Summer Youth Employment Program Activity 1:
Getting Started with Illinois workNet
www.illinoisworknet.com

First and Last Name:_____

In this first activity you will be introduced to using Illinois workNet™, setting up an e-mail account, and opening your My Illinois workNet account. To begin, follow the directions below.

A. Set up a free e-mail account with a proper appearance (if you do not already have an appropriate email account). (5 Minutes)

Many employers and online job boards require an e-mail address to contact applicants. If you do not have an e-mail account, setting up a free e-mail account is quick and easy. Follow the links below to some of the most commonly used free e-mail services. Also, with the next activity, you can use your proper e-mail address as your user name when setting up a My Illinois workNet account.

-Yahoo Mail: Go to www.yahoo.com. Click on *Sign Up* next to the words Free Mail. Complete the required information.
-Google Gmail: Go to www.google.com. Click on *Gmail*. Click on *Create an Account*, and complete the required information.

An example of a proper e-mail account is to use first initial, last name, and favorite number.

Good Example: jsmith77@yahoo.com
Bad Example: icandy@yahoo.com

Use this worksheet to help you remember your new e-mail information, but do not share your password with others!

I set up my e-mail account with ☐ www.yahoo.com   ☐ www.google.com

My e-mail address is _____ My password is_____

B. Open your My Illinois workNet account. (5 Minutes)
Once you have your account set up, you will be able complete the pre-assessment evaluation and Summer Youth Employment Program Activities.

- Go to www.illinoisworknet.com.
- Click on *Individuals.*
- Click on *Tools* and view the *Getting Started with Illinois workNet* video *(*1:07 minutes*)* to learn how to open your My Illinois workNet account.
- Click on *Home* (top navigation)
- Click on *Setup a free My Illinois workNet account.*
    - Click *YES* to show that you are enrolled in the Summer Youth Employment Program
    - Fill out all of the **red fields with *** and all of the **blue fields with !** You will need all of this information later if you create a resume on Illinois workNet.
- On the second registration page, **fill out the top box (user name)**, the **third box (password)**, and **fourth box (confirm password)**. Do not fill in the Card Number box.

To help you remember your user name, use your e-mail account as your user name.

Use this worksheet to help you remember your new Illinois workNet account information, but do not share your password with others.

My user name is _____My password is_____

Flesch 8th grade level.   Flesch Reading Ease Formula is considered one of the oldest and most accurate readability formulas.
http://www.readabilityformulas.com/flesch-reading-ease-readability-formula.php.

5/09v1   Illinois workNet Centers are an Equal Opportunity Employer/Program.   Page 1
Auxiliary aids and services are available upon request to individuals with Disabilities.
Sponsored by Illinois Department of Commerce and Economic Opportunity.