Purpose:

To maintain information related to specific grants such as training programs, worksites, services and more.

Who Enters/Maintains Data

- Grantee/Provider Staff enters grant information, training programs, worksite information, and services.
- State Level Staff enters technical assistance contact and approves training program information.

Access Grantee Details

1. Log into www.illinoisworknet.com.
2. Select My Dashboard and select Customer Support Center.
3. Select Provider Info and then select Grantee Details (the folder icon to the right of Groups at top of page).
4. If you are associated with multiple projects, they will display as a list. Select the Project.
5. If you are associated with multiple agencies/locations for the program, they will display as a list. Select the Provider.
6. Click the Select button.
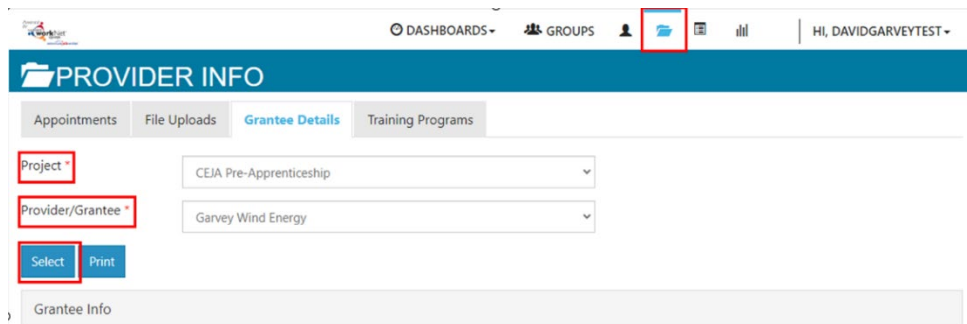
6. In the Grantee Info section, click the Edit button.
7. The agency can edit the address, city, zip, Grantee Program Name, Program Start Date, Target Population, Scope of the Project Overview, and the associated Local Workforce Investment Area (LWIA). Upon completion of adding or editing information, click Save.
8. Click the Add Grant button to enter the associated grant information.
9. The section for "Staff Completing Required Training" is optional.
10. You can view a summary of the Training Programs you have added or add more by selecting the Edit Training Program Information button.
11. You do not need to enter information in the sections for "Instructors" or "Worksites."
12. Services will be entered for you based on your program. The purpose of this section is to provide an accurate listing of services for your Climate Works Program. You will be working with your grant manager to ensure it is correct.
13. Use Case Notes to communicate with Commerce grantee updates and requests by selecting the Case Notes text and Add Case Note button at the top of the page. This provides a history of the discussion as well as sends a message or email to selected Recipients.

Grantee Info

CASE NOTES(0)▲

Edit

TA Contact Info
ntelger@illinoisworknet.com

IwN Sub Program(s)

Scope Overview

Grantee Address
306 E Adams Springfield, IL 62704

Grantee Program Name

Program Start Date
5/17/2024

Target Population

LWIA

ASSOCIATED GRANTS

Add Grant

Show 10 ∨ entries

Number	Start Date	End Date	Grant Amount	Scheduled Participants	Actual Enrollment	Sub-Program(s) /Categories	Action
123456	6/4/2024	2/28/2025	$50,000		0		Remove

Showing 1 to 1 of 1 entries

Previous 1 Next

STAFF COMPLETING REQUIRED TRAINING

NOTE: IT IS RECOMMENDED TO UPLOAD CERTIFICATES OF COMPLETION TO THE "FILE UPLOADS" TAB FOR THE AGENCY.

Add Staff

Show 10 ∨ entries

First Name	Middle Name	Last Name	Completed Date	Skill Name	Training Completed		
			No Staff Have Been Added				

Showing 0 to 0 of 0 entries

Previous Next

TRAINING PROGRAMS

Edit Training Program Information

Show 10 ∨ entries

Search: ____

Program Name	Provider Name	Length of Training	Type	Location	Credentials	Credential Institution	
			No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

LOCATIONS

Add Location

Show 10 ∨ entries

Search: ____

Location Name	Address		
	No data available in table		

Showing 0 to 0 of 0 entries

Previous Next

INSTRUCTORS

Add Instructor

Show 10 ∨ entries

Search: ____

Name	Type of Training Delivered	Credentials	With Organization Since	Organization	
		No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

WORKSITES

Edit Worksite Placement Information

Show 10 ∨ entries

Search: ____

Employer	Worksite	Job Title	Job Type	Wages	Total Openings	Full Time Positions Filled	Part Time Positions Filled	Length
				No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

SERVICES

Edit Services to Use on Career Plans

Show 10 ∨ entries

Search: ____

Category	Name	Description	Active Status	delete

For more information please refer to the footer at the bottom of any webpage at illinoisworknet.com.

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