

Purpose

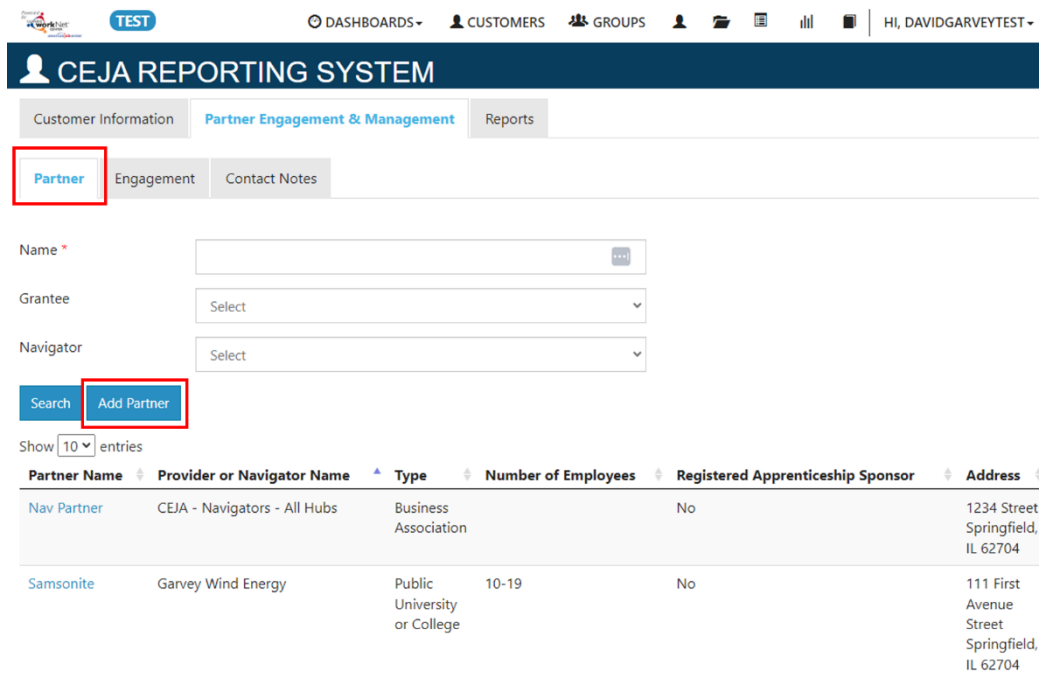
In Partner Engagement & Management, Grantees have access to a tool that allows them to add and maintain partner sites and their engagements with partnering organizations.

Who Enters/Maintains Data

- [Grantee/Service Provider](#) enters Partner sites, Engagements, and Contact Notes for organizations they have partnered with.

Access Partner Details

1. Log in to www.illinoisworknet.com
2. Select **My Dashboard** and select **Customer Support Center/IWIS**.
3. Select **Groups** and then select **Climate Works**.
4. Select **Partner Engagement & Management**
5. If you are associated with multiple providers/locations for the program, they will display as a list. Select the **Intermediary/Provider**.
6. Click the **Search** button.



The screenshot shows the CEJA Reporting System interface. At the top, there is a navigation bar with 'DASHBOARDS', 'CUSTOMERS', 'GROUPS', and a user profile 'HI, DAVIDGARVEYTEST'. Below this is a dark blue header with 'CEJA REPORTING SYSTEM' and a user icon. The main content area has three tabs: 'Customer Information', 'Partner Engagement & Management' (which is active), and 'Reports'. Under 'Partner Engagement & Management', there are three sub-tabs: 'Partner' (highlighted with a red box), 'Engagement', and 'Contact Notes'. Below the sub-tabs are three input fields: 'Name' (with a search icon), 'Grantee' (a dropdown menu), and 'Navigator' (a dropdown menu). Below these fields are two buttons: 'Search' and 'Add Partner' (highlighted with a red box). Below the buttons is a 'Show 10 entries' dropdown. At the bottom is a table with the following data:

Partner Name	Provider or Navigator Name	Type	Number of Employees	Registered Apprenticeship Sponsor	Address
Nav Partner	CEJA - Navigators - All Hubs	Business Association		No	1234 Street Springfield, IL 62704
Samsonite	Garvey Wind Energy	Public University or College	10-19	No	111 First Avenue Street Springfield, IL 62704

Add a Partner

1. On the Participant Recruitment & Engagement Management screen, select the **Add Partner** button.
2. Enter the following information for each partner engagement:
 - a. **Partner Name**
 - b. **Type**
 - i. Business Association
 - ii. Industry Association
 - iii. Employer
 - Number of Employees
 - Clean Energy Industry
 - Are you an Equitable Eligible Contractor (EEC)?
 - iv. Government Organization (state or municipal)
 - v. Community Based Organization
 - vi. Public University or College
 - vi. Community College
 - vi. Vocational Technical School
 - ix. Private for-Profit Training
 - x. High School
 - xi. Union
 - c. Apprenticeship Sponsor
 - d. **Street**
 - e. **City**
 - f. **State**
 - g. **Zip Code**
 - h. **Provider**

x

ADD PARTNER

Partner Name *	<input type="text"/>
Type *	<input type="text" value="Select One"/>
Apprenticeship Sponsor *	<input type="text" value="Select"/>
Street *	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text" value="Select One"/>
Zip Code *	<input type="text"/>
Provider	<input type="text" value="Select One"/>
Navigator	<input type="text" value="Select One"/>

Add Partner Information

- i. Memorandum of Understanding (MOU) Status + file upload if status of "Complete" is selected
3. Click the **Add Partner Information** button.

On the Partner tab of Participant Engagement & Management, Service Provider Managers can search and update partner information.

Edit Partner Information

1. Enter the partner name in the **Name** field.
2. Click **Intermediary/Provider** and **select** the provider.
3. Click the **Search** button.
4. Click the **Partner Name** and update the partner information.
5. Then, click the **Update Partner Information** button.

EDIT PARTNER ✕

Partner Name *

Type *

Apprenticeship Sponsor *

Street *

City *

State *

Zip Code *

Provider

Navigator

Update Partner Information

Add Engagement

1. On the Participant Recruitment & Engagement Management screen, on the Engagement tab, select the **Add Engagement** button.

TEST DASHBOARDS ▾ CUSTOMERS GROUPS HI, DAVIDGARVEYTEST ▾

CEJA REPORTING SYSTEM

Customer Information **Partner Engagement & Management** Reports

Partner **Engagement** Contact Notes

Name

Grantee

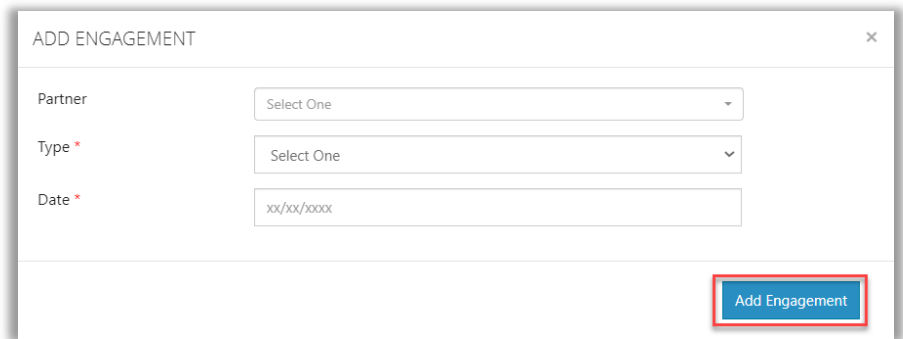
Navigator

Search
Add Engagement

Show entries

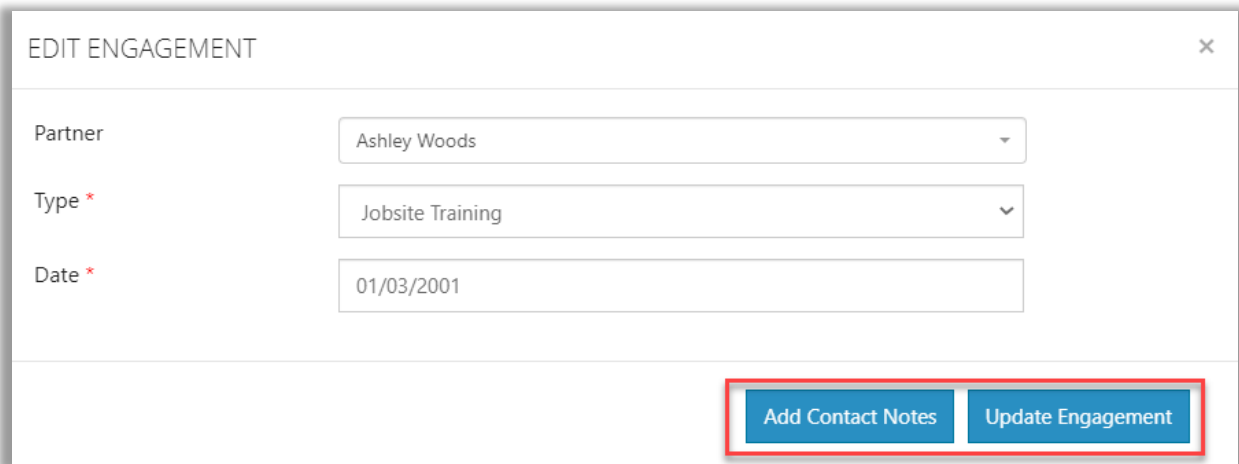
Provider or Navigator Name	Partner Name	Type	Date
Telger Solar Company, Inc.	Employer 12.6	Outreach/recruitment support	12/08/2023
Garvey Wind Energy	Jericho	Transition Services (job placement/shadowing/coaching, apprenticeship placement, job fair, etc.)	05/01/2023

2. Enter the following information for each engagement:
 - a. **Partner**
 - b. **Type**
 - c. **Date**
 - d. Click the **Add Engagement** button.



Edit Engagement Information

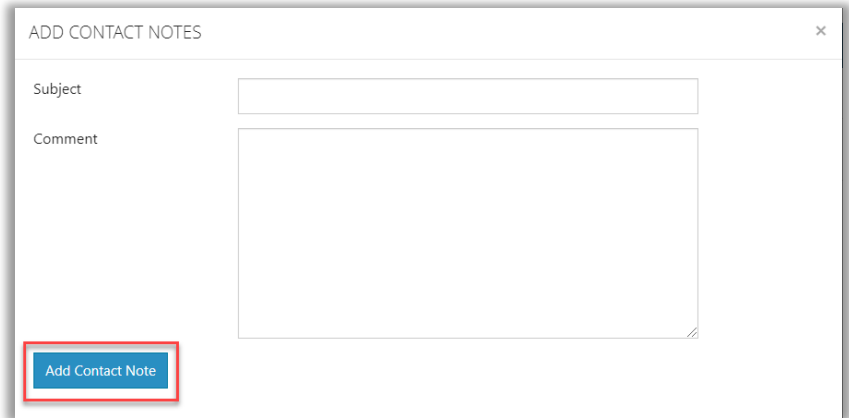
6. Enter the partner name in the **Name** field.
7. Click **Intermediary/Provider** and **select** the provider.
8. Click the **Search** button.
9. Click the **Partner Name** and update engagement information.
10. Then, click the **Add Contact Note** or **Update Engagement** button.



Note: When editing an engagement, Service Providers can add a contact note to provide additional information regarding that engagement.

Adding Contact Notes

1. Enter the following information:
 - Subject
 - Comment
2. Click on **Add Contact Note** button.
 - A message box will appear stating Contact Note Added.



Click on the **OK** button to return to the Partner Engagement & Management screen.