



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	IF	Program	Sub-Program	Status	Career Planner	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?											
<input type="text" value="Outcomes"/>											
Credentials	Measurable Skill Gains	Employment	<input type="text" value="Education"/>								
Education Enrollments											
Provider	Program	Start Date	End Date								
Lincoln Land Community College District 526	Redbook	12/31/2025									
Universal Technical Institute	GMC Mechanic	12/31/2025									

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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**.

Add Education Enrollment

Provider Name*
Universal Technical Institute

Program Name*
Metal Worker

Start Date*
mm/dd/yyyy

End Date
mm/dd/yyyy

Enrollment Status*
 Full-Time
 Part-Time

Upload documentation supporting enrollment
+ Select New No file chosen

Select the Educational Enrollment Type*
 Post Secondary/College Level - Associate's
 Post Secondary/College Level - Bachelor's
 Post Secondary/College Level - Graduate
 Secondary GED/High School Equivalent
 Vocational
 OJT (On-the-Job Training)
 Registered Apprenticeship
 Other (Please Specify)

Save **Cancel**



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.

Back to Outcomes **Edit**

Educational Enrollment Details

Provider Name Lincoln Land Community College District 526	Program Name Redbook
Start Date 12/31/2025	End Date N/A
Employment Status Full-Time	Educational Enrollment Type Post Secondary/College Level - Associate's

Document(s) **+ Add File**

Name	Subject	Type	Upload Date	Actions
No Files have been Uploaded for Education Enrollment Documents.				
0 Files	Page 0 of 0 << < > >> 0 10			

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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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