

Steps for Gaining Access to CEJA Reporting System.

If you do not have an existing 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. [Submit your organization to the Illinois workNet Service Finder.](#)
7. 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.
 - 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.
 - Request access to the CEJA reporting system for the following program (specify one of the following):
 - Navigator Program
 - Climate Works Program
 - Workforce Hubs Program

If you already have an Illinois workNet account:

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.
- 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.
- Request access to the CEJA reporting system for the following program (specify one of the following):
 - Navigator Program
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