



Requesting Provider Access in IWDS 2.0

IWDS 2.0 TECHNICAL TRAINING DOCUMENTS



Purpose

This document explains how to request access in IWDS 2.0. Because IWDS 2.0 uses two-factor authentication (2FA), users must create an account to obtain access.



Audience

This document is designed to guide providers through the process of requesting access in IWDS 2.0.



New providers

Go to Illinois workNet and Sign Up to become an Eligible Training Provider in Illinois.

- During the sign-up process, you will be emailed instructions to sign up for your account.
- At the login screen, click **Sign Up**.

[IWDS 2.0 Site](#)



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- Enter the required information, create a password, and Select **Sign Up**.
- Set up a security method — Email or Okta Verify is preferred.

The image displays two screenshots from the ILogon system. The left screenshot is the 'Sign up' page, which includes fields for Email, First name, Last name, Middle name (Optional), Honoric suffix (Optional), Country (dropdown), State, City, and Password. A green box highlights the Email, First name, Last name, and Country fields. A blue 'Sign Up' button is at the bottom. The right screenshot is the 'Set up security methods' page, showing options for Email, Google Authenticator, Okta Verify, and Phone. A red arrow points to the 'Set Up' button for the Email method. A 'Back to sign in' link is at the bottom.

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Existing Providers

- Go to the IWDS login page.
 - Production – <https://iwds2.dceo.illinois.gov/>

- Click sign up.
- Enter the required information, create a password, and Select Sign Up.
- Set up a security method – Email or Okta Verify is preferred.

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- If your account is set up correctly, you will be directed to your provider listing.
 - If you see a screen to add entity, contact the ETPL coordinator for your LWIA.
 - They will add your contact information to your ETPL listing.

The screenshot shows the 'Add Entity' form in the IWDS 2.0 system. The form is titled 'Add Entity' and includes the following fields:

- Name*
- Doing Business As (DBA)
- Opening LWIA (dropdown menu with 'Select an LWIA...' option)
- Identification Type* (dropdown menu with 'FEN' option)
- FEN*
- Entity Type* (dropdown menu with 'Select an option...' option)
- Website Address (text field with a red error icon)
- ☐ Add to Favorites
- Location
- Main Location Name*
- Address Line 1*
- Address Line 2

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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