

Requesting Access to Apprenticeship Illinois Partner Tools

User does not have an Illinois workNet account:

1. Go to www.illinoisworknet.com.
2. Click "Sign Up" in the header.



3. Enter required information and submit.
4. Check your email for a confirmation message.
5. Click the verification link in the email.
 - a. Your account is now active.
6. Request to become a partner by sending an email to info@illinoisworknet.com. Include the following information:
 - Reason for the email: I would like to request an Illinois workNet partner account with access to the Apprenticeship Illinois Partner tools.
 - Your name as it appears in your Illinois workNet account.
 - Name of your organization as it appears in the Illinois workNet Service Finder.
 - Organization address and work phone number.

User has an Illinois workNet account:

1. Request to become a partner by sending an email to info@illinoisworknet.com.
2. Include the following information:
 - Reason for the email: I would like to request an Illinois workNet partner account with access to the Apprenticeship Illinois Partner Tools.
 - Your name as it appears in your Illinois workNet account.
 - Name of your organization as it appears in the Illinois workNet Service Finder.
 - Organization address and work phone number.

Once you have access to the tools:

1. You can access the Apprenticeship Illinois Grantee Reporting Guide directly at:
<https://www.illinoisworknet.com/partners/Pages/Apprenticeship.aspx>
2. At least one person from your organization must have access to assigning other users. Follow the instructions in the *User Management* document to add additional users from your organization.