Contents

Overview

Purpose:

The WIOA ePolicy app is an interactive manual Commerce partners utilize to:

1. Manage and update the State Plan for the Workforce Innovation and Opportunity Act (WIOA).
2. Upload forms, instructions and other documents in the policy.
3. Add or make edits to the glossary, references and policy.
4. Preview and print policy by chapters and/or sections.

Who Enters and Maintains the Data?

Authorized Commerce staff manages information available in the WIOA ePolicy app. Access to manage the WIOA ePolicy app is granted upon Commerce approval and provided through a user's Illinois workNet account.

Gaining Access to Manage WIOA ePolicy

Visit www.illinoisworknet.com to create an Illinois workNet account if you do not yet have one.

1. Send an email, requesting access to Manage WIOA e-Policy, to info@illinoisworknet.com. In your email include your first and last name along with your Illinois workNet username.
2. Illinois workNet will contact the appropriate Commerce staff to verify your access request.
3. Illinois workNet will contact you once access is granted.

5. You will have access to management tools from the WIOA ePolicy Menu on www.illinoisworknet.com/ePolicy.

Access WIOA ePolicy Management Page

Access management tools to add and edit policy, glossary terms, resources/references and other policy materials by following these steps:

1. Go to www.illinoisworknet.com/ePolicy.
2. Select Login on the top right of the header and sign into your Illinois workNet account.
3. Select Menu on the top left of the header.
4. Select Manage, then select the item you wish to manage.

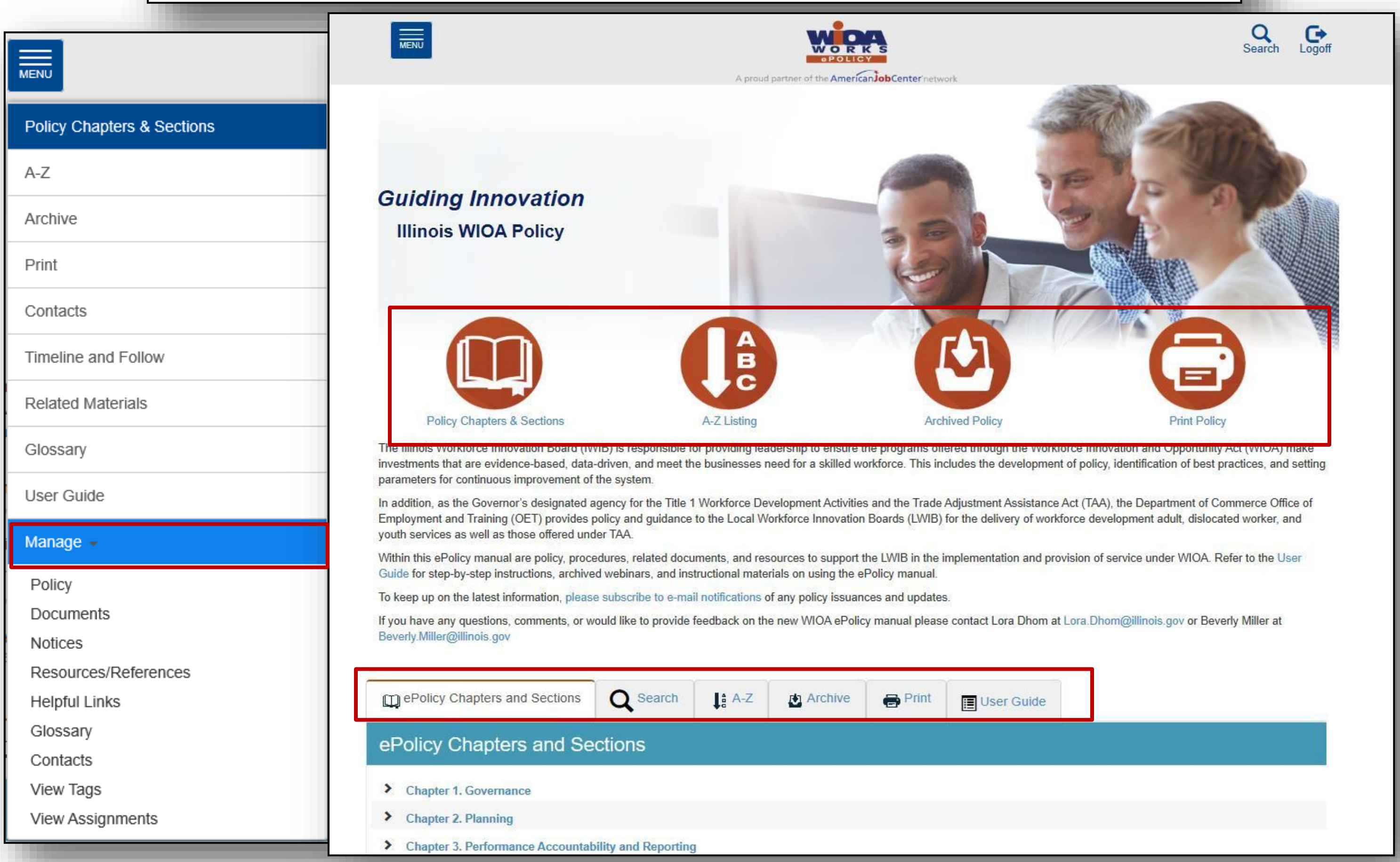
How is WIOA ePolicy Organized?

The main navigation includes:

Menu allows customers to navigate each section of the WIOA ePolicy manual and provides approved Commerce staff access to Manage the WIOA ePolicy.

Search allows customers to lookup policies and documents by keywords or characters.

Login allows authorized partners, whom have access to WIOA ePolicy management tools, to manage the site's policies and documents.



WIOA ePolicy Sections

Overview

A-Z listing allows users' access to policies alphabetically by topic.

Archive offers users the option to review outdated policies by date and title.

Attachments offers users the option to search attachments that have been added to a specific section of the policy.

Contacts provide users with appropriate contact information, to delegated Commerce staff, for questions regarding policies and assignment areas.

Forms & Instructions are fillable documents required per a specific section. Instructions provide needed information for completing a form.

Glossary provides definitions on specific terms used within WIOA ePolicy.

Notices offers users the option to search notices that have been added to a specific section of WIOA ePolicy.

Policy Chapters & Sections allow users to browse policy by chapters and sections.

Print provides users the option to print by Table of Content Only, Chapters, or Sections.

Related Materials directs users to a page where they can search and view Attachments, Form & Instructions, Templates, Notices, Resources/References, or the Document Archives.

Tags are keywords added by policy managers to identify specific topics.

Templates are sample documents available as an option for designated sections.

Timeline and Follow provides updates when policies and documents are added or updated.

User Guide provides an overview of the WIOA ePolicy and how to explore the ePolicy manual.

Adding and Editing Policy

1. Go to www.illinoisworknet.com/ePolicy.
2. Login to your Illinois workNet account.
3. Select Menu on the top left of the header.
4. Select Manage.
5. Select Policy.

Adding Policy

1. Select the Chapter/Section to add the policy, then select the button to Add a Sibling After or Add Child Under. *(See screenshot on page 6 for button definitions.)* For example: To add Chapter 3, Section 2 > Select Chapter 3, Section 1 and select Add Sibling After.
2. Add Section Title*.
3. Add Effective Date*.

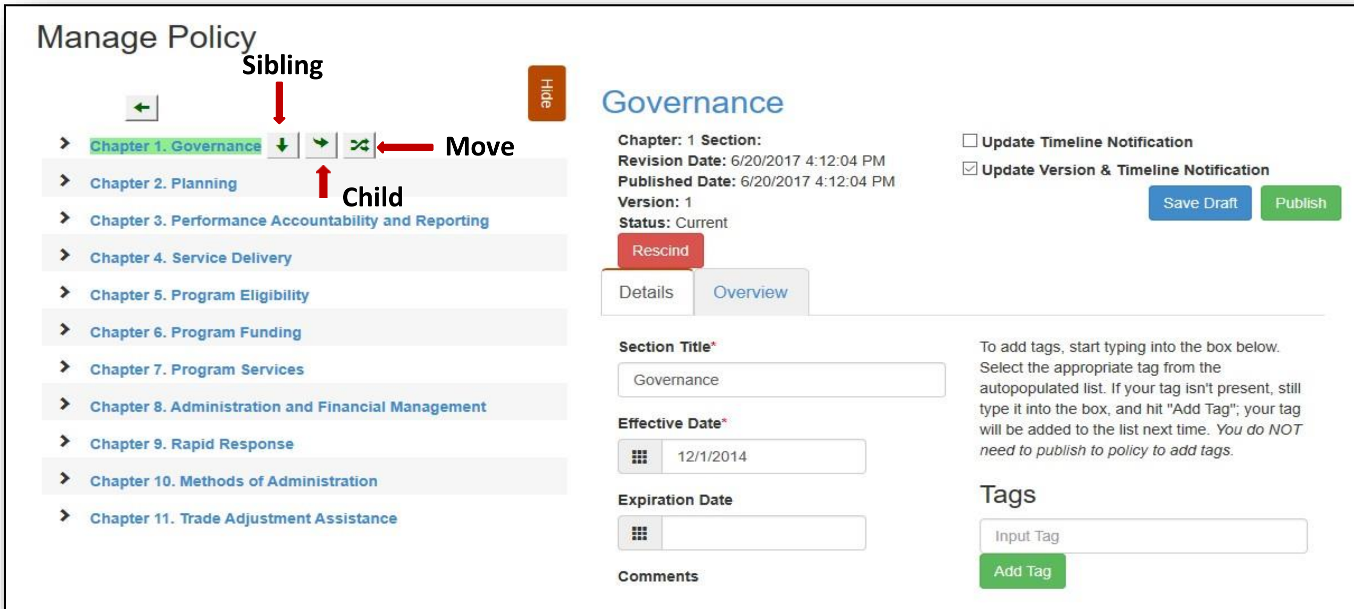
4. Add Expiration Date (if needed).
5. Add Policy Text*.
    a. If adding a Chapter, it is required to enter an Overview*.
6. To reserve the Chapter/Section, check the Create Reserved Branch box then select Add Branch.

Editing Policy

1. Select the Policy Chapter/Section to edit.
2. From the Details tab:
    a. Update the Section Title*.
    b. Manage the Effective Date* and Expiration Date of the policy.
    c. Add Tags by inputting the tag text and selecting Add Tag.
3. From the Overview tab:
    a. Update the Overview* text.
4. From the Policy tab:
    a. Update Policy Text* if needed.
5. From the Docs tab:
    a. Attach Documents:
        - Select File.
        - Add a Title*.
        - Choose the document Type*.
        - Select Link Document.
6. From the Notices tab:
    a. Attach Notices:
        - Select File.
        - Add a Title*.
        - Choose the Type*.
        - Select Link Notice.
7. From the Resources/References tab:
    a. Attach Resources/References:
        - Select Resources/References.
        - Choose the Name of the Resource or Reference from the list.
        - Choose the Type*.
        - Select Link Resources/References.
        - Select X to remove Resource/Reference.
8. From the Glossary tab:
    a. Scan for glossary terms and apply them to policy text:
        - Select Scan.
        - Select Apply.
        - Select Clear to clear glossary term from the policy.
        - Select X to remove glossary term.
9. From the Contact tab:
    a. Identify the contact for the policy:
        - Select User.
        - Select the Name of the contact for this policy.
        - Select Link Contact.
        - Select Clear to clear the contact from the policy.
        - Select X to remove a contact.
10. After making necessary updates, select Publish to make these changes public or select Save Draft to save updates.

a. The Update Version & Timeline Notification checkmark is marked by default – By keeping this box checked a new version will be created, revisions show on users' timeline, and updates are emailed to subscribers.
b. To update the policy without creating a new version, uncheck the default check box and select Update Timeline Notification – By using this option no new version will be created, but the revisions will show on users' timeline and updates are emailed to subscribers.

11. To rescind a section of the policy, select Rescind.



Adding and Editing Documents

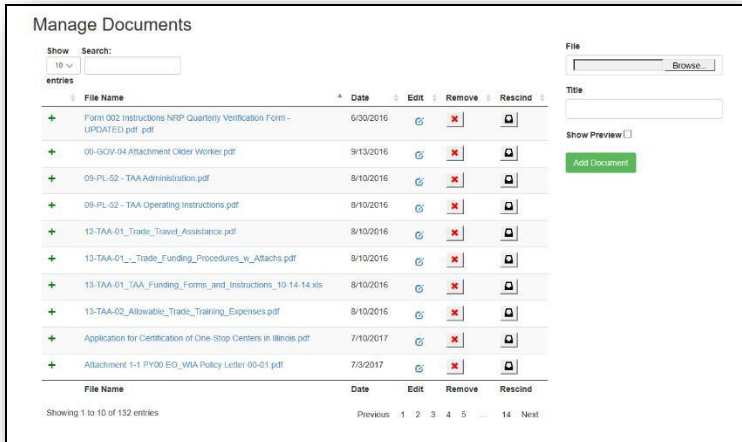
1. Go to www.illinoisworknet.com/ePolicy.
2. Login to your Illinois workNet account.
3. Select Menu on the top left of the header.
4. Select Manage.
5. Select Documents.

Adding Documents

1. Select the Choose File/Browse button on the right side of the screen.
2. Browse your computer to select a file to Open.
3. Add the document Title.
4. Select Show Preview to give users the ability to preview documents before downloading them.
   a. Note: A fillable PDF document cannot be previewed, as the previewer cannot support them.
5. Select Add Document.

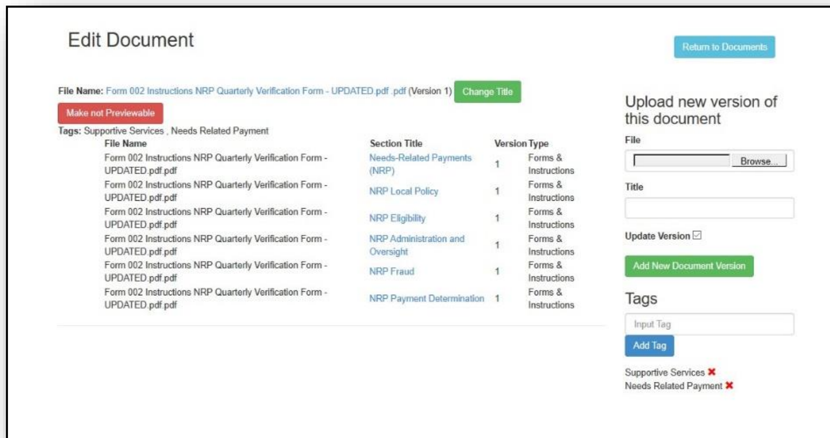
Managing Documents

1. To view an existing Document:
    a. Find the document to view in the list.
    b. Select the File Name and the document will open.
2. To view the history of a document:
    a. Find the document to view in the list.
    b. Select the + sign next to the file name and the list of policies will open.
3. Select the Edit button next to a document to make edits.
4. Select X to remove a document.
5. Select Rescind to rescind a document.



Editing Documents

1. When editing a document, use the Change Title button to update the document's title.
2. Use the Make Previewable or Make Not Previewable button to edit the document to either allow or shut off the preview function.



Uploading New Versions

1. When editing a document, select the Choose File/Browse button on the right side of the screen.
2. Browse your computer to select the File.
3. Type the document's Title.
4. To create a new version of the document, leave the Update Version box checked. To leave the version number the same, uncheck the Update Version checkbox.
5. Select the Add New Document Version button.

Tagging Documents

1. When editing a document, type in a related tag.
2. Select Add Tag.
    a. Repeat for additional tags.

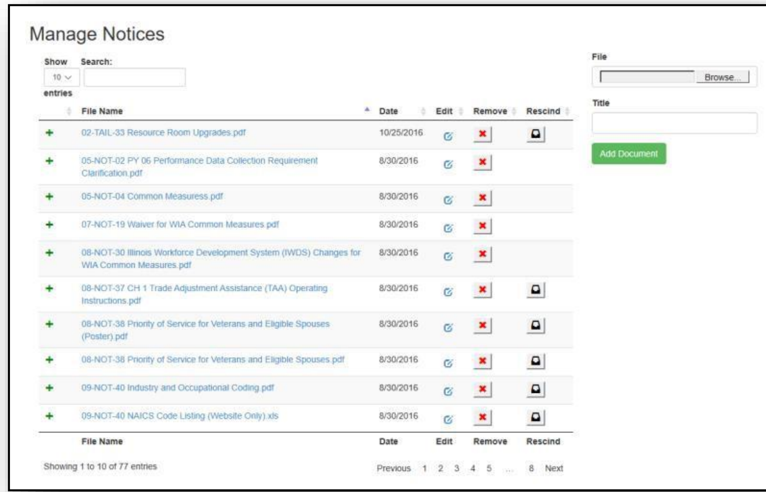
Returning to Documents List

1. When editing a document, select Return to Documents button to Return to the Documents listing.

Adding and Editing Notices

1. Go to www.illinoisworknet.com/ePolicy.
2. Login to your Illinois workNet account.

3. Select Menu on the top left of the header.
4. Select Manage.
5. Select Notices.



Adding Notices

1. Select the Choose File/Browse button then select the file to upload.
2. Add a Title to the document.
3. Select Add Document.

Managing Notices

1. To view an existing Notice:
   a. Find a Notice to view in the list.
   b. Select the File Name and the document will open.
2. To view the history of a notice:
   a. Find the notice to view in the list.
   b. Select the + sign next to the file name and the notice's history will open.
3. Select X to remove a notice.
4. Select Rescind to rescind the notice.
5. Select the Edit button next to the notice to edit.

Editing Notices

1. When editing a notice, use the Change Title button to update the notice's title.
2. Use Make Previewable/Make Not Previewable to edit the notice to either allow or shut off the preview function.

Uploading New Versions

1. When editing a notice, select the Choose File/Browse button on the right side of the screen.
2. Browse your computer to select the File.
3. Type in the Notice Title.
4. To create a new version of the Notice, leave the Update Version box checked. To leave the version number the same, uncheck the Update Version checkbox.
5. Select the Add New Document Version button.

Tagging Notices

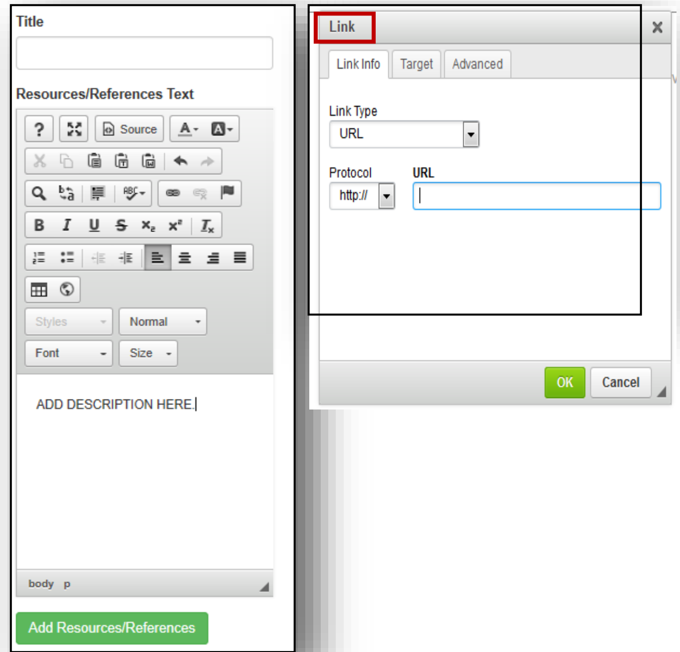
1. When editing a notice, type in the Related Tag.
2. Select Add Tag.
   a. Repeat for additional tags.

Returning to Notices List

1. When editing a notice, select Return to Notices to return to the notices listing.

Adding and Editing Resources and References

1. Go to www.illinoisworknet.com/ePolicy.
2. Login to your Illinois workNet account.
3. Select Menu on the top left of the header.
4. Select Manage.
5. Select Resources/References.



Adding Resources and References

1. Enter the Resource's/Reference's Title.
2. Enter the Resources/References Text.
   a. To add a link, highlight the text needing to be linked and select the Link button.
   b. Paste the URL.
   c. Select OK.
3. Select Add Resources/References.

Managing Resources and References

1. To view an existing resource/reference:
   a. Find the resource/reference to view in the list.
   b. Select the File Name and the resource/reference will open.
2. To view the history of a resource/reference:
   a. Find the resource/reference to view in the list.
   b. Select the + sign next to the file name and the history of that resource/reference will open.
3. Select X to remove a resource/reference.
4. Select the Edit button next to the resource/reference to edit.

Editing Resources and References

1. When editing a resource/reference, use the Title text box to change the Title.
2. Use the Reference text box to change the resource/reference information.
3. Select Save after changes are made.

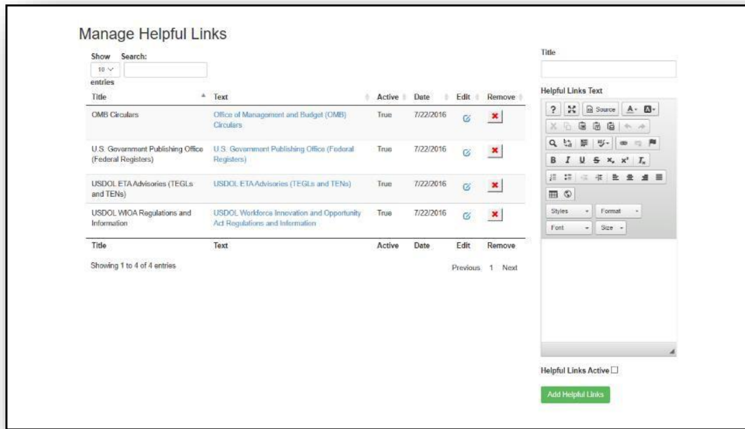
Tagging Resources and References

1. When editing a resource/reference, type in Related Tag.
2. Select Add Tag.
   a. Repeat for additional tags.

Adding and Editing Helpful Links

1. Go to www.illinoisworknet.com/ePolicy.
2. Login to your Illinois workNet account.
3. Select Menu on the top left of the header.
4. Select Manage.
5. Select Helpful Links.

Adding Helpful Links



1. To upload a new helpful link:
    a. Enter helpful link Title.
    b. Type in the Helpful Links Text describing the purpose of the link.
        - To add a link, highlight the text to link and select the Link button.
        - Paste in URL.
        - Select OK.
    c. Select the checkbox next to Helpful Links Active to activate the helpful link.
    d. Select Add Helpful Links.

Managing Helpful Links

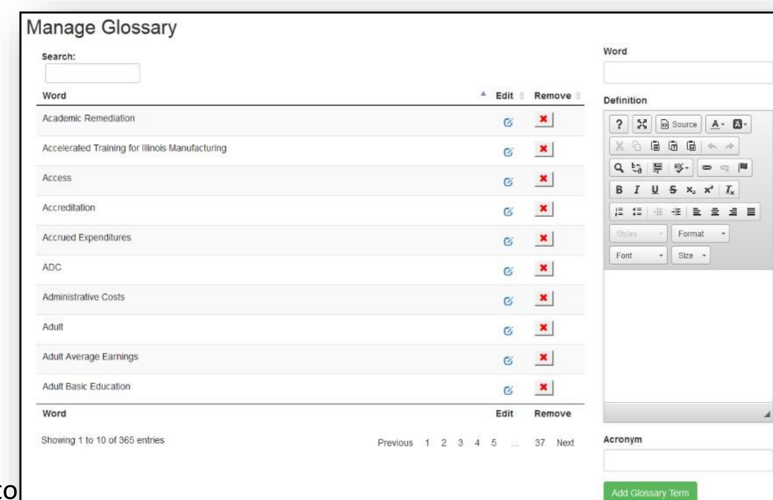
1. To view existing helpful links:
    a. Find the helpful link to view in the list.
    b. Select the File Name and the helpful link will open.
2. Select X to remove a helpful link.
3. Select the Edit button next to the helpful link to edit.

Editing Helpful Links

1. Make changes to the Title or helpful link Text.
2. Select Is Active to make the helpful link active.
3. Select Save.
4. Use the Return to Helpful Links button to get back to the list of helpful links.

Adding and Editing Glossary Terms

1. Go to www.illinoisworknet.com/ePolicy.
2. Login to your Illinois workNet account.
3. Select Menu on the top left of the header.
4. Select Manage.
5. Select Glossary.



Adding Glossary Terms

1. To add a new glossary term:
    a. Type the Word for the new term.
    b. Type in the Definition.
        - If necessary, add related Acronym.
    c. Select Add Glossary Term.

Managing Glossary Terms

1. Select X to remove a glossary term.
2. Select the Edit button next to the glossary term to

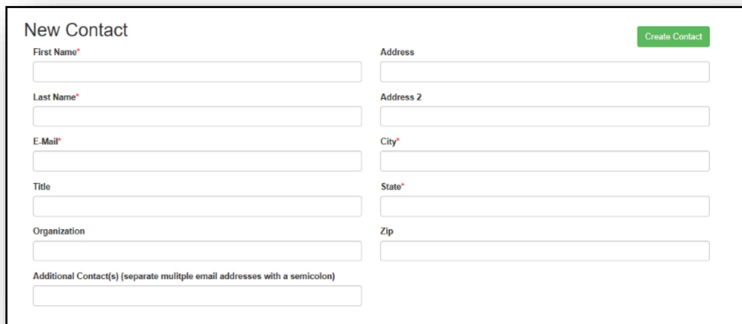
Editing Glossary Terms

1. To edit an existing Glossary term:
    a. Search for a specific term and select the Edit button within the list.
    b. Make the necessary updates to the Word, Definition, or Acronym.
    c. Select Update Glossary Term.
    d. Use the Return to Glossary button to get back to the list of glossary terms.

Adding and Editing Contacts

1. Go to www.illinoisworknet.com/ePolicy.
2. Login to your Illinois workNet account.
3. Select Menu on the top left of the header.
4. Select Manage.
5. Select Contacts.

Adding Contacts



1. Select New Contact.
    a. Enter text for the following fields:
        - First Name*.
        - Last Name*.
        - E-Mail*.
        - Title.
        - Organization.
        - Additional Contact(s).
        - Address.
        - City*.
        - State*.
        - Zip.
        - Select Create Contact.

Managing Contacts

1. Select X to remove a contact.
2. Select the Edit button next to the contact to edit.

Editing Contacts

1. To edit an existing contact:
    a. Search for a contact to edit and select the Edit button next to a contact's information.
    b. Make the necessary changes to the contact's information.
    c. Select Update Contact.
    d. Use the Return to Contacts button to go back to the list of contacts.

Adding Phone Numbers

1. When in editing a contact:
    a. Use the Add Phone button to add a phone number:
        - Phone*.
        - Ext.

- Primary (Select the radio button to identify if it is the primary phone number).
- Use the X to remove a phone number.

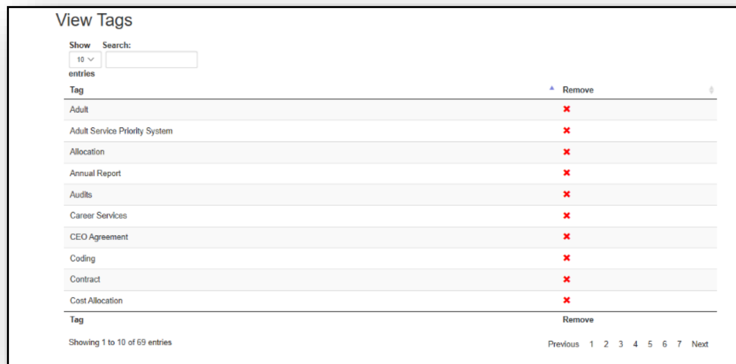
b. After updating the phone number information select Update Contact.

Adding Assignments

1. When editing a contact:
   a. Input in the Assignment text in the Assignment text box.
   b. Select Add Assignment.
2. To remove an assignment that has been added select X.

View and Remove Tags

1. Go to www.illinoisworknet.com/ePolicy.
2. Log into your Illinois workNet Account.
3. Select Menu on the top left of the header.
4. Select Manage.
5. Select View Tags.

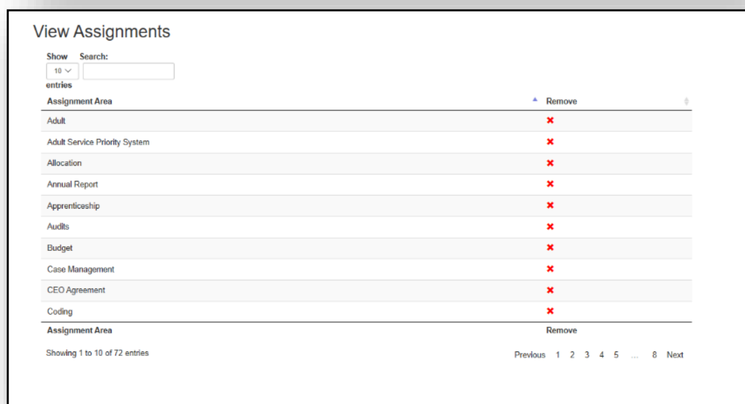


Removing Tags

1. To remove an existing tag, search for the specific tag and select Remove.

View and Remove Assignments

1. Go to www.illinoisworknet.com/ePolicy.
2. Login to your Illinois workNet account.
3. Select Menu on the top left of the header.
4. Select Manage.
5. Select View Assignments.



Removing Assignments

1. To remove an existing assignment, search for a specific assignment and select Remove.