

1. Login to IJL.

Login

Username (required)

Staff Username

Password (required)

.....

Show

Log In

[Forgot Password or Username?](#)

Use [Reset Code](#)

2. Click **Job Seeker Search**.

 User Search

 Job Seeker

 **Job Seeker Search**

 Job Search

 Employer

- Enter job seeker's last name, first name, and date of birth and click **Search**.

Select *Partial Name Match* to search for similar results.

Last Name

First Name

☒ Partial Name Match

Date of Birth

[Account Information](#)

[Demographics](#)

[Programs](#)

Search

Clear Form

- Click on the **job seeker's name**.

Vet status can be viewed at a glance.

Job Seeker Name	Participant ID	SSN	UI Claimant ID	Veteran Status	MSFW	Birth Date	City
Name		***-**-****		Spec Disabled			

- More veteran information can be seen in the top right-hand corner of the *Case Details* page.

Case Details

i

Click on the appropriate link to add, view, or edit the information. You will be restricted to information based on your privilege level.

Veteran Type: Post 9/11 Era Campaign Veteran

Disabled Vet: Special Disabled Veteran

Eligible for DVOP Services

Requested DVOP Assistance - No

- To view current enrollments, scroll down to the bottom of the *Case Details* page, and locate the “Program Registrations” section.

Program Registrations

Filter Programs

Begin typing to filter results below

Program	Partic
LE (Job Service) 3	

- An “open” *LE (Job Service) Enrollment* indicates that staff are currently providing services to the job seeker.

LE (Job Service) 1

Will County Workforce Center Open Jan 13, 2026

Enrollments

Job Service Open S&T Plan

Jan 13, 2026 - Open

- A “closed” *LE (Job Service) Enrollment* indicates that staff are not currently providing services to the job seeker.

LE (Job Service) 3

Burbank Local Office Ended Jun 11, 2025 — Jun 11, 2025

Outcomes

Enrollments

Job Service Ended S&T Plan

Jun 11, 2025 - Jun 11, 2025

9. To determine which staff provided services, click **S&T Plan**.

LE (Job Service) 1

Carlinsville Comprehensive One Stop

Open

Apr 06, 2026

Enrollments

Job Service

Open

Apr 06, 2026 - Open

S&T Plan

10. Next to service, click **View**.

Enrollment Details

Service & Training 1

Sortable List of Services sorted by Start Date, descending

Actions	Service Type ▾	Provider ▾	Budget ▾	Payments ▾	Status ▾	Start Date ⌵	Completed ▾
View	Initial Assessment	Carlinsville Comprehensive One Stop	No Budgets	No Payments	Completed	Apr 16, 2026	Apr 16, 2026

11. On the right-hand side, confirm that the staff listed under ‘Provided By’ and ‘Last Edited By’ are the same person. If they match, you can make note of the staff role shown under the ‘Last Edited By’ section. If they do not match, please contact Kelsey Butcher to verify the staff’s correct role.

a. **Role:**

- i. JS Interviewer = Employment Service Staff
 - **Indicates Wagner-Pyser Enrollment**
- ii. DVOP = Vet Staff
 - **Indicates DVOP Enrollment**

Service History

Provided By

Sam Servicefield

On Apr 16, 2026

Last Edited By

Sam Servicefield

On Apr 22, 2026

Role:

JS Interviewer

Office:

Carlinville Comprehensive One Stop