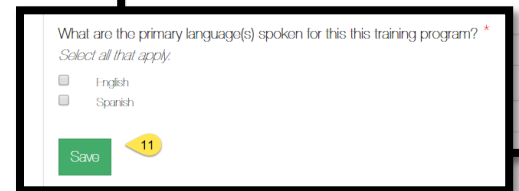
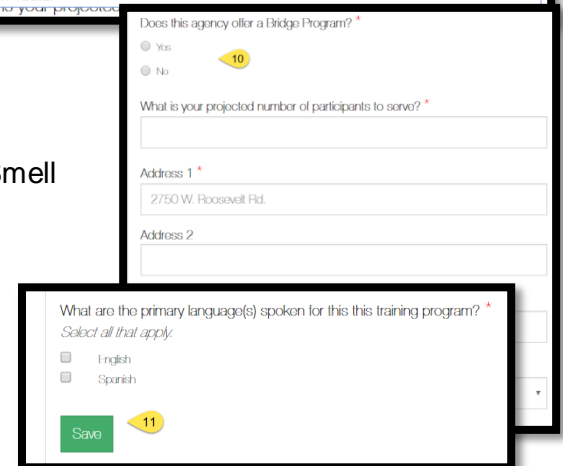
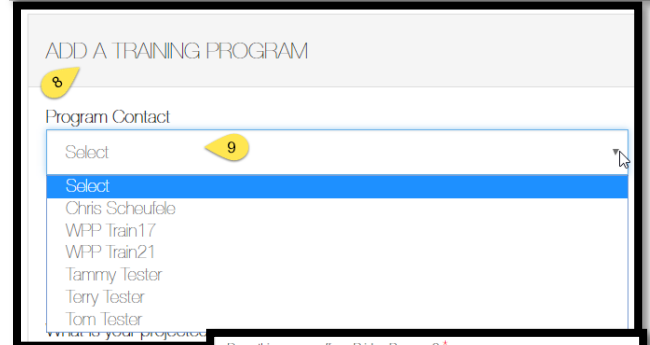
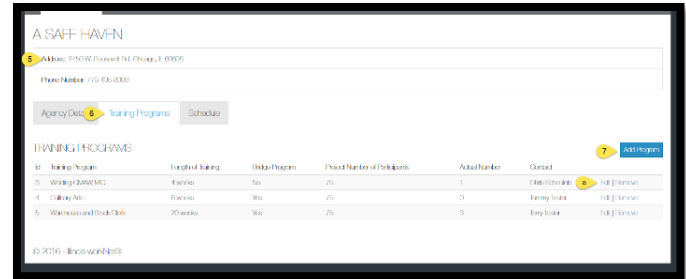
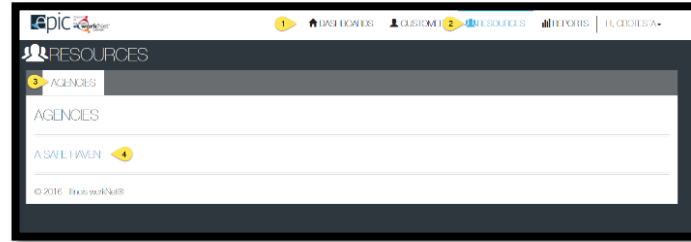


Adding a Training Program to your Organization in the EPIC dashboard

1. **Log in** to your EPIC Dashboard for partners* (only) <http://www.illinoisworknet.com/EpicDashboard>.
2. Main Menu > Select **Resources**
3. Select **Agencies** Tab
4. Select **Agency** (should only be your agency)
5. Verify location information is correct.
6. Click the **Training Programs** Tab.
7. Select button **Add Program**
 - a. Select **Edit** if you want to make changes to existing programs.
8. Drop down opens with questions to answer.
9. Select a **Program Contact** for the program you are entering.
10. Complete balance of information about program. Includes program information and logistics about the program.
 - a. Is it a bridge program?
 - b. Number of participant
 - c. Address information should be pre-filled.
 - d. Industry – select from dropdown
 - e. Program Name and description
 - f. Age of participants
 - g. Time to complete in Weeks
 - h. Goal of program
 - i. How is training offered
 - j. Minimum academic requirements to enter program
 - k. Lifting requirement**
 - l. Standing/Sitting requirement**
 - m. Medical required tests / Vision requirement / Taste or Smell requirement**
 - n. Appearance Requirement**
 - o. Driver's License required / motor vehicle violations**
 - p. Background check**
 - q. Program accessible by type of transportation
 - r. Primary language spoken in training program
11. When complete, click **Save**.
12. Repeat steps to add additional programs.



*If you are with an EPIC partner organization but cannot access the dashboard, you need to request access. Please email info@illinoisworknet.com.

**The answers to these questions are important so that the person is assigned to the appropriate program. The application serves as the initial assessment which helps match the person to the program based upon minimum requirements for that program. For example: a person with no sight should not be entered into a forklift driving training program; someone never able to obtain a driver's license is not appropriate for a truck driving course.