

**All access to the IWTS guide and tools is on the new Illinois workNet web portal**

<http://www.illinoisworknet.com>.

- Always use the Partner Resources for information for DCEO staff and grantees. Scroll down the website all the way to the bottom. You'll see Partner Resources.
- You can bookmark the IWTS Guide and Resources so it is always handy. You should do this to make sure you always have the most current information.  
<http://www.illinoisworknet.com/partners/programs/Pages/Incumbent-Worker-Tracking.aspx>.
- To access IWTS plans, quarterly reports and all other information about incumbent worker projects you will always have to login. You do this from the top, right corner of the new site where it says "Log In."
- If you do not remember your password, from the Log In screen, select "Forgot Password."
- After you Log In, click on "My Dashboard" from the top, right corner of the site, then always select "Partner Tools." If you're involved with other projects that require a login, you'll see them here too.

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**All grantees will:**

- Submit an incumbent worker training project plan.
- Add the workers/employees who are getting trained.
- Put the workers/employees who are getting trained in course sessions.
- Submit quarterly reports throughout the life of the project until DCEO accepts a final quarterly report.

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**DCEO staff will:**

- Initiate project plans for non-formula grantees.
  - Must identify at least a primary contact with the plan that will automatically be emailed instructions to begin the plan.
  - Must identify a DCEO staff contact that will be copied on the emails the system sends grantees.
- Review and assist grantees with completion of their plans.
- Review (approve or deny) use of employers who have been used on a previous project.

- Review quarterly reports and print and export plans and reports as needed.
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***How DCEO staff access plans and reports:***

- To access plans follow above steps to login and access IWTS tools via My Dashboard.
  - Use any of the search filters, or search by the IWTS project number or by a key word, or just click search to see all plans. Sort the list by clicking on any columns that are underlined.
  - Click “Select” adjacent to any plan.
  - Use the “Project Navigator Menu” to:
    - See all sections of a project plan.
    - Select to preview a plan and print it on paper or print it to a PDF file.
    - See the employees who are to get trained.
    - See the courses that the employees are being assigned.
    - View reports on screen or export them to Excel.
    - See Quarterly Reports that have been submitted and are pending.
    - See and add information to the Project History and communicate with the grantees through the Project History.
- To access IWTS State Reports and IWTS Quarterly Reports, follow above steps to login and access IWTS tools via My Dashboard.
  - There are buttons at the top of every page for the below options:
    - IWTS Quarterly Reports
    - IWTS State Reports