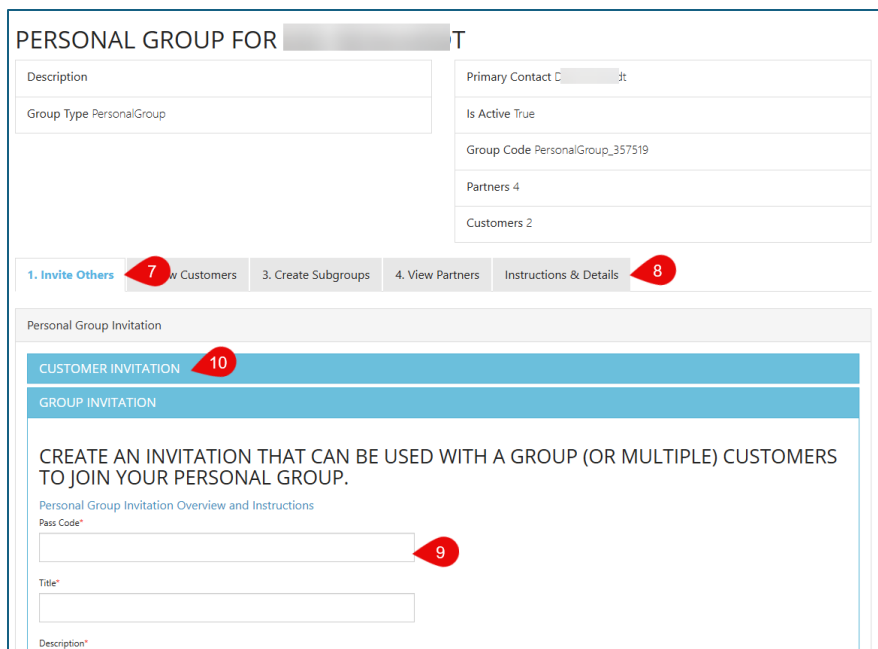As a partner in Illinois workNet, you can use the assessment tools with your customers. Here is what you need to do:

1. Be assigned as a partner in Illinois workNet. If you have not, here is a resource - https://www.illinoisworknet.com/partners/Pages/becomingapartner.aspx If you are part of a grant-funded project there may be specific requirements to add you to the proper group of partners. Please speak with the person at your agency that is in charge of your grant.

2. Once you are granted partner level access, you can go to the Customer Support Center.

    a. Sign-in to Illinois workNet

    b. Click the dropdown arrow by My Dashboard

    c. Click the Customer Support Center in the Partner Tools section.
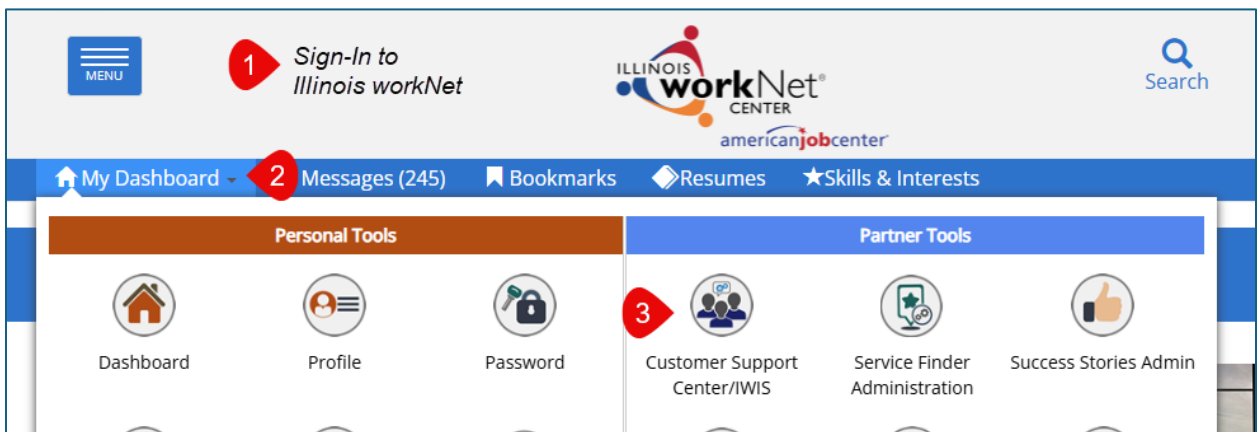
    d.

3. The landing page is the Groups page. There is a link to the Customer Support Center guide where you will find directions about how to create a personal group, add customers to your group, and how to use the various assessments available.

    a. The customers can be invited by email, or

    b. The customers can be added by giving them a link and a code.
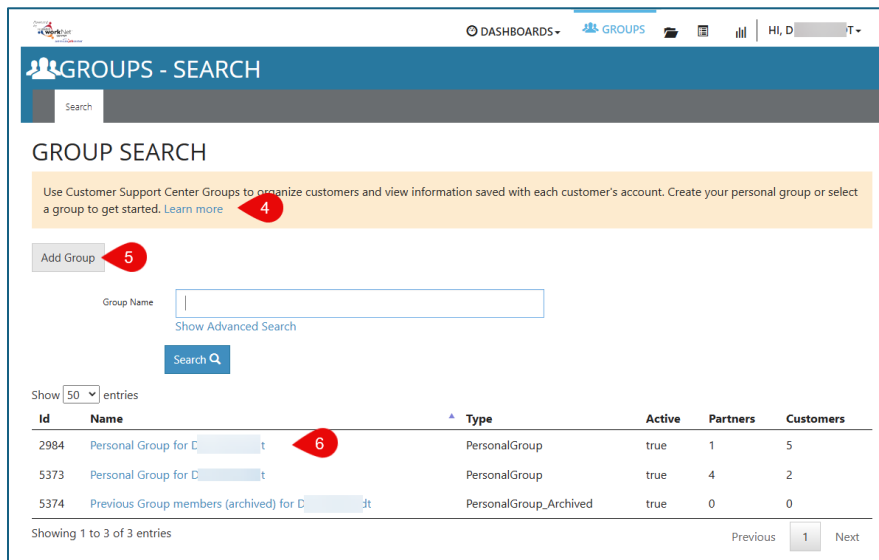
4. Use E101 or other assessments to assist your customers. Read more about available assessments at this link. Be sure to check the **Full List of Resources** for partner guides on how to administer and track results of the assessments. Some of the assessments include:

   a. Employment 101 - E101 - includes many of the other assessments.

   b. Self-Evaluation of Essential Skills

   c. Skills and Interests Surveys

   d. Other Career Plan Tools

   e. E101 - Classroom instruction guide can be used as a classroom exercise. There are other E101 guides that could be printed and laminated for use as a desk aid for your students.   https://www.illinoisworknet.com/DownloadPrint/Employment%20101%20Instructor%20Guide.pdf

5. To add other teachers to your group so that they can see your customers and vice versa

   a. Ensure the teacher has been promoted to Public Viewer as you have.

   b. Invite them to your personal group and vice versa

   c. Once they accept the invitation from you, they should be listed as partners in your personal group.

   d. All the teachers in your group should invite each other to their group as a partner so they can see each other's students.