

## Steps for Gaining Access to CEJA Reporting System.

## If you do not have an existing Illinois workNet account:

- 1. Go to <u>www.illinoisworknet.com</u>.
- 2. Click "Sign Up" in the header

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- 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 in now active.
- 6. <u>Submit your organization to the Illinois workNet Service Finder</u>.
- 7. Request to become a partner by sending an email to <u>info@illinoisworknet.com</u>. 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 <u>info@illinoisworknet.com</u>. 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

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. For more information, please refer to the footer at the bottom of any webpage at illinoisworknet.com.