

# Illinois workNet Graphic Guidelines

## Contents

- Illinois workNet Graphic Guidelines..... 1
- Accessibility Statement..... 1
- Guides ..... 3
  - Quick Start Guide – Job Seekers ..... 3
  - Menu Guides..... 4
  - Partner Guides ..... 6
- Tiles ..... 10
  - Rounded Icons..... 10
  - Squared Icons – Option 1..... 11
  - Squared Icons – Option 2..... 11
- Headings..... 12
- Buttons..... 13
- Video Pages..... 14
- Additional Tools/Widgets ..... 15
  - Article Tool ..... 15
  - Event Calendar ..... 17
  - Additional Resources Search..... 17
  - Other Embeddable Widgets..... 18
- Questions and Change Request Protocol ..... 25

## Accessibility Statement

This guide provides an overview of best practices for the look and feel of Illinois workNet features, including colors and fonts, mobile-friendly capabilities, and accessibility considerations for potential page changes.

Any changes to sub-sites, pages, tools, resources, and content must be accessible to users on varying devices (e.g., desktop computer, laptop, tablet, iPad, mobile device, and so forth) to ensure the Illinois workNet Portal and its web content meet the needs of all users and are compatible with a wide range of assistive technologies.

To address these needs, the standards to which web content is developed in the Illinois workNet Portal are based on the Amendment to the Workforce Rehabilitation Act: Federal "Section 508," the World Wide Web Consortium (W3C), and the Illinois Information Technology Accessibility Act. Illinois workNet contains links to external websites and resources throughout the Portal. Our goal is to identify accessible external links and resources; however, Illinois workNet does not control and cannot guarantee the accessibility level and access to other websites. For more information on web accessibility, visit

the [Illinois Information Technology Accessibility Act \(IITAA\)](#) and [Web Accessibility Initiative \(WAI\)](#) websites.

To read more about the graphic guidelines for colors, please see [this document](#), which includes information and examples of the primary and secondary color palettes that meet previously identified accessibility standards.

Refer to the [Content Policy](#) for general guidelines and acceptable content. The [Moderation Policy](#)

When possible, content to be added to Illinois workNet should use existing means of displaying information and resources as identified below to remain consistent with the website's look and feel. Changes to the look and feel of a page on Illinois workNet will need approval by the Illinois Department of Commerce and Economic Opportunity (DCEO).

## Guides

### Quick Start Guide – Job Seekers

Quick Start Guides allow for an overview of a particular tool or feature. In the example below, this provides users a glimpse of the different steps or items involved. With each “step” text, links, and videos may be provided. [Illinois workNet Quick Start Guide](#).

# QUICK START GUIDE

Use the Quick Start Guide below to learn how Illinois workNet can help you achieve your employment and training goals! Watch the video associated with each area for more information. If there is an area that you would like to start on access it using the menu at the top of the page.



Log-in or sign up using the links in the upper right corner of all pages on Illinois workNet. [Learn about account benefits here.](#)

## Get Started



### Welcome to Illinois workNet

Welcome to Illinois workNet, your source for career-building and workforce development. To help you, we offer an online system, a mobile app, and a network of locations throughout your community. The goal of Illinois workNet is to help individuals and employers achieve their training and employment goals.



### My Dashboard

Setting up your personal Illinois workNet account is fast and easy. Sign up now and start using your workNet dashboard to plan a career, connect to training programs, get hired, stay current on events and news, and participate with programs and special opportunities of interest to you.

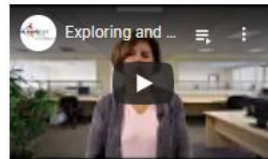
Sign in to your account and put Illinois workNet to work for you.



### Explore Options

Exploring career options and planning for your career is exciting and rewarding. Whether you're new to the workforce or have years of experience, Illinois workNet has the tools to help you create your roadmap to success. So, when you are ready to make a career move, you'll be able to make an informed decision.

Start by taking the Skills and Interest Surveys or exploring Careers, Wages, and Trends. Use the Explore Careers menu to find more great tools, articles, videos, and resources.



### Planning for Training

Illinois workNet gives you powerful tools to help you qualify for a job or advance in your career. Use these tools to learn about different types of degree programs, certification programs, and micro-credential programs.

Start by searching for training programs near you! Use the Training & Credentials menu to find more great tools, articles, videos, and resources.

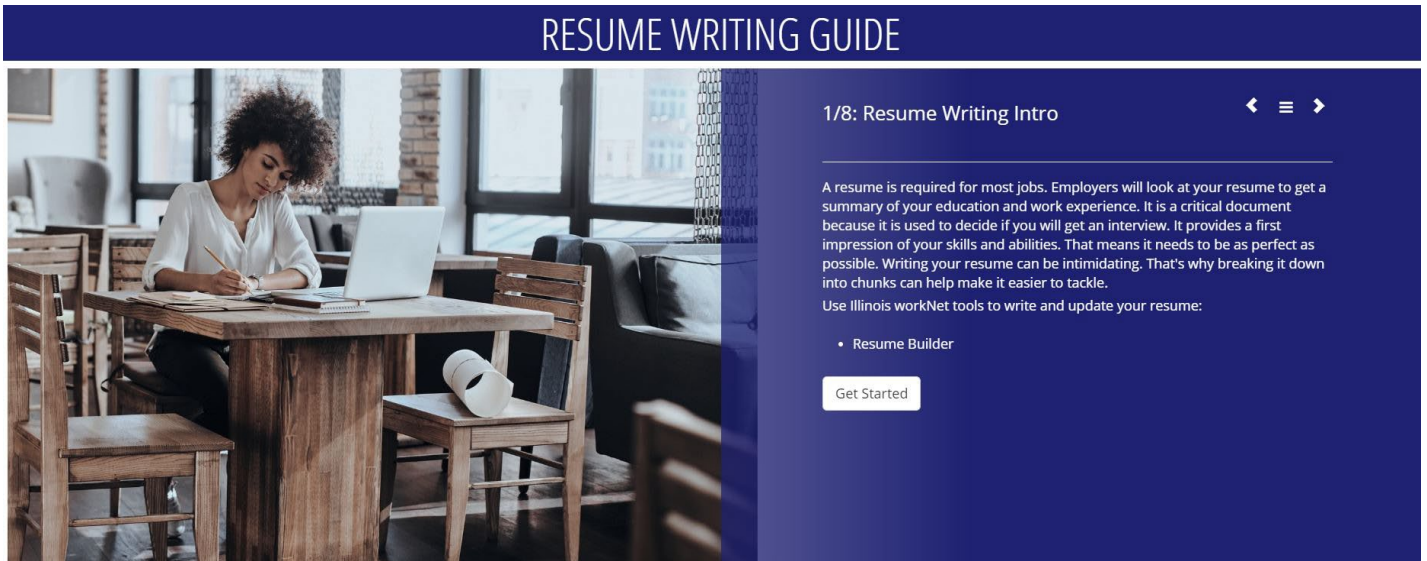


### Menu Guides

Menu guides are used for different Illinois workNet tools or topics. The images below show how these menus are structured and how users can navigate through them and provide the example of the [Resume Writing Guide](#).



### Resume Writing Guide Example



## Resume Writing Guide – Table of Contents Opened

# RESUME WRITING GUIDE



### 1/8: Resume Writing Intro

A resume is required for most jobs. Employers will look at your resume as a summary of your education and work experience. It is a critical document because it is used to decide if you will get an interview. It provides a good impression of your skills and abilities. That means it needs to be as good as possible. Writing your resume can be intimidating. That's why breaking it down into chunks can help make it easier to tackle.

Use Illinois workNet tools to write and update your resume:

- Resume Builder

Get Started

- Resume Writing Intro
- Get Prepared to Write Your Resume
- Start Writing
- Customize Your Resume
- Prepare for an Interview
- Resume Builder Tools
- More Resources on Resume Writing
- More Social Media Resources for Individuals

## Partner Guides

Partner Guides provide resources, tools, information, and updates to workNet tools. Think of this as a resource library and comprehensive reference about a certain tool workforce partners use for their customers on Illinois workNet. Below is an example of the [Customer Support Center \(CSC\) partner guide](#).

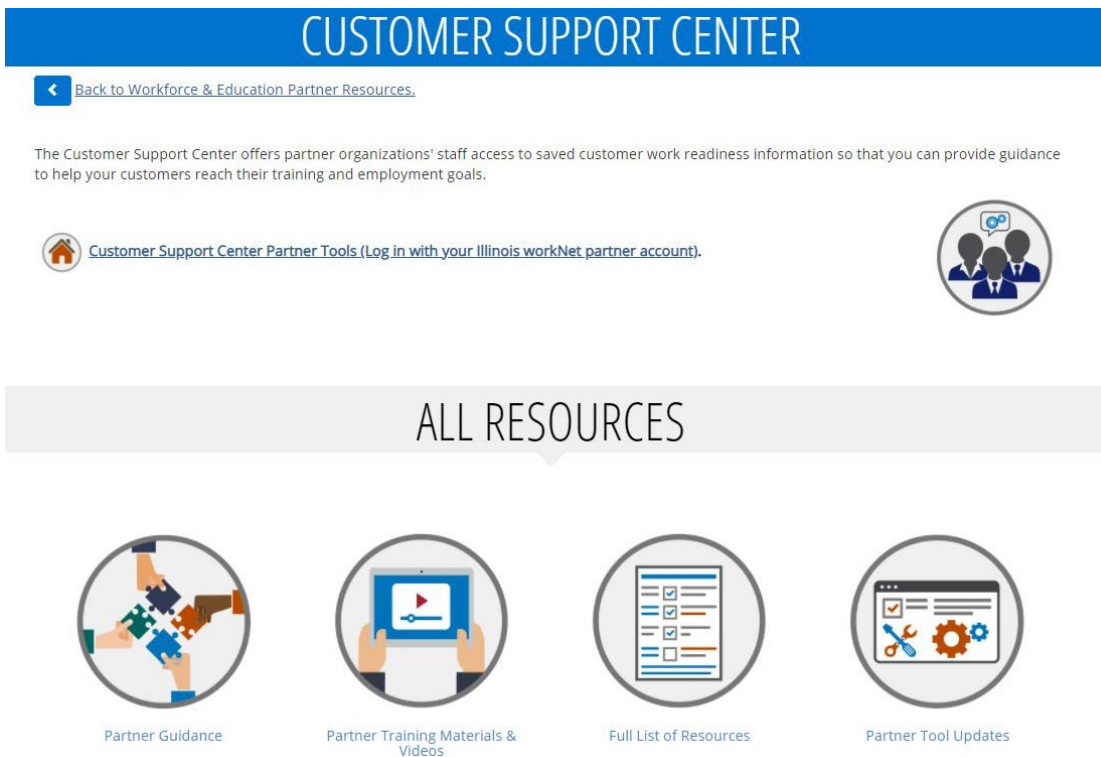
### *Partner Guide Landing Page*

The top part of the partner guide page provides introductory text about the tool along with a link to the tool.

Below the introductory portion is a section titled All Resources with four icons that lead to pages with more information:



- Partner Guidance
- Partner Training Materials & Videos
- Full List of Resources
- Partner Tool Updates

The screenshots for those pages will follow the screenshots after the landing page has been covered.



## ONLINE TOOLS

In the Customer Support Center, Illinois workNet (IwN) partners have access to online tools to provide guidance and monitor customers' training and career progress. There is no cost to Illinois' partners to use the IwN online tools. Click on the tools below to learn more.

 <p><b>Quick Start Guide</b> Use the Quick Start guide to learn how to use the Customer Support Center to help your customers achieve their employmen...</p>	 <p><b>Account Management</b> Create, update, and manage user accounts in the Customer Support Center.</p>	 <p><b>Assessments</b> Illinois workNet offers assessments that can be used as part of the career development process.</p>	 <p><b>Career Plan</b> Help your customers create educational and career goals, and monitor their progress using the Illinois workNet Career Pl...</p>
 <p><b>Outcomes &amp; Reports</b> Review your customers progress related to services, goals, Measurable Skill Gains, and credentials on the Outcome page.</p>	 <p><b>Resume Builder</b> Help customers create professional-looking resumes, cover letters, portfolios and other documents in Illinois workNet Re...</p>	 <p><b>Success Stories</b> Share program and customer Workforce Innovation and Opportunity Act (WIOA) success stories.</p>	 <p><b>Worksite Placement</b> Access and review worksite and placement information using the Worksite Placement Tool.</p>

## EVENT CALENDAR

This event calendar includes technical assistance webinars, in-person trainings, and other events related to program implementation. The following list is subject to change.

### Upcoming Events

Type	Date & Time	Topic
Webinar ( <a href="#">Join Now</a> )	TBD	What topics would you like us to cover? <a href="#">Contact Us!!</a>

### Past Events

See [Partner Training Materials & Videos](#) for archived webinars and materials.

Type	Dates	Topic
Webinar	January 16, 2020 @ 11:30 AM	Manage Partner/Staff Access (User Management)
Webinar	December 19, 2019 @ 11:30 AM	Worksite Placement Module
Webinar	December 5, 2019 @ 11:30 AM	Resume Builder
Webinar	November 21, 2019 @ 11:30 AM	Assessments
Webinar	November 7, 2019 @ 11:30 AM	Illinois workNet Career Plan
Webinar	October 31, 2019 @ 11:30 AM	Customer Support Center Tools Overview
Presentation	September 24, 2019	Forum for Excellence Conference

Partner Guide Secondary Pages

Partner Guidance Page



The Partner Guidance section could use one of two formats.

1. It may use tiles that link to quick start guides that highlight features or instructions about a particular capability with the partner tool in question.

How to Access Apprenticeship Illinois Tools

1. Create or log into your Illinois workNet account.
2. If you do not have access to the tools, request access by sending an email to [info@illinoisworknet.com](mailto:info@illinoisworknet.com)
3. Go to Customer Support Center (CSC) to access Apprenticeship Illinois workNet tools.

Select a quick start guide to get started.

 <p><b>App IL Case Management Customer Services</b> Enter customers who will receive Apprenticeship Illinois Case Management Services.</p>	 <p><b>App IL Case Management and WIOA Services</b> Enter customers who receive case management services and are enrolled in WIOA services.</p>	 <p><b>Other Individuals Impacted</b> Enter Other Individuals Impacted data in to Illinois workNet reports.</p>	 <p><b>Incumbent Workers</b> Enter Incumbent Workers who are counted in the Apprenticeship Illinois program.</p>
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2. It may use the article tool that provides links to guidance articles.

## CUSTOMER SUPPORT CENTER PARTNER GUIDANCE

[Back to Customer Support Center Guide.](#)

These articles cover topics related to resources and tools in the Customer Support Center for partners to provide guidance and assistance to customers.

Use the articles below to get started! Filter by subject to get more specialized results.



## VIEW LATEST ARTICLES

Select a Filter to Begin





### Partner Training, Materials, & Videos

Clicking this icon on the partner guide landing page will lead to a page of recordings, training materials, presentations, and other resources, including what information was covered for the corresponding event.

## CUSTOMER SUPPORT CENTER PARTNER TRAINING MATERIALS & VIDEOS

[Back to Customer Support Center.](#)

### Tutorials

#### Customer Support Center Quick Start Guide



Illinois workNet offers partners a wide range of employment and training tools through the Customer Support Center. The Customer Support Center allows a team of Illinois workNet partner staff to provide guidance to help customers reach their career, training, and employment goals.

More from this Playlist



### Materials

Presentation Title & Materials	Presentation Description
<b>Title:</b> Manage Partner/Staff Access (User Management) <b>Date:</b> January 16, 2020 <b>Materials:</b> <ul style="list-style-type: none"> <li>User Account Management (PDF)</li> </ul>	<b>Agenda</b> <ul style="list-style-type: none"> <li>Service Locator Overview</li> <li>User Management Overview</li> </ul>
<b>Title:</b> Worksite Placement <b>Date:</b> December 19, 2019 <b>Materials:</b> <ul style="list-style-type: none"> <li>Career Plan Builder Overview - Partner View (PDF)</li> <li>Career Plan Customer View (PDF)</li> <li>Worksite Placement and Payroll Upload (PDF)</li> </ul>	<b>Agenda</b> <ul style="list-style-type: none"> <li>Worksite Placement Overview</li> <li>Adding a Placement in the Illinois workNet Career Plan</li> </ul>
<b>Title:</b> Resume Builder	<b>Agenda</b> <ul style="list-style-type: none"> <li>Resume Builder Overview</li> </ul>

### Full List of Resources

Clicking this icon on the partner guide landing page will lead to a page of resources about the tool. From getting started guidance, instructions, handouts, outreach materials, and more.

## CUSTOMER SUPPORT CENTER FULL LIST OF RESOURCES

[Return to the Customer Support Center.](#)

### Guidance



Articles provide general guidance and include related resources such as instructions, guides, presentations and videos.

*\*Coming Soon*

#### Get Started/Set Up

- Outreach
- Using the Customer Support Center

### Instructions

#### Partner/Grantee Set Up

- Become a Partner (PDF)
- User Account Management (PDF)
- Inviting Customer to a Customer Group (PDF)
- Enter Worksite Placements (PDF)
- Add Training Programs to CSC (PDF)
- Add Appointment Times to CSC (PDF)

#### Assessments

- Guide for Using Skill and Interest Surveys (Customer Guide)
- Guide for Using Employment 101 (Customer Guide)
- Guide for NOCTI 21st Century Skills (Customer Guide) (Partner Guide)

### More Resources

#### Worksite Placement

- Worksite Assessment (Word)
- Work Experience Program Worksite Agreement (Word)
- Youth Timesheet (Excel)
- Background Check (Family Watchdog)

### Partner Tool Updates

Clicking this icon on the partner guide landing page that will include updates that have been made to the partner tool. The updates will be identified as will the date in which it was completed.

## CUSTOMER SUPPORT CENTER PARTNER TOOL UPDATES

[Back to Customer Support Center.](#)

#### February 27, 2020

- Updated the Observational Evaluation view for the individual and partners so that opens in a new window with the list at the top of the page and the assessments change out depending on the assessment that was selected.
- Updated the Worksite Evaluation view for the individual and partners so that opens in a new window with the list at the top of the page and the assessments change out depending on the assessment that was selected.

#### January 2, 2020









- Updated the Services Report:
  - To allow new steps/services to be added to the career plan through the report.
  - Changed “Due Date” text to “Planned Due Date”.
  - Require Planned Due Date and allow the Planned due date to be updated for IWDS services. Planned due date is not required for IWDS, but should be included if you are making a plan.
  - To include the instruction section and goal fields in the export/import.
  - Add a filter for open (enrolled)/closed (exited the program) customers.
- Updated Career Plan to collect provider information.
- Updated CSC groups to default to show all partners and then filter by active/not active.

### Tiles

#### Rounded Icons

This presentation allows users to see the icon, name, and brief description of the tool. When users hover over these tiles, the resource is highlighted as pictured below with the Employment 101 tool.

### Guides & Tools

 <p><b>Quick Start Guide</b> Use the Quick Start Guide to learn how Illinois workNet can help you achieve your training and career goals!</p>	 <p><b>Service Finder</b> Use this search to find locations near you where staff can assist with your employment and training goals.</p>	 <p><b>Job Skills Guide</b> Make sure you have the skills employers want! When you are searching for a job, it is important to recognize the skills ...</p>	 <p><b>Resume Builder</b> Design, write, and share your resume, practice interviewing and more with the Illinois workNet Resume Building tool.</p>
 <p><b>Youth Resources</b> The Illinois workNet Youth Resources are quick and easy to use. Use this guide to learn how to explore careers, prepare ...</p>	 <p><b>disabilityworks</b> Helping individuals with disabilities achieve their training and employment goals.</p>	 <p><b>Veteran Assistance Guide</b> There are dedicated programs and services for Veterans nationally and in Illinois. Don't miss out on valuable compensati...</p>	 <p><b>Employment 101</b> Determine and set your employment goals with the self-guided tools in Employment 101.</p>

### Squared Icons – Option 1

This first option presents resources with a squared presentation that shows the logo and links directly to that resource.

#### Program Guides for Partners

These guides provide program related instructions/resources.

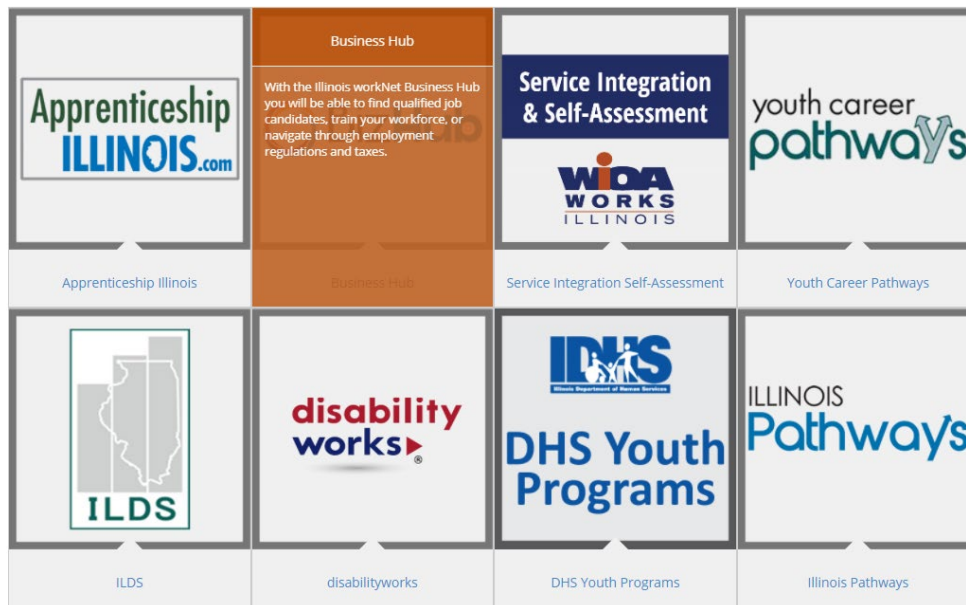
*Please note these links are **not** intended as guidance for the general public.*



### Squared Icons – Option 2

Similar to the Rounded Icons presentation, these provide preview text of the resource when users hover over them.

#### Illinois Initiatives



## Headings

Consistent headings are also present on Illinois workNet. The primary header will match the subsite’s color. For example, the [Workforce and Education Partners home page](#) has a primary header at the top in blue and a secondary header stretching across the page in grey. To differentiate between sections, sub headers are added as well (see “Announcements” and “Global Partner Tools” in image below. These sub headers also match the color of the subsite.

# WORKFORCE AND EDUCATION PARTNERS

## Announcements



### COVID-19 Employment Recovery Project

If COVID-19 impacted your job, you may be able to get help with education and training or finding temporary employment. The Illinois workNet/American Job Centers have the support you need. [Click here](#) to see if you are eligible to receive assistance through this opportunity and to find other services.



### NEW Virtual Job Fair Tools Webinars

Illinois workNet will be holding an upcoming webinars for Job Seekers and Employers that will demonstrate the [New Virtual Job Fair \(VJF\)](#) tools available on Illinois workNet. This is a new opportunity for Employers to easily advertise their organization and connect with qualified job applicants at no cost. Job Seekers can learn about and apply for job openings as well as communicate with representatives from employers that are hiring in Illinois for free. Employers will be able to setup virtual job booths where interested job seekers can learn more about their organization and available job openings. Employers may also request webinar assistance when hosting their Virtual Job Fair events.

[Employers may register here.](#)  
[Job Seekers may register here.](#)

[View More](#)

# TOOLS, GUIDES, & INITIATIVES

## Global Partner Tools

Global tools are available to all Illinois workNet partners.

## Buttons

Consistent button usage is also on workNet. The colors of these buttons will match the subsites' color. For example, in WIOA's subsite, there are "backwards" and "forwards" buttons that will navigate users to the previous or next page.

Additionally, there may be a case where you see a "View More" button. This will typically appear under sections such as News, Success Stories, listings of tools, guides, or programs.

See images below for these examples.

# PRE-AWARD PHASE

[← Back to Funding Opportunities Home Page](#)

[← Grants 101](#)

Award Phase [▶](#)

## Pre-Award Phase

The pre-award phase represents the beginning of the grant lifecycle, which includes announcing opportunities, submitting applications, and reviewing applications. Below are explanations of what generally occurs during the pre-award phase.

## Funding Opportunity Announcement

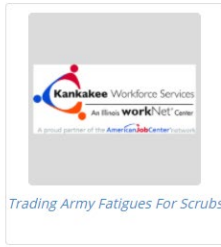
The Office of Employment and Training (OET) within the Department of Commerce and Economic Opportunity (DCEO) solicits applications for projects to help us advance the goals and strategies outlined in the Unified State Workforce Plan. The OET will issue a Notice of Funding Opportunity (NOFO) asking organizations to respond. The NOFO is typically for a specific activity and will be open for a limited time. The intent of the NOFOs is to create innovative models that can be replicated and sustained through the local workforce areas. Each NOFO includes detailed instructions for applying and OET will recommend funding applications that best conform to the directives in the NOFO and the mission. [Active NOFOs are posted here.](#)

## News

<a href="#">International Day of People with Disabilities</a>	11/24/2020
<a href="#">Small Business Saturday 2020</a>	11/20/2020
<a href="#">American Education Week 2020</a>	11/17/2020

[View More](#)

## SUCCESSES



Trading Army Fatigues For Scrubs



You Can't Keep a Good Woman Down



Local IBEW path to Great Career!



Lighting a Dream

[View More](#)

## Video Pages

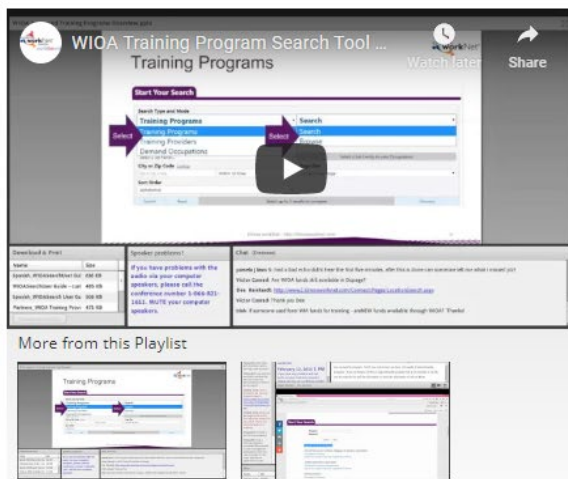
Similar to the Article Topics page referenced above, there are topic specific pages that contain videos. For example, the [Training & Financial Aid Videos page](#) has videos (such as webinars) for job seekers that provide training on how to use certain tools or offer information such as Financial Aid as identified by the sub headers. These videos may be included as a YouTube Playlist.

# TRAINING & FINANCIAL AID VIDEOS

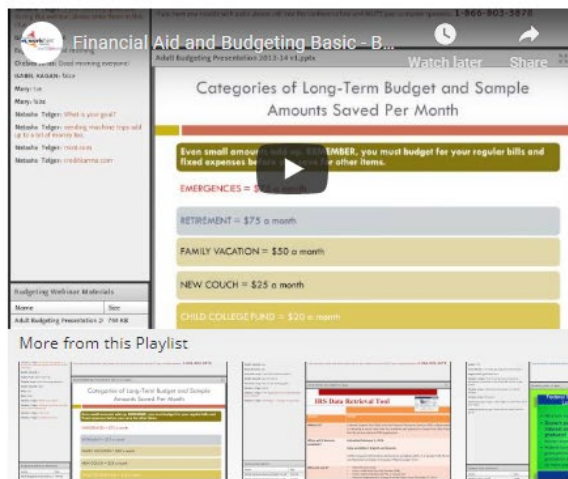
Use the videos in the playlists below to plan and participate in training opportunities as well as connect to financial support to become qualified in your career field.

Finding the right education or training program can be your most important decision in finding a satisfying career. Watch the "Education and Training Programs" videos below to learn how Illinois workNet can help!

## Training



## Financial Aid



### Additional Tools/Widgets

Illinois workNet and Illinois Open Educational Resources (IOER) provide a variety of embeddable widgets that can be customized and added to your website. The process only takes minutes to complete and the best part is Illinois workNet and IOER maintain the widget functionality! If an update is made to one of the widgets, it will automatically update on your website.

Benefits to using these widgets include:

- No up-keep
- Customers and students get up-to-date information
- Widgets are customizable to your needs
- Ability to expand information provided on your website

### Article Tool

Below is an example of the format for articles that discuss different resources and tools. Users can view more by selecting a filter to search through the article library. Depending on the page, the articles may be topic specific. For example, the [Planning for the Future Articles page](#) contains articles related to job seekers planning for their future. Users may see preview text when hovering over an article's thumbnail.

## PLANNING FOR THE FUTURE ARTICLES

These articles cover resources and tools that help people explore careers, their skills and interests, and plan for their future or job/career transition.

Use the articles below to get started! Filter by subject to get more specialized results.

## VIEW LATEST ARTICLES

Select a Filter to Begin

How to Tackle a Career Change H...

Get In-Demand with Manufacturing

Take Illinois workNet Surveys to Discover Your Skills

Start exploring your skills and interests while also discovering new career paths with the skills and interest surveys on Illinois workNet...

Get a Competitive Edge

From Labor Market Information to Careers: Ut...

Setting Goals 101

Select a Filter to Begin

View More

### Article Page

Article pages provide information about a specific subject. In addition to texts and links for additional information, articles may include downloadable Resources (PDF, Excel, Word, PPT only), an embedded Video (YouTube only), and an Infographic (JPG or PNG only). The [Get In-Demand with Manufacturing](#) article is a great example that includes all of these resources. Articles also include the ability for users to share on social media, see related articles on Illinois workNet, and view related resources that are in the IOER (Illinois Open Educational Resources) library.



## Get In-Demand with Manufacturing

September 28, 2020

The future of American manufacturing has never been more important to our economy. Manufacturing drives opportunity, entrepreneurship, and job creation. It is also the driving economic force in Illinois, employing over 500,000 people and accounting for 50% of Illinois' exports. According to data from the Illinois Department of Employment Security's Economic Information & Analysis Division, there will be over a 5% projected growth in employment within specific Manufacturing Pathways (from 2018-2024).

Does this sound like an industry you would be interested in? There are over 100 in-demand occupations within the manufacturing industry in Illinois alone. These jobs range from airplane assemblers with an average salary of \$50,000 per year, to welders and solderers with average salaries of \$40,000 per year. Some may look at that wage difference and think the career choice is simple, but you must look at more than just the wage or salary. There are very few openings for airplane assemblers, which could make it hard to find a job, while the annual number of openings for welders and solderers are very high.

Make sure you think outside the box, too. Don't think of manufacturing as only one type of job; manufacturing offers a wide range of career opportunities. In the manufacturing industry, you can work within Human Resources, Sales/Marketing, Computer Programming, Operation Management, and much more.

Discover the skills you will need for a career in manufacturing with CareerOneStop's competency model.

Start your search for an in-demand manufacturing career today!

- Go to Careers, Wage, & Trends
- Click on Manufacturing
- Explore careers with the "Demand Occupations" icon, review:
  - Wage
  - Employment and Outlook
  - Licensing/Certification
  - Training Programs
  - Working Conditions
  - Job Openings

When you're ready to start searching for jobs, you can filter by the 'manufacturing' sector only on the Illinois workNet Job Finder.

Share This Article f t in t

### Related Articles & Tips



### Related Resources



Home / Article & Tip / Get In-Demand with Manufacturing

### Resources

Advanced Manufacturing Fact Sheets

### Videos



### Infographics





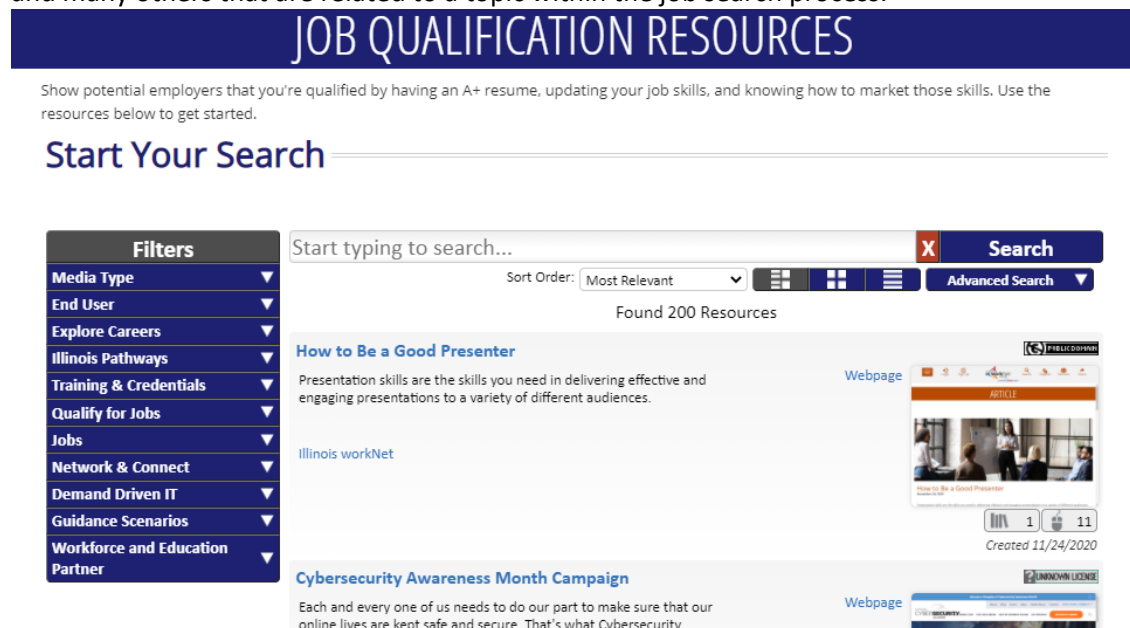
## Event Calendar

The Illinois workNet Event Calendar can also be included on landing pages. The colors will match the subsite that it appears on. Additionally, the calendar app may be edited to filter events for specific audiences or event types. In this view, users may filter results by City/Zip Code, LWIA, Audience, and Event Type. Clicking View Events will lead users to the main workNet calendar that offers additional search capabilities.



## Additional Resources Search

There are pages on workNet where users can search for resources about a specific topic. The resources displayed on pages like the [Job Qualification Resources page](#) are connected to libraries housed in IOER and include resources that are available on workNet in addition to external resources as well. Users may refine their search by using the filters on the left side that include the type of resource, user, and many others that are related to a topic within the job search process.



## Other Embeddable Widgets

<https://www.illinoisworknet.com/widgets>

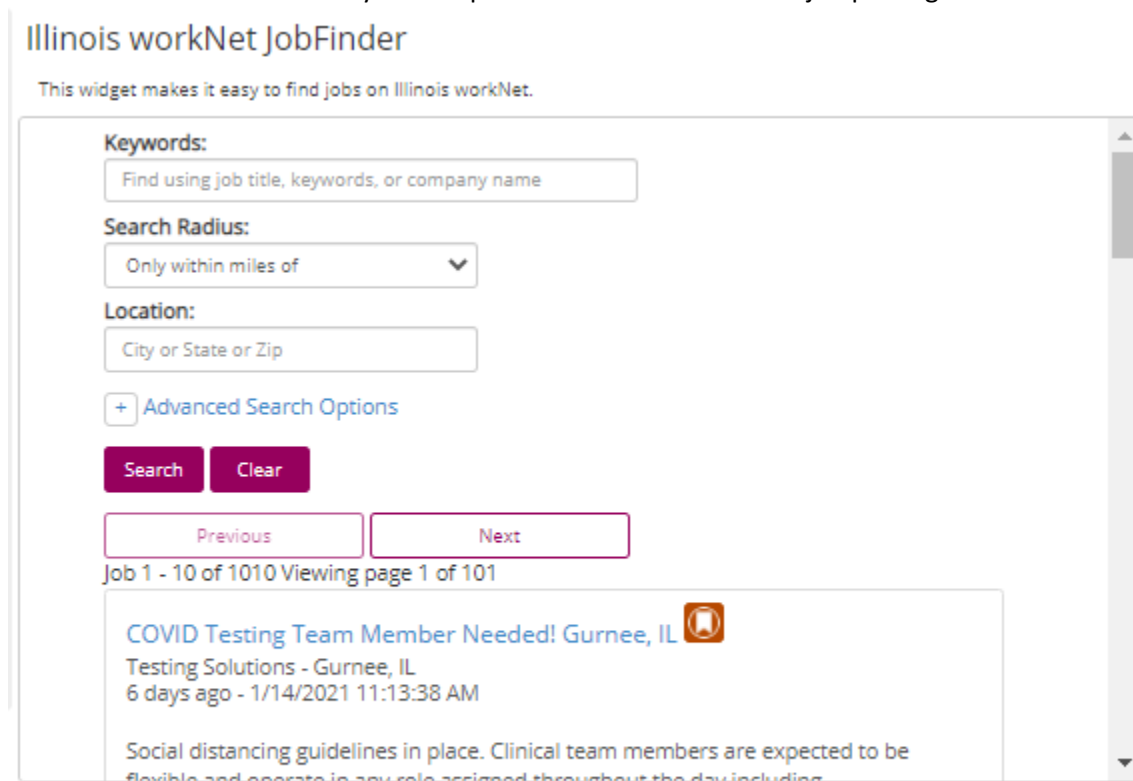
Illinois workNet and Illinois Open Educational Resources (IOER) provide a variety of embeddable widgets that can be customized and added to your website. The process only takes minutes to complete and the best part is Illinois workNet and IOER maintain the widget functionality! If an update is made to one of the widgets, it will automatically update on your website.

Benefits to using these widgets include:

- No up-keep
- Customers and students get up-to-date information
- Widgets are customizable to your needs
- Ability to expand information provided on your website

### *Illinois workNet JobFinder*

The Illinois workNet JobFinder is synched up to Indeed.com's search of job postings in Illinois:



**Illinois workNet JobFinder**

This widget makes it easy to find jobs on Illinois workNet.

**Keywords:**  
Find using job title, keywords, or company name

**Search Radius:**  
Only within miles of


**Location:**  
City or State or Zip

+ Advanced Search Options

Search Clear

Previous Next

Job 1 - 10 of 1010 Viewing page 1 of 101

**COVID Testing Team Member Needed! Gurnee, IL** 

Testing Solutions - Gurnee, IL  
6 days ago - 1/14/2021 11:13:38 AM

Social distancing guidelines in place. Clinical team members are expected to be flexible and operate in any role assigned throughout the day including

### Configure your own:

Copy and paste the text from this field directly into your site's code:

```
<iframe src="http://apps.illinoisworknet.com/indeedsearch/default.aspx"></iframe>
```

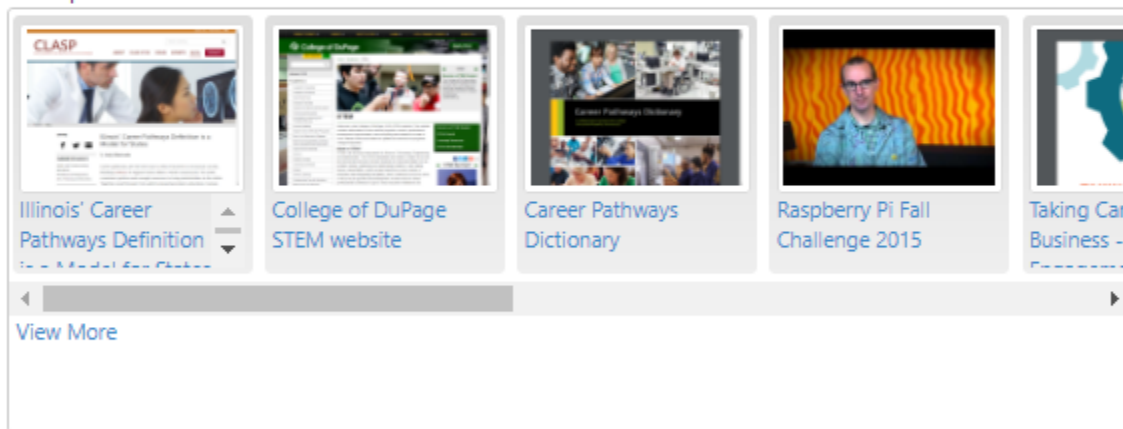
*Illinois workNet Related Resources*

## Illinois workNet Related Resources

Illinois workNet uses the Related Resources widget to pull in external resources to assist our users in accomplishing their employment and training goals. We display our resources based on topics and keywords, so the resources are specific to what the user is seeing within the workNet content on the page.

You can use this widget to display related resources from any library and collection within Illinois Open Educational Resources. Use the options below to configure the widget to your needs.

**Sample:**



**Configure your own:**

Copy and paste the text from this field directly into your site's code:

```
<iframe src="https://apps.illinoisworknet.com/oerResources/Default.aspx?resourceMax=10&showCollections=false&useTargetU
```

*Illinois workNet Service Finder*

## Illinois workNet Service Finder

The Illinois workNet Service Finder provides users with a search to locate offices where staff are able to assist them in finding resources for their job search, career preparation, and referrals for work support such as financial aid, child care, and much more. These partner locations include Illinois workNet Centers, Community Based Organizations, State Agencies, etc.

Use the link below to access the Service Finder Code Generator page. From here you can identify which types of locations you want to show on your website as well as the width and height.

Here are definitions of each partner type so you know which to select:

- **Partners Serving Individuals:** These partners provide customers with employment and job training assistance.
- **Partner Serving Employers:** These locations have a Business Services Team that assists local businesses and entrepreneurs.
- **All Disability Resources (WIPAs):** Work Incentives Planning and Assistance (WIPA) Programs – These locations help individuals who receive SSI or SSDI and are interested in obtaining a job and can explain how working will affect their benefits.
- **Referrals and Special Programs:** These locations provide users with referrals for work support services (like child care, food and nutrition assistance, housing and shelter, etc.) or provides a special program.

Sample:

Directory
Embed on Your Website
Add or Edit Locations

### What can we help you find?

Search for services using City, Zip, Keyword, and more.

↻
🔍
📍
📄
⌵
+

Find service locations and referrals near you by searching by city or ZIP Code, keyword of help you need, or name of service.

<b>Choose the type of location:</b> <input type="radio"/> Illinois workNet/American Jobs Center <input type="radio"/> Location Offers WIOA Services <input checked="" type="radio"/> All Partners <input type="radio"/> All Disability Resources (WIPAs) <input type="radio"/> Special Programs	<b>Choose how to search:</b> <input checked="" type="radio"/> City or ZIP Code <input type="radio"/> County <input type="radio"/> LWIA <input type="radio"/> Title Only <input type="radio"/> Only my ZIP Code	City or ZIP: <input style="width: 100%;" type="text"/>  Radius: <input style="width: 100%;" type="text"/>
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*Illinois workNet Success Stories*

## Illinois workNet Success Stories

Success Stories from WIOA and related programs are an amazing collection of testimonies to the value of State of Illinois programs and their positive impact on our communities. This widget allows you to embed relevant success stories on your website.

Use the link below to access the Success Story Code Generator page. From here you can identify a specific EDR, LWIA, Congressional District or you can filter by a specific program.

Sample:

*Illinois workNet WIOA Training Program Search*

## Illinois workNet WIOA Training Program Search

This search widget makes it easy to find WIOA approved training programs, providers, and demand occupations.

Sample:

Configure your own:

Copy and paste the text from this field directly into your site's code:

```
<iframe src="http://apps.illinoisworknet.com/cis/wioatraining/"></iframe>
```

WIOA Board Activity Tool

## WIOA Board Activity Tool

This tool is used to track members, events, and files for the Illinois Workforce Innovation Board (IWIB) and their sub-committees, task forces, etc.

Scroll down to access the WIOA Board Activity Tool Code Generator where you can customize the tool to fit your needs.

Sample:

### WIOA Works Calendar

+ Filters

Filters x

Calendar

Members

Related Files

Go to Date  📅

Private
Public

<
>
today

January 2021

month

week

day

list

Export

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2

### WIOA ePolicy

## WIOA ePolicy

WIOA Policies are administered by the Illinois Department of Commerce & Economic Opportunity, Office of Employment and Training, and are accessible 24/7 to the public. This WIOA ePolicy tracking system reads like an e-book, allowing users to move through the policy one-by-one or navigate the table of contents. In addition, there is an A-Z view, Archive Only view, and print view to allow the user to print any or all of the policy in the system. There is also a User Guide to familiarize with the ePolicy format and provide guidance and answer questions on how to best utilize the repository.

Sample:

The screenshot shows a web interface for WIOA ePolicy. At the top, there are navigation buttons: 'ePolicy Chapters and Sections', 'Search', 'A-Z', 'Archive', and 'Print'. Below these are 'User Guide' and 'Visit ePolicy Site'. The main content area is titled 'ePolicy Chapters and Sections' and lists 11 chapters, each with a right-pointing chevron icon:

- Chapter 1. Governance
- Chapter 2. Planning
- Chapter 3. Performance Accountability and Reporting
- Chapter 4. Service Delivery
- Chapter 5. Program Eligibility
- Chapter 6. Program Funding
- Chapter 7. Program Services
- Chapter 8. Administration and Financial Management
- Chapter 9. Rapid Response
- Chapter 10. Nondiscrimination Plan
- Chapter 11. Trade Adjustment Assistance

### IOER Basic Search

## IOER Basic Search

This widget allows you to add a search box (with an optional search button) to your website. Users will be taken to the IOER site when they perform a search.

Use the options below to get your code snippet to add to your website.

Sample:

The sample shows a search input field with the placeholder text 'Search...' and a 'Search' button to its right.

Configure your own:

Copy and paste the text from this field directly into your site's code:

```
<iframe src="http://ioer.ilsharedlearning.org/widgets/search/"></iframe>
```

Optionally, you can configure these parameters:

Include "Search" button

*If checked, a "Search" button will show. Otherwise, users will have to press Enter while the cursor is in the search box to perform a search.*

Style Sheet URL

*This widget can load a custom style sheet to make it blend in better with the look and feel of your site.*

## IOER Learning List Explorer IOER Learning List Explorer

Learning Lists are the best way to group and organize educational resources needing to be shown with direct relationships. The example below is a complete curriculum. Any Learning List can include: documents and several types of files, webpages, and learning standards. Levels or branches can show a hierarchical organization with descriptions and instructions. Scroll down to "Configure Your Own" to get your snippet started.

Sample:

The screenshot shows a web interface for a Learning List titled "HSLE - Health Science Curriculum". It features a "Learning List Menu" button, a description of the curriculum, and a table of aligned standards. On the right, there is an "Explore Content" sidebar with links to "Deeper Content", "Overview of Health Science Curriculum", "Mental Health (Module 1)", and "Nutrition & Fitness (Module 2)".

Aligned Standards	
Major	Supporting
IL.PDH.22	NHES 2.12.4
IL.PDH.24	NHES 2.0
NGSS.HS-LS1-3	NHES 1.12.3

Configure your own:

The Learning List widget must be setup from the Learning List's page. Please visit the desired Learning List (for example, the [Health Science Curriculum](#)) and copy the code from the *Learning List Menu > Embed Widget* section.

## IOER Library/Collections IOER Library/Collections

IOER Libraries provide many ways for you to tag, contribute, create, organize, and share your learning resources with fast and easy-to-use tools allowing public and private settings. User and Organizational Libraries allow individuals and groups to quickly categorize their learning resources in many ways.

Sample:

The screenshot displays the "Illinois workNet" library interface. It includes a "Browse All Collections:" section with icons for "Connect", "Employers", "EPIC Resources", and "EPIC TA Tool Resources". Below this is a "Collection: User Guides" section showing a grid of five user guide thumbnails.

Configure your own:

The Library and Collections widget configuration is Library-specific, so to setup a Library widget, please [visit the desired Library](#) and configure the widget from its Share tab.



## Questions and Change Request Protocol

Please email Illinois workNet ([info@IllinoisworkNet.com](mailto:info@IllinoisworkNet.com)) for questions, concerns, or issues using the Portal. We are always open to feedback on improving the information and services offered on the Portal. A process exists to review requests, determine priorities and action items, implement planning, and communicate. Large requests to change tools and/or subsites require a Change Request Protocol to be completed by the Illinois workNet team, which is then sent to the Illinois Department of Commerce & Economic Opportunity (DCEO) for review. Illinois workNet and DCEO review the Change Request, determine the impact, and monitor the scope of interoperability with other projects before the advanced request can be completed. This process is in place to prevent interruption of existing projects, logically prioritize new projects, and ensure the success and sustainability of all work.