



Adding & Editing Education Outcomes

IWDS 2.0 TECHNICAL TRAINING DOCUMENTS



Purpose

This document is intended to explain how to add or edit Education Outcomes 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 Education outcomes in the IWDS 2.0 system.



Navigate to Application Summary – Outcomes

- Log into IWDS 2.0. ([Link](#))
- Select the Customer last name.
- 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 **Education** tab.
- Click the **Eye icon** to view or edit the employment outcome(s).
- Select **Add Education** to add new education records.

Applications									
Name	App Date	I#	Program	Sub-Program	Status	TI	Career Planner	TI	Actions
Scarlett Adams			WIOA	Trade	Applicant		VICKY MILLER		
1 Entry									
Page 1 of 1 << < 1 > >> 1 10									

Application Summary >

What Area Do you Want to Work In?

Outcomes

Credentials Measurable Skill Gains Employment **Education**

Education Enrollments

+ Add Enrollment

Provider	TI	Program	TI	Start Date	TI	End Date	TI	Actions
Lincoln Land Community College District 526		Redbook		12/31/2025				
Universal Technical Institute		GMC Mechanic		12/31/2025				

IWDS 2.0 Site



Adding & Editing Education Outcomes

IWDS 2.0 TECHNICAL TRAINING DOCUMENTS



Add Education Enrollment

- After clicking **Add Education**, the provider search will display.
- Enter search criteria – the system will display providers and the associated programs.
- Upload any supporting documents for enrollment.
- Enter all required fields and select **Save**.



Edit Education

- Preview and edit education by selecting the **Eye icon** in the Education Enrollments table.
- Utilize the **Edit** button to make changes to the Education record details and view documents.
- Select **Add File** to add additional documents.

IWDS 2.0 Site



Adding & Editing Education Outcomes

IWDS 2.0 TECHNICAL TRAINING DOCUMENTS

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.

[IWDS 2.0 Site](#)



Illinois
Department of Commerce
& Economic Opportunity



[Helpdesk.illinoisworknet.com](#)



| www.illinoisworknet.com