



Career Connect *ConstructionWorks* Eligibility and Program Tracking Manual

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Overview

This manual describes the requirements for tracking ConstructionWorks participants in Career Connect. Each participant must have an eligibility application and services provided through ConstructionWorks funding. The manual includes detailed instructions for:

- Creating a participant profile
- Determining ConstructionWorks program eligibility
- Tracking services provide and program outcomes
- Exiting once services are complete

Create Individual Profile

Agencies have two options for creating the individual's profile in Career Connect:

- 1) Have the client create their own account and profile.
- 2) Create the profile on behalf of the client.

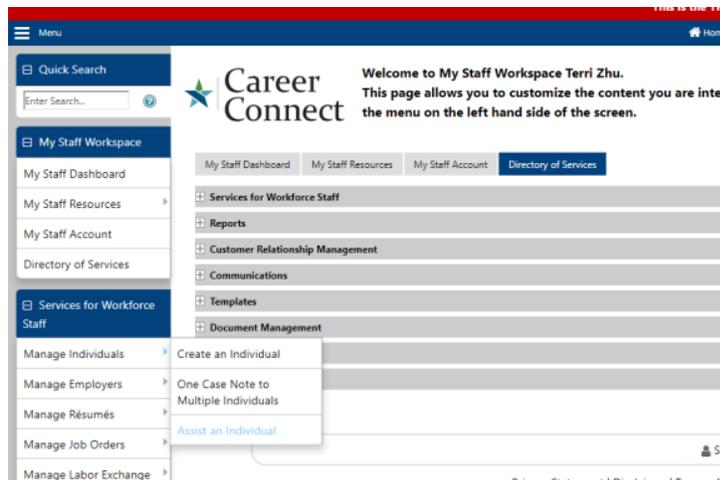
Instructions for both options are available for download on the Career Connect Help Desk site at: <https://workforceboard.zendesk.com/hc/en-us/articles/360047513591>

ConstructionWorks Eligibility Application

Step 1: Find Client Profile

Once the Client Profile has been created by the client or by staff, log into Career Connect with the unique username and password provided to you by The Partnership (www.chicagolandcareerconnect.org).

Find the client's profile in the system by selecting Assist and Individual under Services for Workforce Staff > Manage Individuals from the left navigation menu.



Search for client using one or more identifiers.

General Criteria

Individual Username:

Individual User ID:

Starts with these #s
 Matches exactly

State ID Number:

First Name:

Last Name:

SSN (last 4 digits):

SSN (full number): Example: 999999999

State Source ID:

State Activity ID:

Date of Birth:  (MM/DD/YYYY)

Step 2: Select Programs Tab for Client

The search will return matching client records. Click on the [Programs Tab](#) link for your client in the "Action" column.



To assist a specific Individual, click on a link in the *Action* column below.

 For help click

Results View: [Summary](#) | [Detailed](#)
 To sort on any column, click a column title.

User Name	First Name	Last Name	SSN	Vet	State ID	Last Login Date	Last Exited	Created	Action
TSOPRANO	Anthony	Soprano	1623		3918151			09/06/2020	Summary Tab Case Notes Tab Activities Tab Programs Tab

Prog

1 Records found

SEARCH CRITERIA: Username begins with tsoprano

Records per page:

[[New search criteria](#)] [[Modify current criteria](#)]

Step 3: Create Agency Defined Program Application

- Make sure you are in the Programs section or navigate to the Programs section using the top menu (Staff Profiles > Case Management Profile > Programs).
- Scroll down to the “Agency Defined Programs” section and click “Create Agency Defined Program Application” (see screen shot on next page).



⊕ Show Summary Tabs

Filter Applications:

All Applications

Filter Programs

All Programs

Only My Staff LWDB

Title I - Workforce Development (WIOA)

[Create Title I - Workforce Development \(WIOA\) Application](#)

[Convert WIOA Pre-Application](#)

Agency Defined Programs

[Create Agency Defined Program Application](#)

Step 4: General Information Page:

- Application Date **and** Date of Eligibility: Enter date of program enrollment for both. The program enrollment date is the actual date an individual is enrolled in ConstructionWorks, which may be prior to creation of the Career Connect application. Notify The Partnership if you are unable to enter prior dates.
- LWIA/Region: is auto-filled based on your program location.
- Office Location: Select your office from the drop-down menu if it's not selected by default.
- Attended a Rapid Response group orientation?: Select No.
- Meets Program Eligibility: Select CON-ConstructionWorks from the drop-down menu.

The screenshot shows a web application interface for 'Wagner Peysor'. At the top, it displays 'Application Date: 11/27/2018' and 'Participation Date: 11/27/2018'. Below this is a 'General Information' section with the following fields:

- Participant Name: Eisenhower, Dwight
- Application Date: 09/03/2018 (mm/dd/yyyy) Today
- Date of Eligibility: 09/03/2018 (mm/dd/yyyy) Today
- LWIA/Region: Chicago Cook Workforce Partnership
- Office Location: ResCare (0310)
- Attended a Rapid Response group orientation?: No (selected)
- Event Search: Click Here
- Rapid Response Event Number: (empty field)
- Meets Program Eligibility: None Selected (selected)

The left sidebar contains a menu with options like 'Manage Labor Exchange', 'Reports', and 'Customer Relationship Management'. The top navigation bar includes 'Home', 'My Dashboard', 'Sign Out', and 'Services for Individuals'.

Step 5: Contact Information

This tab is auto filled based on client self-registration. Correct information, if needed. Any updates made on this screen will also update the client's general profile.

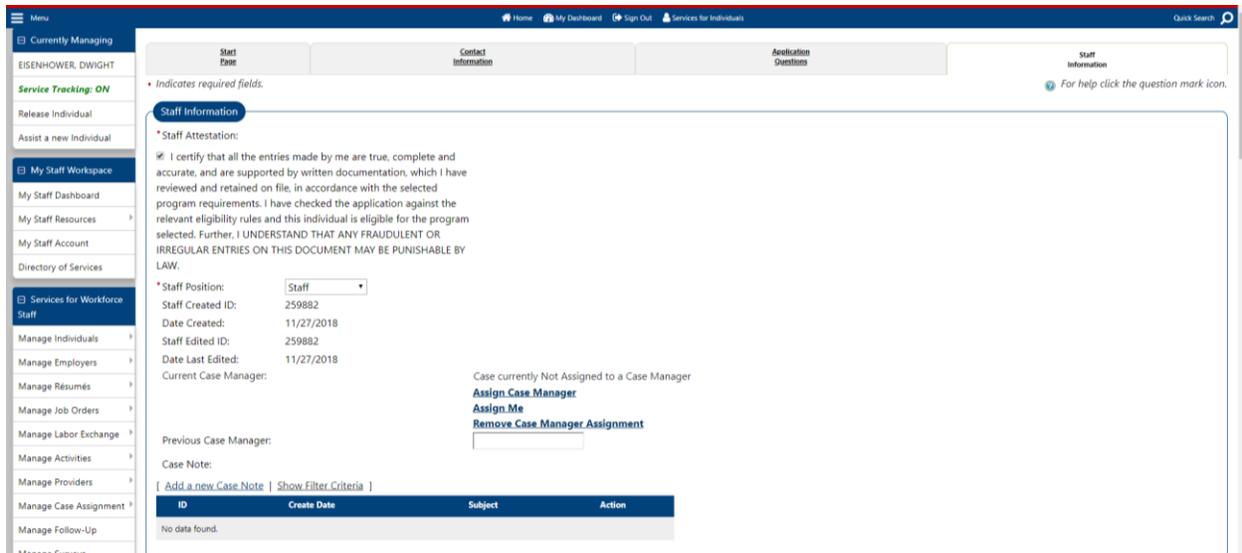
Step 6: ConstructionWorks Eligibility

Complete *Program Eligibility* questions. The Career Connect application is not equipped with survey logic and will not prevent you from enrolling ineligible individuals. **It is up to you to correctly determine eligibility!** Place required documentation in the individual's paper file.

ConstructionWorks Program Eligibility		
<p>Required: All</p> <ul style="list-style-type: none"> ✓ Resident of one of following counties: <ul style="list-style-type: none"> ▪ Boone ▪ Cook ▪ DuPage ▪ Kane ▪ Lake ▪ Lee ▪ Ogle ▪ Will ▪ Winnebago ✓ 18 years of age or older ✓ Eligible to work in United States 	<p>Required: At Least One</p> <ul style="list-style-type: none"> ➤ Unemployed ➤ Underemployed ➤ Previously started but did not successfully complete apprenticeship or other trade training program ➤ Entry- or lower-level construction worker seeking further training along career pathway 	<p>Targeted: Any and All</p> <ul style="list-style-type: none"> • Near or below poverty • Displaced worker • Low-skilled • High school drop out • Veteran • Underemployed construction worker • Limited English • Child-care needs • Individual with disability • Ex-Offender • Previous exposure to construction, transportation industries

Step 7: Staff Information

- Complete Staff Attestation and select Assign Me under Current Case Manager.
- Save application. Print a copy (or save as PDF) and include in the participant's file.



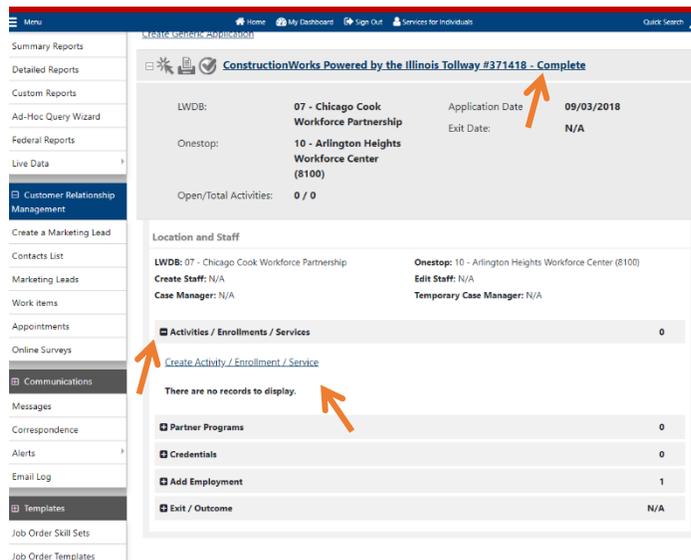
Step 8: Add the *701-Participation in ConstructionWorks* service using the instructions below. **The participant is not enrolled, until this service is added.**

Services Tracking

See below for a list of ConstructionWorks services, including instructions for when and how to record each service.

Step 1: Assist Individual and Navigate to Services Screen

- Find client in Career Connect by following instructions above under “Step 1” of “Enroll Client in Contact Tracing Program.” Navigate to Programs Tab by following instructions above under “Step 2” of “Enroll Client in Contact Tracing Program.”
- In the Programs tab, you will see a completed application for Contact Tracing Program under the Agency Defined Program bar.
- Click plus (+) sign to expand the ConstructionWorks section to show activities.
- Click *Create Activity/Enrollment/Service*, which will launch a new screen.



Step 3: You must open activity *701 Participation in ConstructionWorks (CON)* as the first service. Other program services will not be available for selection until you open 701.

- **General Information**

- Customer Program Group: Defaults to CON-ConstructionWorks Powered by the Illinois Tollway. Do not change.
- Office Location: Select using drop-down menu.

- **Enrollment Information**

- Activity Code: Click Select Activity Code to view list of available services. Select *701 Participation in ConstructionWorks*. (Your browser pop-ups must be enabled to see the list of services.)
- Projected Begin Date: leave blank
- Actual Begin Date: for *701* this should be identical to the program enrollment/eligibility date
- Projected End Date: Enter 08/30/2022

Staff Information

- Current Case Manager: Select Assign Me, if not already assigned.
- After completing Staff Information in the General Information tab, click Next.

Application Summary: Program: ConstructionWorks Powered by the Illinois Tollway
Application Date: 09/03/2018
Eligibility Date: 09/03/2018

* Customer Program Group: CDNA - ConstructionWorks Powered by the Illinois Tollway

* LWDB: Chicago Cook Workforce Partnership
LWDB cannot be modified if staff has local region assignment.

* Office Location: None Selected

Enrollment Information

* Activity Code: [Select Activity Code]

Projected Begin Date: [Today]

Actual Begin Date: 09/03/2018 [Today]

* Projected End Date: 12/01/2018 [Today]

Staff Information

Staff ID: 78428

* Position: Staff

Current Case Manager: Case currently Not Assigned to a Case Manager
[Assign Case Manager](#)
[Assign Me](#)

Previous Case Manager: [Remove Case Manager Assignment](#)

Comments:

Pop-up Window: Select an Item - Google Chrome

https://uat-app-vos17000031.geosolinc.com/vosnet/programs/enrollment/e...

To select an activity, click on an activity link below. Activities that do not have a link mean there are no programs offered for the selected customer group and / or region.

Activity Code	Activity Title	Provider Type
701	Participation in ConstructionWorks (CON)	PS - Office Services

[Close Window](#)

Step 4: Provider Information

The information required on the Service Provider tab depends on the service type.

- On the *Service Provider* screen, select your agency (and program site if multiple) under *Provider and Provider Location*.
- Under *Service, Course or Contract*, select the only available service in the list.
- Some service codes require an *Occupational Training Code*. To add the code:
 - Click on the “Occupational Training Code” link to open a pop-up window.
 - In the pop-up window, click on “Select Occupation from ONET Table”. This will take you to a search page with multiple options.
 - The best search option is usually the “Occupations by Keyword”. Start typing the occupation associated with the service (e.g. carpenter) in the “Keyword Search Options” box.
 - A list of occupation titles will appear as you type. Select the applicable title and click “Search”
 - The code and description will fill in on the service screen.
- Some service codes require Employer/Worksite Information. These fields will show up when you click “Next” on the Service Provider screen. Please follow the specific instructions provided with the service codes below to enter the applicable union or employer information for the service.

* **Provider:**
[\[Select Provider.\]](#)

* **Service, Course or Contract:**
[\[Select Service, Course or Contract.\]](#)

Provider Locations:

[\[Select Provider Locations.\]](#)

Provider Contacts:
[\[Select Provider Contacts.\]](#)

* **Occupational Training Code:**
[\[Occupational Training Code.\]](#)

Select an Item - Google Chrome
 train-app-vos17000031.geosolinc.com/vosnet/programs/enrollment/Enroll

There is no Occupation information attached to the selected Provider Service.

[\[Select Occupation From ONET Table \]](#)

Close Window

Sapphire

Please choose a specific occupation by selecting one of the options below.

 For help click the information icon.

Here are your most recently selected and/or desired occupations: [Construction Carpenters](#)

[Occupations by Keyword](#)
[Occupations by Group](#)
[Occupation Listing](#)
[Occupations by Education Program](#)
[Occupations by Military Specialty](#)
[Occupations by Occupation Code](#)
[Occupations by License](#)

Display only Occupations with a Bright Outlook
 Display Green Occupations only

Search for an occupation by keyword(s)

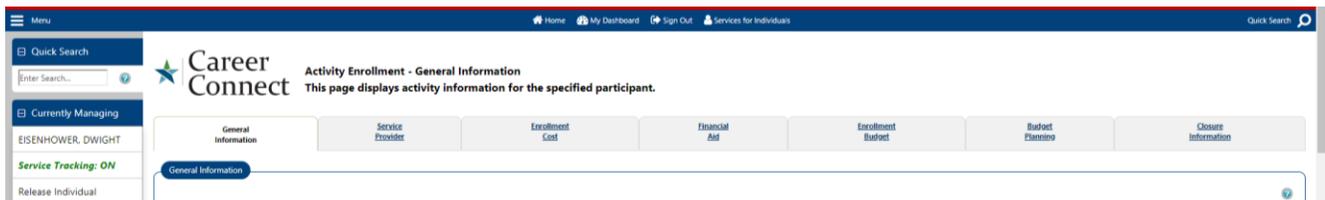
Type a job title or occupational keywords in the box and click the *Search* button. (e.g. Accountant)

[Keyword Search Options](#)

- Cabinetmakers and Bench Carpenters
- Construction Carpenters
- Helpers--Carpenters
- Rough Carpenters

Step 4: Skip to Closure Information Tab:

- The following categories of information are NOT required for any ConstructionWorks service: *Enrollment Cost, Financial Aid, Enrollment Budget, Budget Planning*. You will be skipped past these screens. If you are not automatically skipped or you are unable to advance using the NEXT button, simply click on the Closure Information tab.
- Leave “Last Activity Date” and “Completion Code” blank until the participant has completed service activity.
- Click the “Add New Case Note” link and add a case note following the instructions in the “Case Note” section below.
- Click “Finish” to save the service.



Closure Information

Enrollment Summary: Enrollment ID: 289868
 Username: JBPRITZKER1
 Generic Program Application ID: 367873
 Activity Code: 327 - Training Paid by Non-WIOA Title I Funds
 Activity Dates: 8/19/2021 - 8/19/2021

Last Activity Date: [Today](#)

Completion Code:

Case Notes: [Add a new Case Note](#) [Show Filter Criteria](#)]

ID	Create Date	Subject	Action
No data found.			

[<< Back](#) [Finish](#)

Closing Services

Once the participant has completed (or dropped out of) an activity, the service must be closed in Career Connect with the date of completion.

Step 1: Retrieve Individual's Record in Career Connect

- Find the individual in Career Connect
- Navigate to the Activities / Enrollment / Service bar under the “ConstructionWorks Application”
- Click on the “Close” link for the service you want to close. This will take you directly to the “Closure” tab of the service.

Activities / Enrollments / Services 3

[Create Activity / Enrollment / Service](#)

Search:

Status	Activity / Provider	Actions	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
	706 - Employment-Union No Provider Information		ConstructionWorks Powered by the Illinois Tollway	N/A	10/13/2021	11/13/2021	10/13/2021 Successful Completion
	704 - Entered Apprenticeship Central States Ser, Jobs For Progress		ConstructionWorks Powered by the Illinois Tollway	N/A	08/01/2021	08/01/2023	10/13/2021 Unsuccessful Completion
	701 - Participation in ConstructionWorks (COI) Central States Ser, Jobs For Progress		ConstructionWorks Powered by the Illinois Tollway	N/A	07/01/2021	08/30/2022	Close

Step 2: Close the Service

- Enter the “Last Activity Date”. The 701 service should not be closed until the participant has completed all services and is ready to be exited.
- Select one of the two Completion Codes as follows. Do not use the other codes.
 - Successful Completion
 - Unsuccessful Completion:

Step 3: Case Note the Service Closure

Click the “Add new Case Note” link to explain the outcome of the service.

Step 4: Click “Finish” to save the service closure.

Closure Information

Enrollment Summary:

Enrollment ID: 289914
Username: KCARPENTER01
Generic Program Application ID: 368331
Activity Code: 701 - Participation in ConstructionWorks (CON)
Activity Dates: 7/1/2021 - 8/30/2022

Last Activity Date:

10/13/2021  Today

Completion Code:

Successful Completion 

Case Notes:

[[Add a new Case Note](#) | [Show Filter Criteria](#)]

ID	Create Date	Subject	Action
2994347	10/13/2021	Enrolled in ConstructionWorks	

Page 1 of 1

Rows: 100

<< Back

Finish

[Exit Wizard](#)

Service Codes

Service Code	Service Name	Additional Instructions
701	Participation in ConstructionWorks (CON)	This service must be opened before any other service can be opened. Close this service upon conclusion of ConstructionWorks program services.
202	Career Planning (Case Management)-Same Day Service	Open this service for each career coaching/case management meeting. Add a case note to briefly describe content and outcome of meeting. Close this service on the same day you open it.
204	Diagnostic Testing (Same Day Service)	Open this service each time you administer a skills or other assessment, e.g. Access United Pre-Test. Enter Access United Pre-Test scores per the instructions below.
232	Shared Placement (Same Day Service)	use this service in WIOA when one agency places another agency's participant in a job. In WIOA it puts both agencies in the federal performance measures.
304	Adult Education & Literacy Activities	Open this service for adult education services provided by you or partner agencies.
702	Referral to Pre-Apprenticeship Training Program	Generally, for use by American Job Centers only. Enter the date of the referral as the Actual Start and Actual End Date of the service. Enter a case note with the subject "Referral to Pre-Apprenticeship" and include the provider name, program name, and location.
309	Enrolled in Pre-Apprenticeship Training	For use by CFL Initiative, CS SER, CWIT only. Enter first class date under <i>Actual Begin Date</i> and final class date under <i>Projected End Date</i> . Close this services when the Pre-Apprenticeship ends or if the participant drops out of the training.
314	Other Vocational Training	Will not be used frequently. Open this service for any other construction training besides pre-apprenticeship programs and WIOA ITAs. Add a case note with the subject "Other Vocation Training" and include the training provider name, program name, and location. (Note: WIOA ITA training will only be tracked under the individual's WIOA profile and not under ConstructionWorks.) i.e. CDL; manufacturing These are NOT industry-recognized credentials
703	Union Pre-Course	Use this service to indicate the candidates completion of the Union Prep Course, facilitated by Midwest Business Center
CTA	CTA RPM Referral	Add this service if the participant is referred to the CTA Red-Purple Line Modernization

		project. Use the referral date as the service start and end date.
705	Union Apprenticeship Training	<p>Add this service if the participant:</p> <ul style="list-style-type: none"> enters and apprenticeship during the program (use the apprenticeship start date as the service start date) in an Apprentice at the time of ConstructionWorks enrollment (use the CW enrollment date as the service start date) <p>On the Provider screen you will be required to provide “Worksite” information. Enter the information as follows:</p> <ul style="list-style-type: none"> Worksite Name = Union Name Address = Union address Hourly Wage = starting/current hourly apprentice wage Weekly Hours = weekly hours in <u>training</u> <p>Leave this service open until participant:</p> <ul style="list-style-type: none"> becomes a Journeyman, leaves the apprenticeship, or is exited from ConstructionWorks
707	Became Journeylevel	<p>Add this service if a participant matriculates from an Apprentice to a Journeyman. (Close the C15-Entered Apprenticeship service with the last date of Apprenticeship.)</p> <p>On the Provider screen you will be required to provide “Worksite” information. Enter the information as follows:</p> <ul style="list-style-type: none"> Worksite Name = Union Name Address = Union address Hourly Wage = starting/current hourly apprentice wage Weekly Hours = weekly hours in <u>training</u> <p>Leave this service open until participant:</p> <ul style="list-style-type: none"> leaves the union, or is exited from ConstructionWorks
706	Employment – Union	<p>Use these services to track employment and employment retention in the Union. Open the service on the job start date</p> <p>On the Provider screen, you will be required to provide “Worksite” information. Enter the information as follows:</p> <ul style="list-style-type: none"> Worksite Name = Employer Address first line = work site address

		<ul style="list-style-type: none"> Address second line = if the work site is a Tollway site, enter "Tollway Site" Hourly wage: actual hourly wage Weekly hours: hours worked per week <p>Each time a job ends and a new one begins, close the open service and add a new one with the updated employer information.</p>
708	Employment- Non-Union	<p>Use these services to track employment and employment retention in non-union employment. Open the service on the job start date</p> <p>On the Provider screen, you will be required to provide "Worksite" information. Enter the information as follows:</p> <ul style="list-style-type: none"> Worksite Name = Employer Address first line = work site address Address second line = if the work site is a Tollway site, enter "Tollway Site" Hourly wage: actual hourly wage Weekly hours: hours worked per week <p>Each time a job ends and a new one begins, close the open service and add a new one with the updated employer information.</p>
C10	CW- Transportation Assistance*	Use this code when a ConstructionWorks funded transportation supportive service is provided.
C11	CW- Child/Dependent Care*	Use this code when a ConstructionWorks funded child/dependent care supportive service is provided.
C12	CW- Construction Tools, Equipment*	Use this code when ConstructionWorks funded construction-related tools or equipment are provided.
C13	CW-Construction Clothing, Footwear, Protective Gear*	Use this code when ConstructionWorks funded construction-related clothing, footwear, or protective gear are provided.
C14	CW- Other Supportive Service*	Support Service: Use this service code for all other ConstructionWorks funded supportive services not already captured by Support Service codes C10-C13. Add a case note with the subject "Other Supportive Service" to briefly describe the type of support provided.

*If the support service is funded by WIOA, put the support service under the WIOA application.

Midwest Business Center Union Prep Course Scores:

If your candidate completed the Union Prep Course, please specify under the 703 services under activities/services.

Step 1: Navigate to the Other Assessments Screen

- Find the participant in Career Connect
- Navigate to *Staff Profiles > Case Management Profile > Assessments*.
- Select *Other Assessments*, which will take you to a new page.

The screenshot shows the Career Connect web application interface. The top navigation bar includes 'Home', 'My Dashboard', 'Sign Out', and 'Services for Individuals'. The left sidebar contains a 'Menu' with options like 'Service Tracking: ON', 'Release Individual', 'Assist a new Individual', 'My Staff Workspace', 'My Staff Dashboard', 'My Staff Resources', 'My Staff Account', 'Directory of Services', 'Services for Workforce Staff', 'Manage Individuals', 'Manage Employers', and 'Manage Résumés'. The main content area shows a breadcrumb trail: 'My Individual Profiles > My Individual Plans > Staff Profiles > Case Management Profile > Case Summary > Programs > Plan > Assessments'. The 'Assessments' section is active, displaying three options: 'Basic Skills Assessment', 'Aptitudes', and 'Other Assessments'. The 'Other Assessments' option is selected, and its description reads: 'Select this option to enter or edit other assessment entries for this Individual.'

- Enter test score under *Test Result*.
- Select *Access United Pre-test* under *Test Given*.
- Click *Save*.

Other Assessments Taken

Individual Name: Nojobs, Steve

*** Assessment Date:** [Today](#)

*** Test Result:**

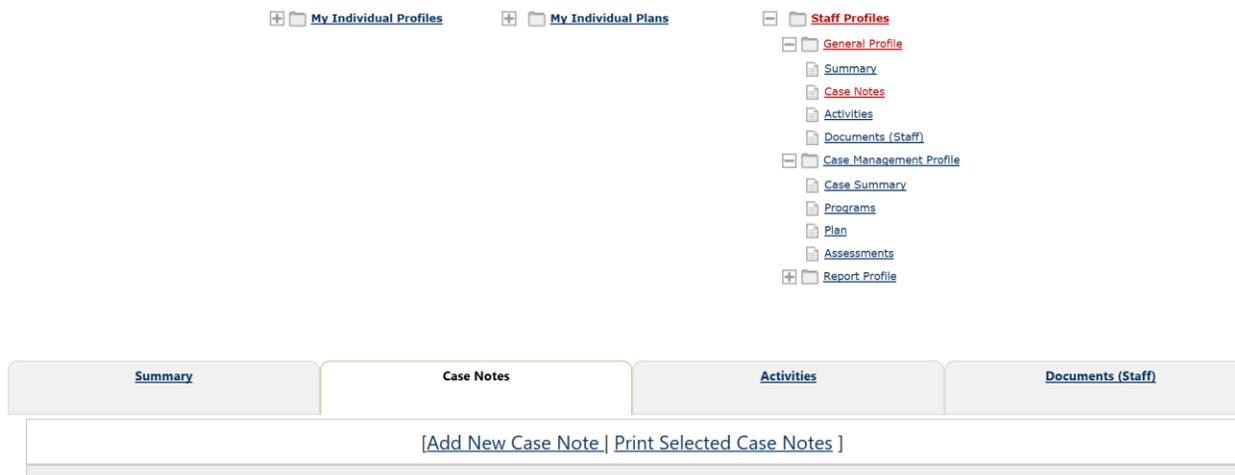
*** Test Given:**

Comments:

Enter Case Notes

You can enter a case note in Career Connect from any screen that has the “Add Case Note” option. Any Case Notes added will display in *Staff Profile > General Profile > Case Notes*. You can also add a new case note from this screen.

Step 1: Click “Add New Case Note” to open the Case Note screen.



Step 2: Complete Case Note Details (see screen shot on next page)

- Scroll down to the “Case Note Details” section
- **Do NOT** check box to suppress case notes
- Contact Date: Enter date that you contacted the participant or that the activity you are case-noting occurred.
- Office Location: Select your office (if it does not autofill)
- Program: select “ConstructionWorks” (if it does not autofill)
- App ID: select the ConstructionWorks application ID (if it does not autofill)
- Partner Program: Leave as None Selected
- Subject: Enter succinct subject that easily identifies what the case note is about. For example, if the case note is related to a service provided, use the service name as the case note subject.
- Contact Type: Leave as None Selected
- Case Note Description: Write 1-2 sentence description of activity or service provided.
- Click Save button to save case note.

* Contact Date:  Today

* LWIA/Region: 

* Office Location: 

* Program: 

Partner Program: 

* Subject:

Contact Type: 

* Case Note Description:

Updating Union Participation

When a participant enters a trade union, it needs to be recorded in two places in Career Connect.

Step 1: Enter Union Start Date

- Add a 704-Union Start Date service as defined in the services section above.
- Update the participant's General Profile to indicate which union they have joined.
- Click next to enter your agency information.
- Search for the ONET that closely represents the trade of the union your candidate has been accepted in.
- Scroll down to enter the union's name and other union information.
- Click next and leave Last Activity Date open.

*Occupational Training Code: 17201100 - Aerospace Engineers
[\[Occupational Training Code\]](#)

Worksite Information

*Worksite Name:

*Address:

Address:

*City:

*State:

*Zip Code:

*Contact Name:

*Phone Number: - - Ext

E-mail Address:

Hourly Wage:

Note: This field is for record-keeping purposes only.
Program costs are derived from the service.

*Weekly Hours: Example: 99.9

Is this a green job?: Yes No

<< Back Next >>

[\[Exit Wizard\]](#)

Step 2: Navigate to the General Profile

- Find the individual in Career Connect and go to *My Individual Profiles > General Information*
- Scroll down to the Employment Information Section



Currently Managing NOJOBS, STEVE
This page is used to review your general contact inform
If you make changes, click the *Save* button at the bottom of this page.

[\[Assist an indi](#)

- My Individual Profiles
- Personal Profile
 - General Information
 - Background
 - Activities
 - Paths
 - Memo
 - Documents
- Search History Profile
- Self Assessment Profile
- Communications Profile

General Information Background Activities

• Indicates required fields.

Employment Information

* **Current Employment Status:**

* **Type of business worked in:**

* **Are you currently associated with a Union** Yes No

* **Unemployment Eligibility Status?**

* **Are you currently looking for work?** Yes No

Step 3: Add/Update Union Information

- Change “Are you currently associated with a Union” to “Yes” to display the union information fields.
- In the Union Name box, start typing the name of the union. This field auto populates from a back-end table, and not all local unions are listed.
 - If the correct union displays, pick it and just add the union number in the “Union Local #” field.
 - If the correct union does not display, select “AFL-CIO” at 55 W Wacker Dr. Chicago and type the actual union name and union number in the “Union Local #” field
- Enter the union specialty (e.g. carpenter, pipefitter, etc.) in the “Union Specialty” field

* **Are you currently associated with a Union** Yes No

* **Union Name:**

Union Local #:

Union Specialty:

AFL-CIO	
AFL-CIO - 55 W Wacker Dr - Chicago, IL 60601	
AFL-CIO - 47 W Ferguson Ave - Wood River, IL 62095	
AFL-CIO - 534 S 2nd St # 200 - Springfield, IL 62701	

* **Union Name:**

AFL-CIO

Union Local #:

Local Carpenter's 101

Union Specialty:

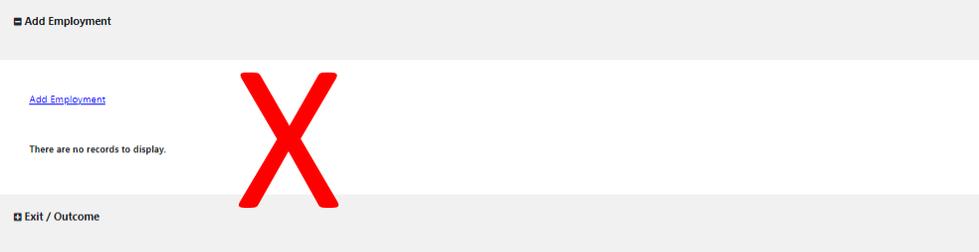
Carpentry

Step 3: Save the profile

Scroll down to the bottom of the screen and click “Save” to save the updates. If other data is missing you may get a prompt to add it. If you do not have the missing data, click “OK” to save without entering additional data.

Updating Employment Information i.e., Union & Non- Union Employment

Employment updates will no longer be entered in the *Add Employment* tab under the *Programs* field. Please enter all employment updates in the *Activities/Enrollment/Services* tab.



■ Add Employment

[Add Employment](#)

There are no records to display.

■ Exit / Outcome

Activity Status: ■ = Open, ■ = Closed, ■ = System Closed, ■ = Voided

[[Print All](#)]

Add employment information under the *Activities/Enrollment/Services* tab.

■ **Activities / Enrollments / Services**

[Create Activity / Enrollment / Service](#)

ID	Activity Name	Description	Experience
705	Union Apprentice Training	Not Provided	PS - Work Experience
706	Employment - Union	Not Provided	PS - Work Experience
707	Became Journey Level	Enter Union as the worksite.	PS - Work Experience
708	Employment - Non-Union	Not Provided	PS - Work Experience
314	Other Vocational Training	Not Provided	PS - Training Non-ITA
304	Adult Education & Literacy Activities	Not Provided	PS - Training Non-ITA
C10	CW- Transportation	Not Provided	SS - Other
C11	CW- Childcare	Not Provided	SS - Other
C12	CW-Construction Tools, Equipment	Not Provided	SS - Other
C13	CW-Construction Clothing, Footwear, Protective Gear	Not Provided	SS - Other
C14	CW Other Supportive Service	Not Provided	SS - Other
CTA	CTA RPM Referral	Referral to the Chicago Transit Authority (CTA) Red & Purple Line modernization project.	PS - Office Services

Step 1: Select the appropriate service code.

If your candidate has entered employment under a contractor who has required employees to be union card holders, select enter Employment Union. For candidates placed into non-union employment, select Employment-Non-Union

- Click next to enter your agency information.
- Search for the ONET that closely represents the field of trade your candidates has been placed in.
- Scroll down to enter the company's name information.
- Click next and leave *Last Activity Date* open.

Enter Credentials

Enter any credentials earned from training programs. If the participant is co-enrolled in WIOA and earns a credential from WIOA-funded training, enter the credential twice – once under ConstructionWorks and once under WIOA.

Step 1: Navigate to the ConstructionWorks Credential Screen

- Find the individual in Career Connect
- Navigate to the Credentials bar under the “ConstructionWorks Application”
- Click on the plus sign (+) to expand the Credential bar
- Click “Create Credential”

Step 2: Enter Credential Information

- **General Information**
 - LWIA/Region: Select *Chicago Cook Workforce Partnership* or *Tollway, as applicable* (if it does not autofill)
 - Office Location: Select your office (if it does not autofill)

- **Credential Information**

- **Credential Received:** Select relevant credential from drop-down menu
- **Other Credential:** Enter credential type here if you selected “Other Recognized Diploma, Degree, or Certificate (specify)” as the *Credential Received*
- **Credential Verification:** Click Verify and select verification type. Maintain a copy of the selected verification document(s) in the participant’s file.
- **Date Credential Received:** Enter award date of credential.
- **Associate to Training/Activity record:** Click Search Activities/Services to launch pop-up window containing list of services/activities you previously created. Select the relevant Training service by clicking Select in the Action column.
- Click the Save button to save your credential entry.

Credential Information

Credential Received:

Occupational Skills Certificate or Credential

Other Credential:

Credential Verification:

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

✓ Copy of Degree or Certificate

GENERIC Credential Verification

- School Records
- Copy of Degree or Certificate
- Other (Specify)

Reset

Date Credential Received:

10/14/2020 (mm/dd/yyyy)  Today

Associate to Training/Activity record:

314 – Other Vocational Training
Enrollment – 289486

[[Search Activities/Services](#)] [[Remove Association](#)]

[Need Help?](#)

For password resets and general technical assistance with Career Connect, email **Career Connect Help Desk** at helpdesk@chicookworks.org. **Please specify that you are a ConstructionWorks agency.**

If you have questions about ConstructionWorks activities/services in Career Connect, email the Construction Initiatives Program Coordinator, **Natasha Vinson** at nvinson@chicookworks.org.