



Purpose

On the Cohort Details page, Grantees are able to update the start and end dates for training services for participants by cohort. Additionally, Attendance Rosters for cohorts and participants can be uploaded for Training Services.

Who Enters/Maintains Data

- **Grantees** can access and update the Start and End Dates for training services for participants in cohorts.

Access Cohort Details

1. Log into www.illinoisworknet.com
2. Select **My Dashboard**
3. Select **Customer Support Center/IWIS** under Partner Tools.
4. Select **Provider Info** in the top menu.
5. Select the **Grantee Details** tab.
6. Scroll to the bottom of the page and select the Cohort you would like to update.

COHORT DETAILS - MACON COUNTY

Name
Cohort 3 - FY24

Fiscal Year
24

[Upload Attendance Roster](#) [Export](#)

Service Name	Start Date	End Date	Required Total Hours
Job Practicum	<input type="text"/>	<input type="text"/>	7
module 3 - blueprint reading	<input type="text"/>	<input type="text"/>	7
reading rainbow	<input type="text"/>	<input type="text"/>	7
Blueprint Reading	<input type="text"/>	<input type="text"/>	7
sunny day	<input type="text"/>	<input type="text"/>	7
Test Service	<input type="text"/>	<input type="text"/>	7
Transition Test II	<input type="text"/>	<input type="text"/>	7
ILW Orientation	<input type="text"/>	<input type="text"/>	
Program Stipend	<input type="text"/>	<input type="text"/>	

[Update](#)

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. For more information please refer to the footer at the bottom of any webpage at illinoisworknet.com.



Illinois Works Reporting System Cohort Details & Attendance Roster Uploads

Cohort Details

Once on the Cohort Details page, grantees may update the Start and End Dates for training services in their cohorts. Once the dates have been entered and the button **Update** has been selected, the information will be saved.

When this information is saved, the next time you enroll a customer in the cohort, the training services listed on this screen with the Start and End Dates will auto-populate on the participant's Training/Services tab.

Note: It is important to update the cohort details page **before** enrolling customers. Updates will not be applied to participants who have already been enrolled. Rather, these updates are applied to participants who will be enrolled **after** the changes are made.

You may also upload attendance rosters by selecting the **Upload Attendance Roster** button. Next, select from the Service dropdown which service you would like to upload an attendance roster for and then upload the file. Once uploaded, the attendance roster will then below the service.

COHORT DETAILS - MACON COUNTY

Name
Cohort 3 - FY24

Fiscal Year
24

[Upload Attendance Roster](#) [Export](#)

Service Name	Start Date	End Date	Required Total Hours
Job Practicum	<input type="text" value="2/1/2024 12:00:00 AM"/>	<input type="text" value="2/29/2024 12:00:00 AM"/>	<input type="text" value="7"/>
module 3 - blueprint reading	<input type="text" value="2/1/2024 12:00:00 AM"/>	<input type="text" value="2/29/2024 12:00:00 AM"/>	<input type="text" value="7"/>
reading rainbow	<input type="text" value="2/1/2024 12:00:00 AM"/>	<input type="text" value="2/29/2024 12:00:00 AM"/>	<input type="text" value="7"/>
Blueprint Reading Attendance Roster	<input type="text" value="2/1/2024 12:00:00 AM"/>	<input type="text" value="2/29/2024 12:00:00 AM"/>	<input type="text" value="7"/>
Attendance Roster Upload 1.docx			
sunny day	<input type="text" value="2/1/2024 12:00:00 AM"/>	<input type="text" value="2/29/2024 12:00:00 AM"/>	<input type="text" value="7"/>
Test Service	<input type="text" value="2/1/2024 12:00:00 AM"/>	<input type="text" value="2/29/2024 12:00:00 AM"/>	<input type="text" value="7"/>
Transition Test II	<input type="text" value="2/1/2024 12:00:00 AM"/>	<input type="text" value="2/29/2024 12:00:00 AM"/>	<input type="text" value="7"/>
ILW Orientation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program Stipend	<input type="text"/>	<input type="text"/>	<input type="text"/>

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