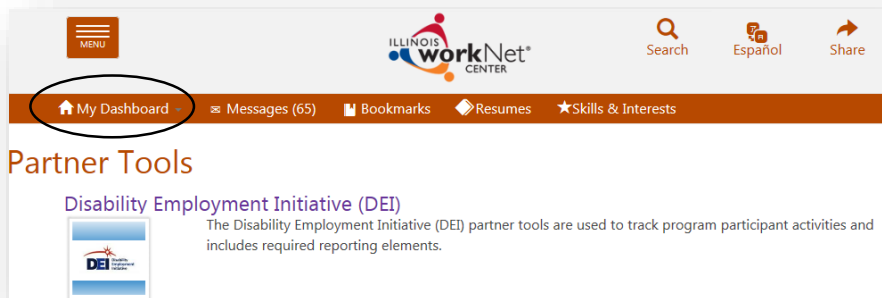


Purpose: Document customers who attend DEI orientation and do not complete a DEI starter or full application.

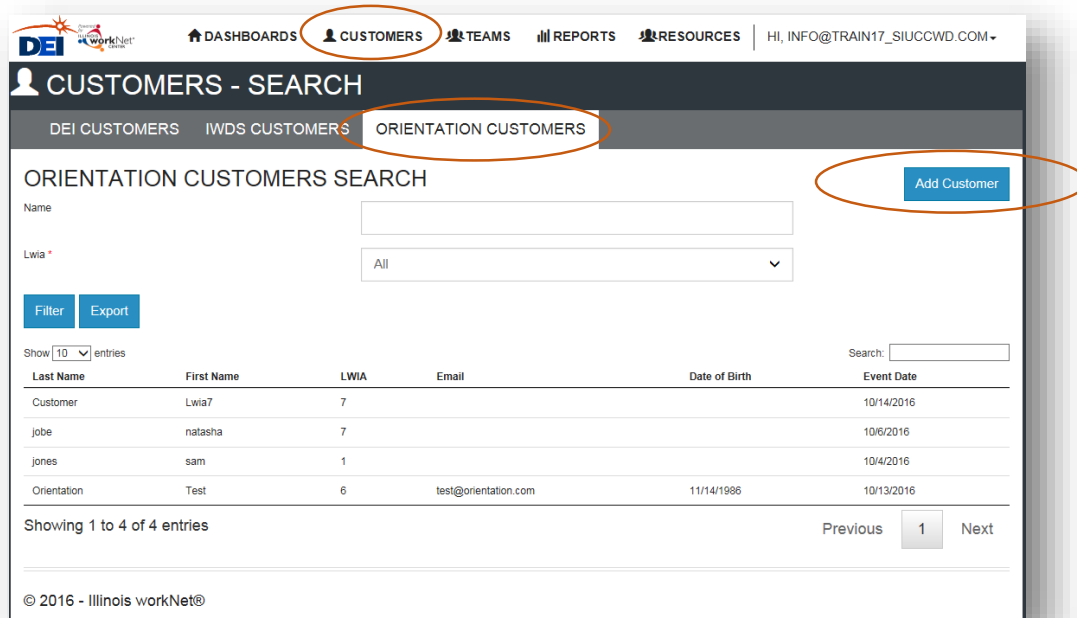
Roles That Can Access This Tool: Staff with a 'Career Planners' role (or higher) can enter DEI orientation participant information. Staff will be able to enter customers for their LWIA.

How to Enter DEI Orientation Only Customers:

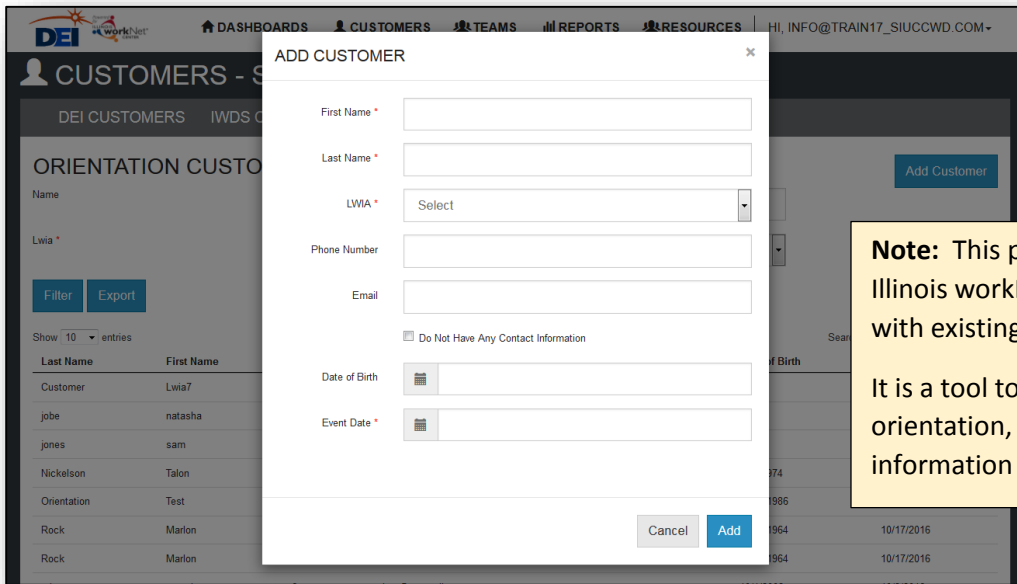
1. Go to your **DEI Partner Tools**.
 - Go to www.illinoisworknet.com and sign into your Illinois workNet account.
 - Go to your **Dashboard** and select **Partner Tools**.
 - Select **Disability Employment Initiative (DEI)**.



2. Select the **Customers** menu. Select **Orientation Customers**. Select **Add Customer**.



3. Add the customer's first name, last name, and event date. Enter the phone, email and date of birth, if you have the information. When you enter the phone and/or email, the customer will be included in the outcome report for your region.



Note: This process does not create an Illinois workNet account, nor does it sync with existing Illinois workNet accounts. It is a tool to track those who attend orientation, and it collects contact information to follow-up with customers.

4. Use the **Export** button to export a list of customers and include first/last name, LWIA, email, date of birth, and event date.

A total count of customers who attended orientation will appear in the **Intake Dashboard** even if they do not have a phone or email. Orientation customers must be entered into IWDS, or complete the *online* application, to be enrolled in DEI.

Intake and Services Section	Count	Percent
Click Here To See Eligible PWDs		
Source: Online Application		
Orientation Customers ⓘ	2	
Incomplete Application ⓘ	25	
Completed Starter Application ⓘ	2	
Completed Full Application To Enroll In DEI ⓘ	40	59%
Enrolled in DEI through IWDS (Without Illinois workNet Online DEI Application) ⓘ	1	2%
Total Customers Enrolled in DEI ⓘ	41	100%