STUDIO Training Program: Test flow

Date Attained: 03/03/2026 WIOA Recognized

Description: Associate Degree in Automotive Technology

Source Documentation: Printed career summary (2).pdf

Save Cancel

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. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration.

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