



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

Summer Youth Employment Program

Activity 1

Set up your email address and Illinois workNet™ account!

1 Sign up for a free email address.

If you have an email address, it will be easier to keep in touch with employers and online job boards. To set up a free, professional email address, go to:

Google email at www.gmail.com or

Yahoo email at www.ymail.com

Write your email information here:

email address: _____

password: _____

2 Open your Illinois workNet account.

1. Go to www.illinoisworknet.com
2. Click on *Individuals*.
3. Click on *Set up a free My Illinois workNet account*.
4. Fill in your information.

Write your workNet information here:

workNet username: _____

workNet password: _____

Quick tip

For a professional email address:

Use your first initial, last name, and a favorite number. For example:

jsmith10@gmail.com

Quick tip

Do not share your passwords with anyone!

Use this page to help you remember, but keep your passwords to yourself!

Questions

Please call _____ with any questions. We are here to help you _____ to _____, __ a.m. to __ p.m. The call is free.