Purpose

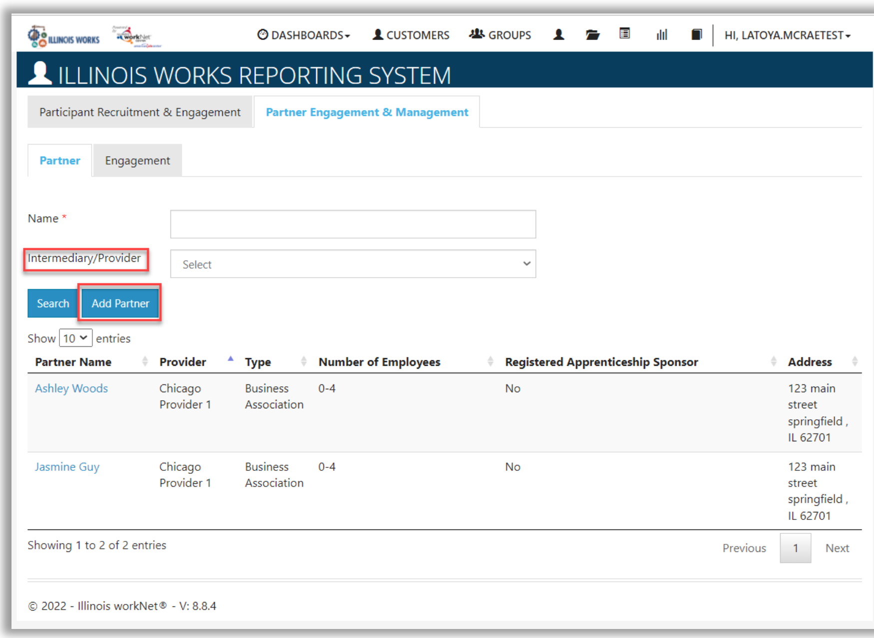
In Partner Engagement & Management, Service Provider Managers have access to a tool that allows users to add partner sites in the Pre-Apprenticeship Program.

Who Enters/Maintains Data

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

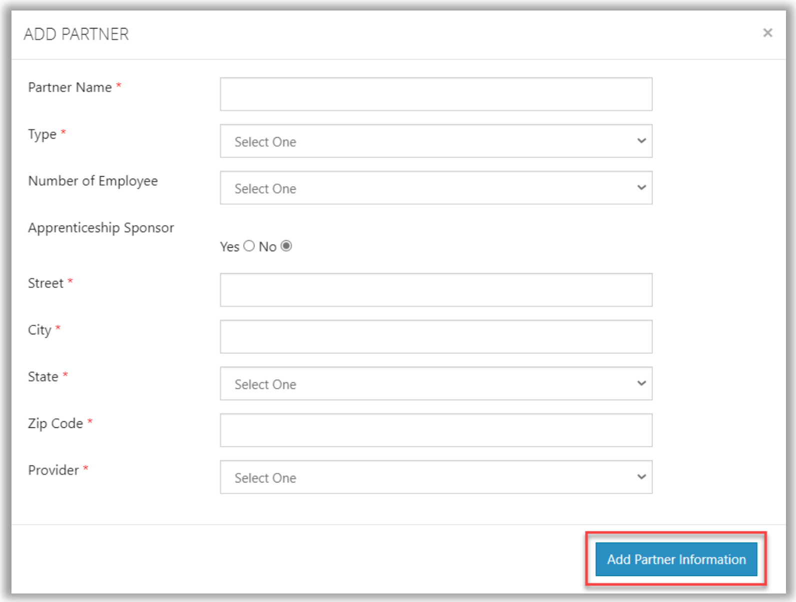
Access Partner Details

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.



Add a Partner

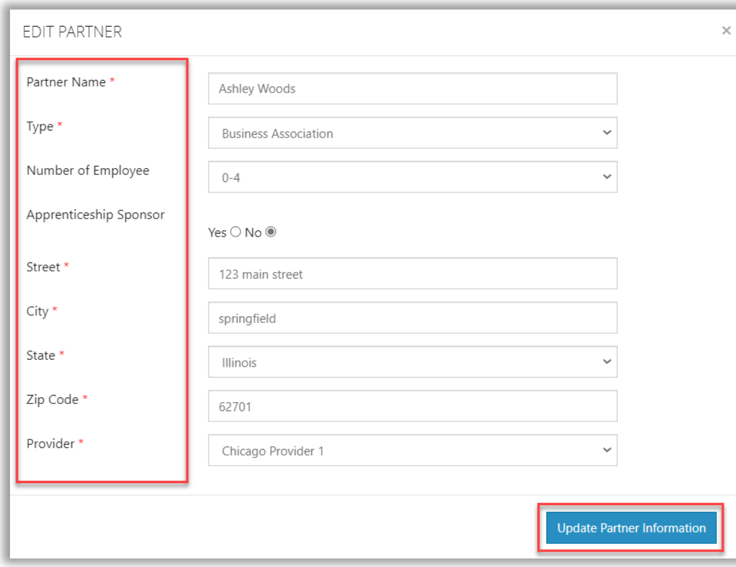
1. On the Participant Recruitment & Engagement Management screen, select the Add Partner button.
2. Enter the following information for each partner engagement:
    a. Partner Name
    b. Type
        i. Business Association
        ii. Industry Association
        iii. Employer
        iv. Government Agency
        v. Community Based Organization
        vi. Public University or College
        vii. Community College
        viii. 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.



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

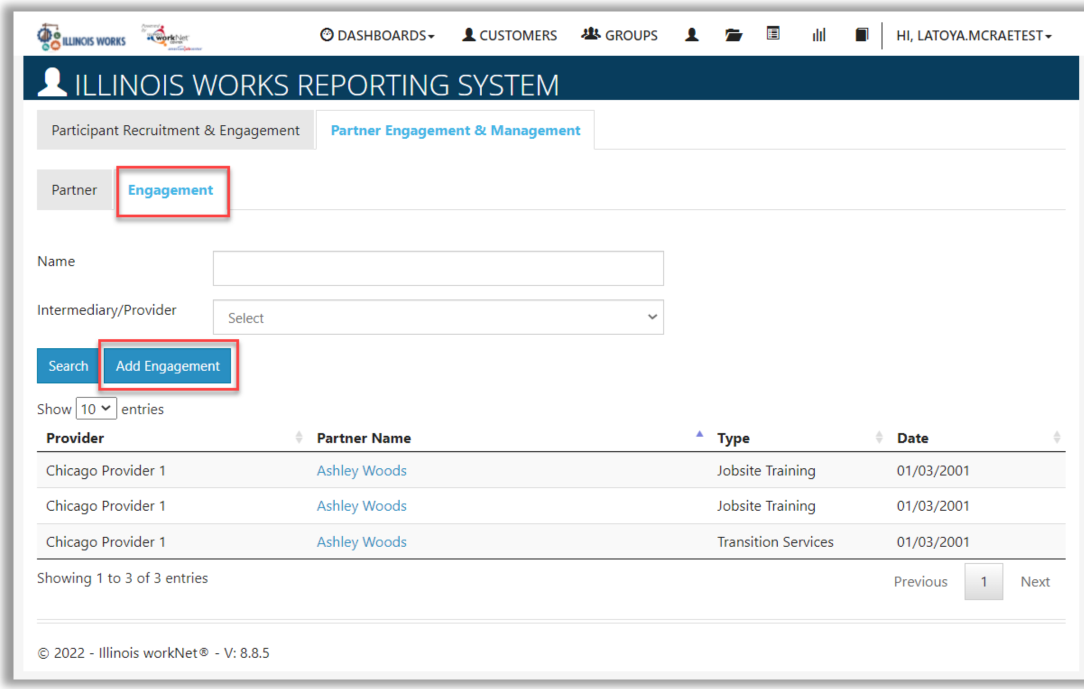
Edit Partner Information

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.

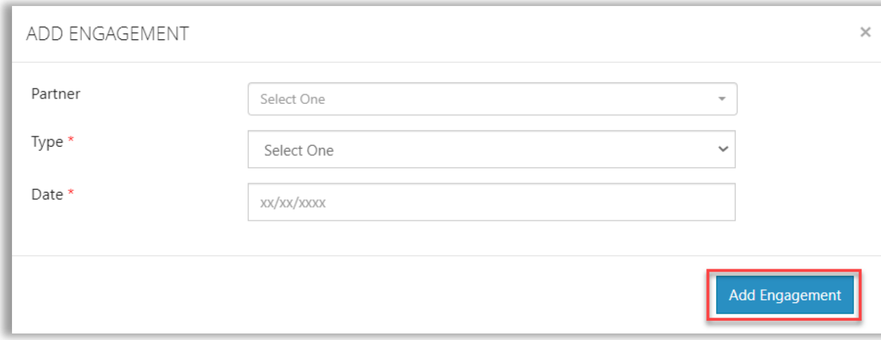


Add Engagement

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

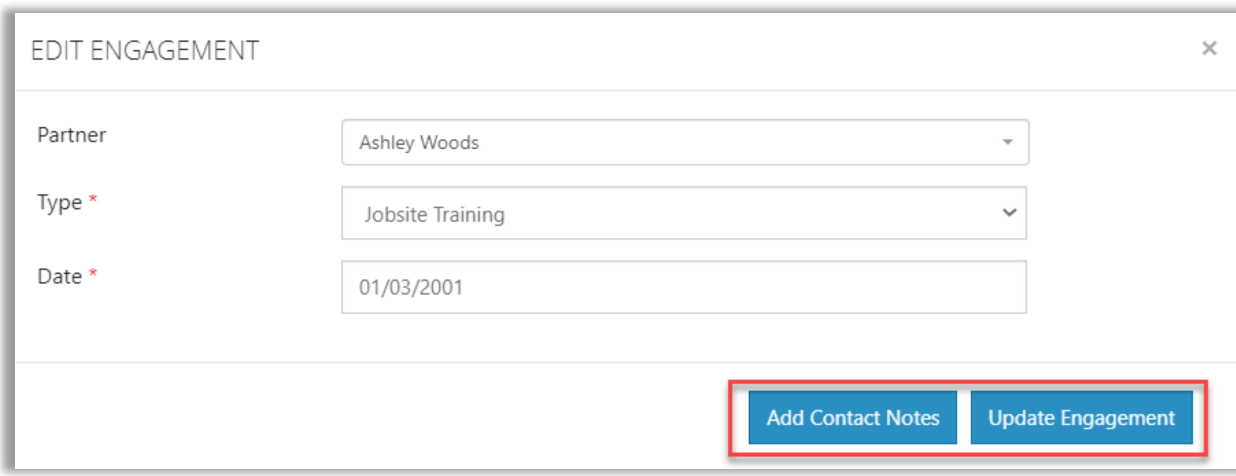


2. Enter the following information for each engagement:
    a. Partner
    b. Type
    c. Date
    d. Click the Add Engagement button.



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.

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