

Accessing the Introduction to Illinois workNet Course

Table of Contents

Purpose	1
Users	1
Enrolling into to the Course	2

Purpose

The Illinois workNet Learning Center (LC) offers professional development courses, tutorials and other training opportunities on resources and tools available in Illinois workNet. The goal of the Illinois workNet Learning Center is to offer accessible and inclusive professional development to ensure workforce and educational professionals are able to utilize free resources and tools that provide vital information and services to their customers within the workforce system. Professional development courses will be offered to Workforce and Educational Professionals.

The Introduction to Illinois workNet course provides an overview of Illinois workNet resources and tools to help individuals, employers, and partners reach their training and employment goals. During this course, you will also see different customer scenarios to help show how these tools can be used in a variety of ways based on the needs of the customer.

The course takes approximately 2 hours to complete and includes the following modules:

1. Overview of Illinois workNet
2. Scenario Introduction
3. Getting Started: Exploring Careers
4. Preparing for the Workforce: Training and Credentials
5. Qualify for Jobs
6. Job Openings & Recruiting
7. Building Relations for Career Opportunities: Network and Connect
8. Layoff Assistance
9. Additional Workforce Resources: Updates and Help
10. Customer Support Center

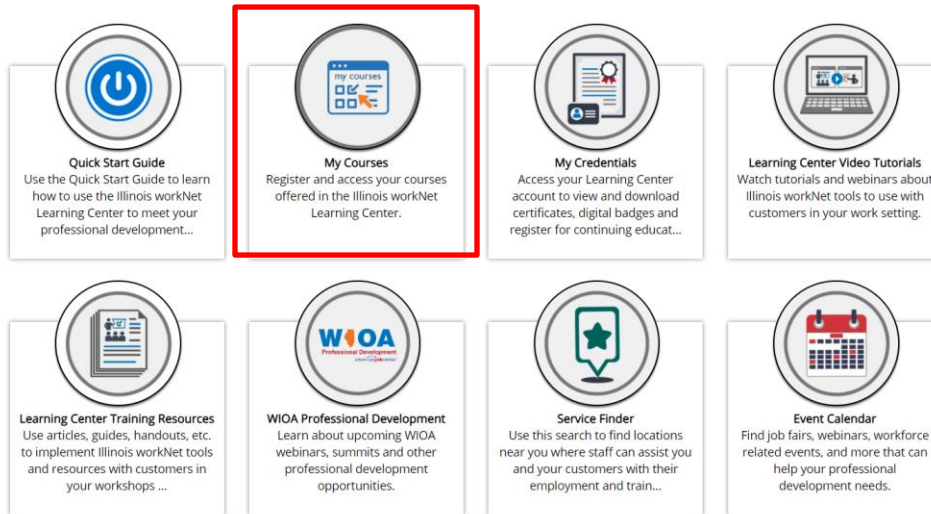
Users

- **Illinois workNet Partners**- Professional development courses will be offered to Workforce and Educational Professionals.

Enrolling into to the Course

To enroll into the Introduction to Illinois workNet Course, follow the steps below to register for the course:

1. Go to [Illinois workNet Learning Center](#)
2. Scroll down to about midway through the page and select “My Courses”



3. Click on the “Introduction to Illinois workNet Course” card



4. Select “Enroll”
5. Complete the enrollment information
 - a. Full Name
 - b. Email
 - c. Organization
 - d. Type the organization type that describes your workplace
 - e. Title
6. Select “Enroll in Course”
 - a. A confirmation email will be sent. Locate it and follow the instructions to complete the registration process.

Accessing the Course

To begin or continue the course, follow the steps below to access the course:

1. Go to <https://cwg-siu.catalog.instructure.com/>
2. Log in with your email and password
3. Click on the "Introduction to Illinois workNet Course" card
4. Select your name to access your account and select Student Dashboard
5. Under the In Progress tab, select "Begin Course"
6. Click on the "Module" tab under Navigation
7. Select "Navigate This Course" to begin

Digital Badges

To view and download your Digital Badge for the course, all modules must be completed. Follow the steps below to retrieve your Digital Badge for the course:

1. Go to <https://cwg-siu.catalog.instructure.com/>
2. Log in with your email and password
3. Select your name to access your account and select Canvas
4. Click on the "Introduction to Illinois workNet Course" card
5. Click on the Badges tab on the left side of the page.

Home
Assignments
Discussions
Grades
People
Files
Syllabus
Modules
BigBlueButton
(Formerly
Conferences)
Collaborations
Badges

6. Click on the Badge for the course.

Certificate of Completion

To view and download your certificate of completion for the course, all modules must be completed. Follow the steps below to retrieve your certificate of completion for the course:

7. Go to <https://cwg-siu.catalog.instructure.com/>
8. Log in with your email and password
9. Click on the "Introduction to Illinois workNet Course" card
10. Select your name to access your account and select Student Dashboard
11. Select the Completed tab.
12. On the course, select view or download to get your certificate