



Career Plan Signatures

IWDS 2.0 TECHNICAL TRAINING DOCUMENTS



Purpose

This document is intended to explain how to add and view signatures for Career Planners and Customers on a customer career plan in IWDS 2.0.

Audience

This document is designed to guide both trainers and end users through the process of adding and viewing signatures on a customer career plan in the IWDS 2.0 system.



Navigate to Customer Career Plan

- Log into IWDS 2.0. ([Link](#))
- Select the Customers Tab
- The View Customers page is a two-panel page with the **Search Filter** on the left and the **List View** on the right.

Last Name	First Name	Preferred Name	Date of Birth	Number of Applications	LWIA	Zip Code
Hid169236	Kelly	N/A	11/02/1970	1	13	61244
Rowan	Kelly	N/A	08/01/1964	1	20	62935
Trimbles_OSY	Kelly	N/A	06/27/2003	1	10	60432

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- Select the customer **Last Name** with an application.
- The Program Summary and Application Summary will appear. Expand the Career Plan tab and select **Go to Career Plan**.
- The Career Plan is divided into 3 tabs – Select the **Signatures** tab or **quick link**.
- **Note** – you can also utilize the quick links on the left to access the Career Plan

Customer Profile: Kelly M Trimble OSY >

Program Summary

Open Items Closed Items

Application Overview

Application

Submit Date: N/A - WIOA - Adult (WIOA 1A), Youth (WIOA 1Y)

Intake

Career Plan

Not Started Active Not Used Complete

Go to Career Plan

Action Items

Action	Status	Last Update
No action items found for the selected filters		

Customer Profile: DW Kelly >

Quick Links

Overview

Intake

Eligibility Certification

Getting Started

Assessment

Career Plan

Recommendations

Plan

Signatures

Outcomes

Credentials

Measurable Skill Gains

Employment

Education

Follow-Up

Transition

Exit Summary

Occurrences & Activities

Preferred Name: DW

Preferred Communication Method: N/A

Primary Phone Number: N/A

Email: dwkelly@fakemail.com

Program(s): WIOA - Adult, WIOA - Dislocated Worker

Application Status: Applicant

Application Date: N/A

Est. Exit Date: 08/16/2026

What Area Do you Want to Work In?: Career Plan

Recommendations Plan Signatures

Customer Signatures

Customer Signature Status: Signature Needed

Customer Signature Action* Select a Signature Action... Finalize Action

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Adding Signatures to the Career Plan

- The signatures page displays a signatures section for Customers and Career Planners.
 - Signature Status displays in colored text to identify status.
- In the Signature Action drop down select the way the signature will be provided. These signatures can be uploaded from a file or electronically signed.
- Select the method for signature and upload a document (if needed) and click **Finalize Action**.
 - **Note** - When a *career planner* signs digitally it is completed on this page. When a *customer* signs digitally, they will receive an email asking them to go into their Illinois workNet account where they will see a read only copy of their career plan that they can sign.
- After finalizing the action, the signature status will update to Signature Obtained. And update the table to log signature history and view uploads.
 - **Note** - When modifications are triggered by adding new or discontinuing existing employment, education, or training goals or steps a signature will be triggered as required.

Customer Signatures

Customer Signature Status: **Signature Needed**

Customer Signature Action* Select a Signature Action... Finalize Action

Action Name	Status	Updated By	Actions
No Customer Actions Found			

Career Planner Signatures

Career Planner Signature Status: **Signature Needed**

Career Planner Signature Action* Select a Signature Action... Finalize Action

Customer Signatures

Customer Signature Status: **Signature Needed**

Customer Signature Action* Signature Obtained Manually and Uploaded/On File × ▼

Customer Signature File Test Doc.docx ×

Finalize Action

Action Name	Status at time of Action	Updated By	Actions
No Customer Actions Found!			

Customer Signatures

Customer Signature Status: **Signature Obtained**

Customer Signature Action* Select a Signature Action... Finalize Action

Action Name	Status at time of Action	Updated By	Actions
Signature Obtained Manually	Signature Obtained	Kelly Trimble 05/18/2026 10:17 PM	↓

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- Under the signature sections is a **Career Plan Summary**. There is a Print Career Plan button that can be used to print a copy of the career plan which includes signature lines to support manually signing the career plan

Career Plan Summary

Key: [Goals](#) [Steps](#) [Services](#)

Show All Details [+ Print Career Plan](#)

Employment Get a full-time job like the one you had before in [Career Cluster], with similar or better pay and benefits. [>](#)

Employment Create and adjust your resume and cover letter to match the job you want.



Add Services to Career Plan

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- To add a service to the Career Plan, Filter the View to Services, then Select **Add Service**

Recommendations **Plan** Signatures

Manage Goals, Steps & Services

Key: Goals Steps Services

View: Services Select a Goal or Step Select a Goal or Step... **+ Add Service**

EE	Name	Status	Start Date	End Date	Actions
<input checked="" type="checkbox"/>	Job Search Activities and Assistance (STAFF ASSISTED) (1 episodes)	Planned/Not Started			
<input checked="" type="checkbox"/>	Career Information Services (STAFF ASSISTED) (1 episodes)	Planned/Not Started			

- Note** – In order to add a service, there must be a Goal & Step associated.

- After selecting Add Service, the Add Services Page will display. Utilize the Keyword Search or Advanced Search as needed. Select

Add Services - Kelly Trimble OSY - Adult (WIOA 1A), Youth (WIOA 1Y)

[← Back to Career Plan](#)

Keyword Search: Enter Keyword... [Reset](#)

Goal: Get Ready for or complete an Associate Degree in Computer and Mathematical for career stability and growth.

Step: Look into and get information about job or school training programs that match your career goals and industry needs.

[Advanced Search](#)

Service Level	Service Name	Program-SubProgram	Selected	Actions
Career Services	Post-Secondary Prep & Transition Activities	WIOA - Youth (WIOA 1Y)	<input checked="" type="checkbox"/>	

[Save](#) [Cancel](#)

the Goal and Step in the drop down menus to add related services.

- In the Filtered Services table, the related services will display. Click the box in the Selected column to edit a service, using the **Edit** pen.

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- Clicking the Edit pen will display the Edit Service screen for the selected Service. This Service Template displays the required fields to add the service to the Career Plan.

Edit Service - Post-Secondary Prep & Transition Activities

Program: WIOA - Youth (WIOA 1Y) Service Level: Career Services Grant Number: N/A

Goal *
Get Ready for or complete an Associate Degree in [career cluster] for career stability and growth. X

Step *
Look into and get information about job or school training programs that match your career goals and industry needs. X

Providing Entity * Supplier
Select an answer Refer Service

Sub Program *
Select an answer

Completion Status *
Select an answer

Start Date *
mm/dd/yyyy

End Date
mm/dd/yyyy

Comments

Save Cancel Delete

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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