

NEW USERS – all forms/requests must be submitted by a LWIA Local System Administrator

- **New IWDS IDs** - The Shared Data Agreement Acknowledgement forms are to be signed and sent to Kris Theilen at Kristofer.Theilen@illinois.gov at DCEO and CC Patti Schnoor at Patricia.Schnoor@illinois.gov. Once the SDA is approved, the LSA can activate the local LWIA IWDS ID.
- **New IWDS LWIA 90** requests are to be submitted to Jim Potts at James.Potts@illinois.gov and Kris Theilen at Kristofer.Theilen@illinois.gov at DCEO. The DCEO grant manager should be CC'd on the email.
- **New IES user** request and reactivation forms are to be submitted to Kris Theilen at Kristofer.Theilen@illinois.gov at DCEO.
- **New IBIS user** request forms are to be submitted to Kris Theilen at Kristofer.Theilen@illinois.gov at DCEO.

On the Shared Data Agreement Acknowledgement form, please make sure the **LWIA/Provider and location** are filled out, otherwise it will be returned to you requesting the missing information. When submitting the form, please send the **user email address and the location address** in the body of the email.

DEACTIVATING USERS – all forms/requests must be submitted by a LWIA Local System Administrator

- If they had a **local LWIA IWDS ID** notify Kris Theilen at Kristofer.Theilen@illinois.gov and CC Patti Schnoor at Patricia.Schnoor@illinois.gov at DCEO. Local LWIA Local System Administrator is responsible for disabling the local LWIA IWDS ID and changed the reason to “NO LONGER EMPLOYED BY PARTNER”.
- If they had a **LWIA 90 IWDS ID**, you need to notify Jim Potts at James.Potts@illinois.gov and Kris Theilen at Kristofer.Theilen@illinois.gov at DCEO.
- If they had an **IES ID**, you need send the IES deactivate form to Kris Theilen at Kristofer.Theilen@illinois.gov at DCEO.
- If they had an **IBIS ID**, you need to notify Kris Theilen at Kristofer.Theilen@illinois.gov at DCEO.
- If they had **IL Worknet** access, you need to send their name and email address to Worknet by email to info@illinoisworkNet.com.
- If they had **IEBS access**, you need to notify IL Worknet at info@illinoisworkNet.com and Kris Theilen at Kristofer.Theilen@illinois.gov at DCEO.

You can send one email to all necessary recipients to deactivate everything at once.