



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](http://www.gmail.com) or

Yahoo email at [www.ymail.com](http://www.ymail.com)

#### Write your email information here:

email address: \_\_\_\_\_

password: \_\_\_\_\_

### 2 Open your Illinois workNet account.

1. Go to [www.illinoisworknet.com](http://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](mailto: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.