

## Steps for Gaining Access to EPIC Partner Tools

### *If you do not have an existing Illinois workNet account:*

1. Go to [www.illinoisworknet.com](http://www.illinoisworknet.com).
2. Click "Sign Up" in the header.



3. Enter required information and submit.
4. Check your email for a confirmation message.
5. Click the verification link in the email.
  - a. Your account is now active.
6. Request that the Director of your organization/program send an email to [epic@illinoisworknet.com](mailto:epic@illinoisworknet.com) with:
  - a. List of DCEO/DHS/CBO users that need access (include name and email address).
  - b. The role of each user.

### *If you already have an Illinois workNet account:*

Request that the Director of your organization/program send an email to [epic@illinoisworknet.com](mailto:epic@illinoisworknet.com) with:

- List of DCEO/DHS/CBO users that need access (include name and email address).
- The role of each user.

### *Once you have access to the tools, you can access them in one of two ways:*

1. You can enter directly to the EPIC dashboard by following this link:  
<http://www.illinoisworknet.com/EpicDashboard> and signing in with your Illinois workNet Username and Password.
2. You can also go into Illinois workNet and enter through your Partner Tools:
  1. Visit: <https://www.illinoisworknet.com/>
  2. Click "Log In" from the header and enter your Username and Password.
  3. Click on "My Dashboard" found in the top right corner.
  4. Click on "Partner Tools" found on the left hand side of the screen.
  5. Click on "Employee Opportunities - Personalized Services - Individual Services - Career Planning (EPIC)" to access the EPIC dashboard.



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TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

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