

Purpose

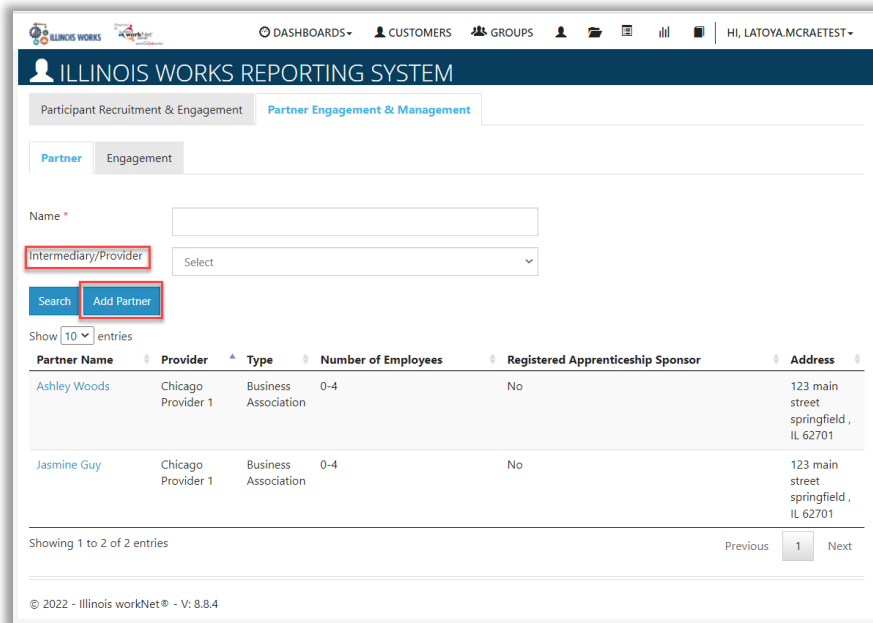
In Partner Engagement & Management, Service Provider Managers have access to a tool that allows users to add partner sites in the Pre-Apprenticeship Program.

Who Enters/Maintains Data

- Grantee/Service Provider enters customer demographic information and their assigned training provider.

Access Partner Details

1. Log in to www.illinoisworknet.com
2. Select **My Dashboard** and select **Customer Support Center/IWIS**.
3. Select **Groups** and then select **IL Works**.
4. Select **Partner Engagement & Management**
5. If you are associated with multiple providers/locations for the program, they will display as a list. Select the **Intermediary/Provider**.
6. Click the **Search** button.



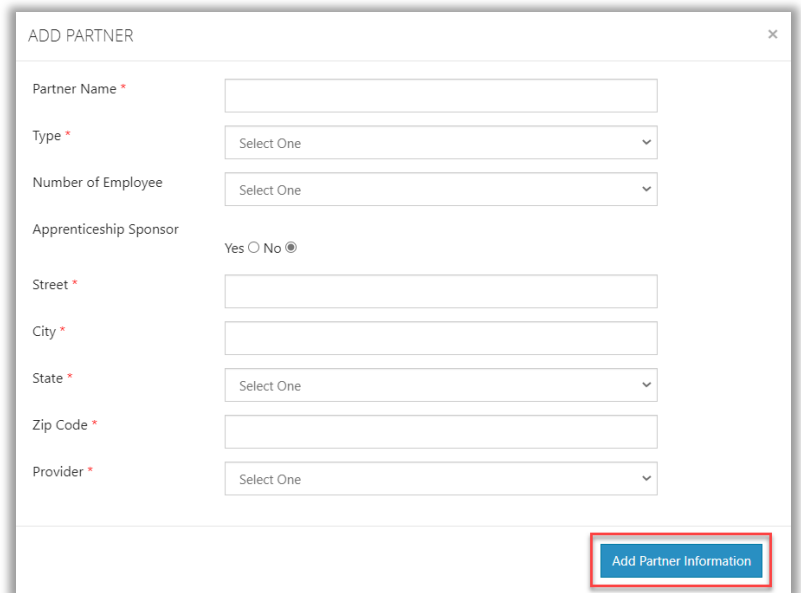
The screenshot displays the 'Partner Engagement & Management' section of the Illinois Works Reporting System. It features a search form with a 'Name' field, an 'Intermediary/Provider' dropdown menu, and 'Search' and 'Add Partner' buttons. Below the form is a table with the following data:

Partner Name	Provider	Type	Number of Employees	Registered Apprenticeship Sponsor	Address
Ashley Woods	Chicago Provider 1	Business Association	0-4	No	123 main street springfield, IL 62701
Jasmine Guy	Chicago Provider 1	Business Association	0-4	No	123 main street springfield, IL 62701

At the bottom of the table, it indicates 'Showing 1 to 2 of 2 entries' and includes 'Previous' and 'Next' navigation buttons. The footer shows '© 2022 - Illinois workNet® - V: 8.8.4'.

Add a Partner

1. On the Participant Recruitment & Engagement Management screen, select the **Add Partner** button.
2. Enter the following information for each partner engagement:
 - a. **Partner Name**
 - b. **Type**
 - i. Business Association
 - ii. Industry Association
 - iii. Employer
 - iv. Government Agency
 - v. Community Based Organization
 - vi. Public University or College
 - vi. Community College
 - vi. Vocational Technical School
 - ix. Private for-Profit Training
 - x. High School
 - xi. Union
 - c. Number of Employees
 - d. Apprenticeship Sponsor
 - e. **Street**
 - f. **City**
 - g. **State**
 - h. **Zip Code**
 - i. **Provider**
3. Click the **Add Partner Information** button.



The screenshot shows a web form titled "ADD PARTNER" with a close button (X) in the top right corner. The form contains the following fields:

- Partner Name * (text input)
- Type * (dropdown menu with "Select One" selected)
- Number of Employee (dropdown menu with "Select One" selected)
- Apprenticeship Sponsor (radio buttons for "Yes" and "No", with "No" selected)
- Street * (text input)
- City * (text input)
- State * (dropdown menu with "Select One" selected)
- Zip Code * (text input)
- Provider * (dropdown menu with "Select One" selected)

An "Add Partner Information" button is located at the bottom right of the form, highlighted with a red rectangular border.

On the Partner tab of Participant Engagement & Management, Service Provider Managers can search and update partner information.

Edit Partner Information

1. Enter the partner name in the **Name** field.
2. Click **Intermediary/Provider** and **select** the provider.
3. Click the **Search** button.
4. Click the **Partner Name** and update the partner information.
5. Then, click the **Update Partner Information** button.

EDIT PARTNER

Partner Name * Ashley Woods

Type * Business Association

Number of Employee 0-4

Apprenticeship Sponsor Yes No

Street * 123 main street

City * springfield

State * Illinois

Zip Code * 62701

Provider * Chicago Provider 1

Update Partner Information

Add Engagement

1. On the Participant Recruitment & Engagement Management screen, on the Engagement tab, select the **Add Engagement** button.

ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement Partner Engagement & Management

Partner Engagement

Name

Intermediary/Provider Select

Search Add Engagement

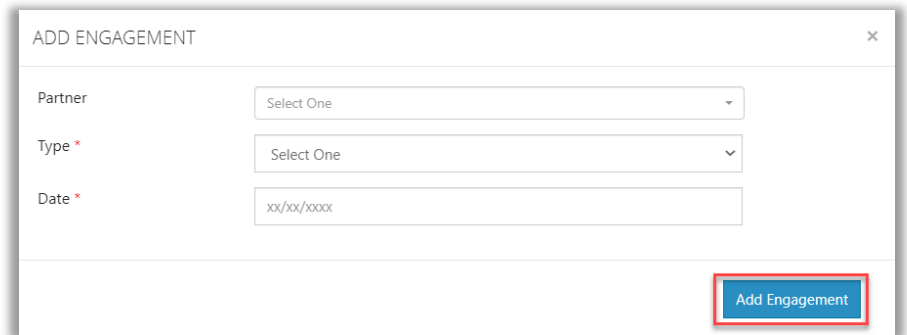
Show 10 entries

Provider	Partner Name	Type	Date
Chicago Provider 1	Ashley Woods	Jobsite Training	01/03/2001
Chicago Provider 1	Ashley Woods	Jobsite Training	01/03/2001
Chicago Provider 1	Ashley Woods	Transition Services	01/03/2001

Showing 1 to 3 of 3 entries Previous 1 Next

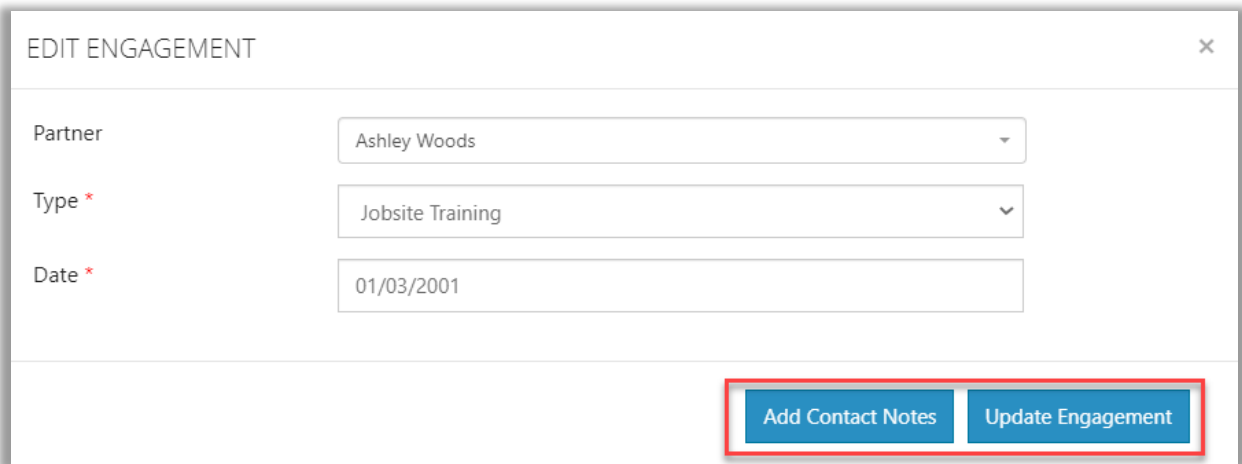
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2. Enter the following information for each engagement:
 - a. **Partner**
 - b. **Type**
 - c. **Date**
 - d. Click the **Add Engagement** button.



Edit Engagement Information

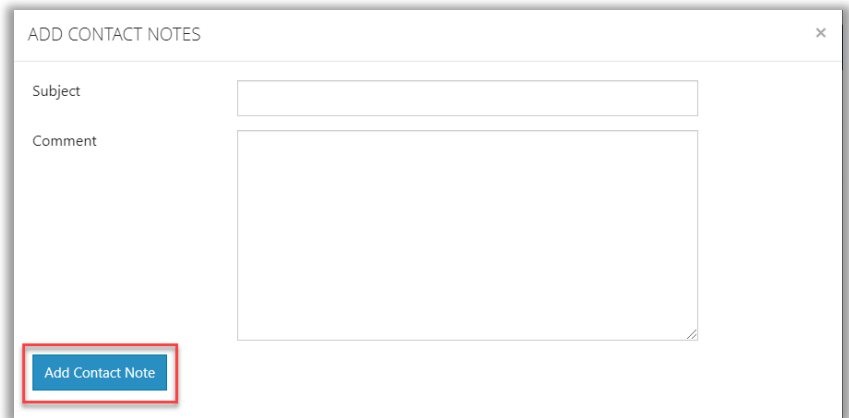
6. Enter the partner name in the **Name** field.
7. Click **Intermediary/Provider** and **select** the provider.
8. Click the **Search** button.
9. Click the **Partner Name** and update engagement information.
10. Then, click the **Add Contact Note** or **Update Engagement** button.



Note: When editing an engagement, Service Providers can add a contact note to provide additional information regarding that engagement.

Adding Contact Notes

1. Enter the following information:
 - Subject
 - Comment
2. Click on **Add Contact Note** button.
 - A message box will appear stating Contact Note Added.



ADD CONTACT NOTES

Subject

Comment

Add Contact Note

Click on the **OK** button to return to the Partner Engagement & Management screen.