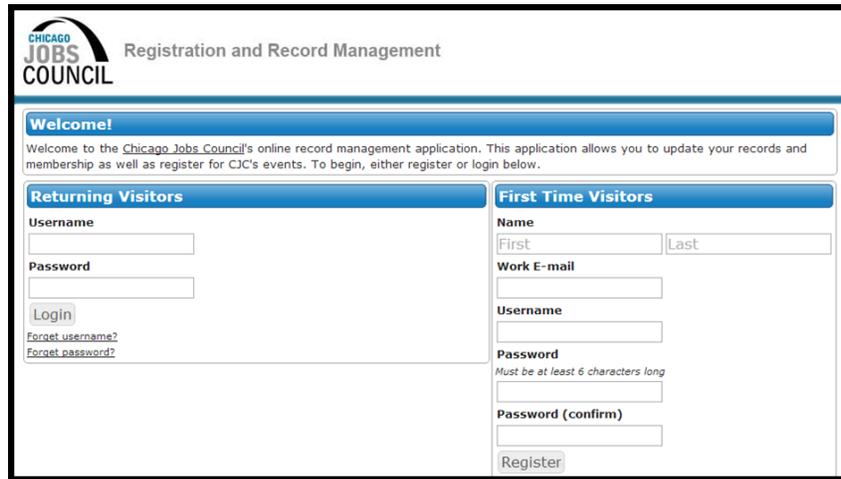


## How to Update Organizational Information on CJC's WIRE Provider Directory

1. Access [CJC's Records Management System \(manage.cjc.net\)](http://manage.cjc.net)



The screenshot shows the login page for the Chicago Jobs Council's online record management application. The page is titled "Registration and Record Management" and features a "Welcome!" message. It is divided into two main sections: "Returning Visitors" and "First Time Visitors".

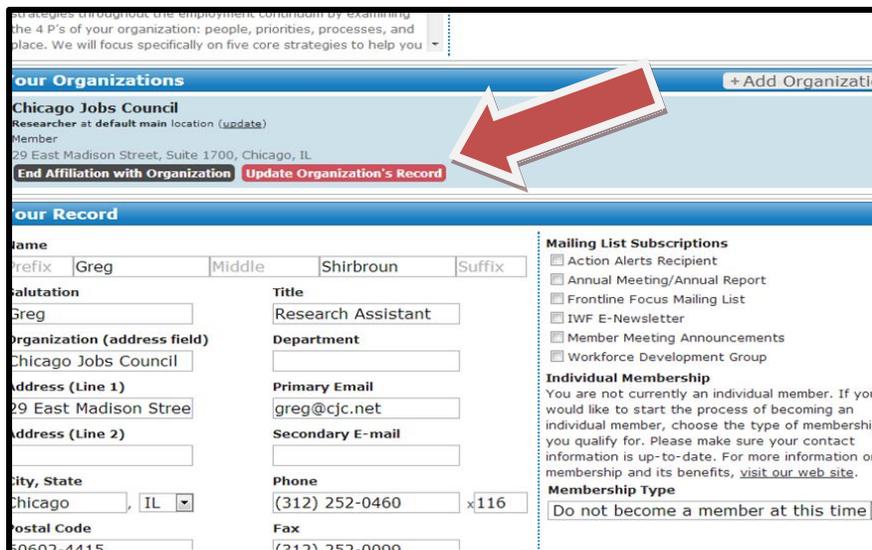
**Returning Visitors:** Includes fields for "Username" and "Password", a "Login" button, and links for "Forgot username?" and "Forgot password?".

**First Time Visitors:** Includes fields for "Name" (split into "First" and "Last"), "Work E-mail", "Username", "Password" (with a note "Must be at least 6 characters long"), "Password (confirm)", and a "Register" button.

2. Sign-in with username and password. If you've forgotten either one, use the following links to reset. First time users should register on the right side of the page.

- [Reset username](#)
- [Reset password](#)

3. Upon signing in scroll down to the section entitled, "Your Organizations".



The screenshot shows the "Your Organizations" section of the WIRE Provider Directory. A red arrow points to a red button labeled "Update Organization's Record". The page displays information for the "Chicago Jobs Council" organization, including the user's role as "Researcher at default main location" and "Member". Below the organization information, there are two buttons: "End Affiliation with Organization" and "Update Organization's Record".

The "Your Record" section below contains various fields for personal information, including Name (Prefix: Greg, Middle: Shirbroun, Suffix), Calculation (Greg), Title (Research Assistant), Department, Primary Email (greg@cjc.net), Secondary E-mail, Phone ((312) 252-0460 x116), and Fax ((312) 252-0000). There are also checkboxes for "Mailing List Subscriptions" and "Individual Membership".

4. To update information about your organization on the WIRE Provider Directory, click the [red button](#):

**Update Organization's Record**

5. On the next page you can make the following updates:
  - a. Address Changes (upper left corner)

- b. Add Locations (middle of the page)
- c. Classifications (middle of the page)
  - i. Organization Type
  - ii. Populations Served
  - iii. Services Provided
  - iv. Community Areas Served
    - 1. Counties
    - 2. Cities
    - 3. Neighborhoods (Chicago only)

Read on for more information about making each type of update –

- a. Address Changes (and other basic organizational updates)

Organization Record	
<b>Organization Name</b> Chicago Jobs Council	
<b>Also Known As</b> CJC	<b>Web Site</b> http://www.cjc.net
Primary Location	
<b>Name of Primary Location</b> Main	
<b>Address</b> 29 East Madison Street, Suite 170 Line 2	<b>City, State, and Zip</b> Chicago, IL 60602-4415
<b>Phone</b> (312) 252-0460	<b>Fax</b> (312) 252-0099

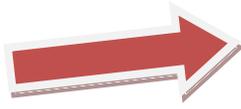
These changes can be made in the upper left corner of the “Update Organization” page.

- b. Add Locations

Additional Locations	+ Add Location
<p><b>i</b> There are currently no additional locations. To add a new location, click on the <i>Add Location</i> button above.</p>	

In the middle of the page, add other locations to your organization’s account by clicking the “Add Location” button.

c. Classifications



Classifications		
<b>Type of Organization</b> <input type="checkbox"/> Academic Institution <input checked="" type="checkbox"/> Advocacy Organization <input type="checkbox"/> Consulting/Technical Assistance Provider <input type="checkbox"/> Direct Service Provider <input type="checkbox"/> Employer/Business <input type="checkbox"/> Foundation/Funder <input type="checkbox"/> Government/Public Agency: City <input type="checkbox"/> Government/Public Agency: County <input type="checkbox"/> Government/Public Agency: Federal <input type="checkbox"/> Government/Public Agency: State <input type="checkbox"/> Independent Consultant <input type="checkbox"/> Intermediary/Collaborative Organization: Employer Association <input type="checkbox"/> Intermediary/Collaborative Organization: Labor Association <input type="checkbox"/> Media <input type="checkbox"/> Research	<b>Populations Served</b> <input type="checkbox"/> General Population <input type="checkbox"/> Dislocated Workers <input type="checkbox"/> Domestic Abuse Survivors <input type="checkbox"/> Immigrants/Refugees <input type="checkbox"/> Non-custodial Parents <input type="checkbox"/> People who are Homeless <input type="checkbox"/> People with Criminal Records <input type="checkbox"/> People with Disabilities <input type="checkbox"/> Seniors <input type="checkbox"/> Substance Users <input type="checkbox"/> Supportive Housing Residents <input type="checkbox"/> TANF Participants <input type="checkbox"/> Veterans <input type="checkbox"/> Women <input type="checkbox"/> Youth (general) <input type="checkbox"/> Youth (in-school youth) <input type="checkbox"/> Youth (out-of-school youth)	<b>Services Provided</b> <input type="checkbox"/> Adult Education/GED/Literacy/ESL <input type="checkbox"/> Affordable Housing <input type="checkbox"/> Job Development/Placement <input type="checkbox"/> Job Readiness Training and Services <input type="checkbox"/> Legal Services <input type="checkbox"/> Public Phone Access <input type="checkbox"/> Social Services <input type="checkbox"/> Subsidized Employment/Transitional Jobs <input type="checkbox"/> Training (Industry Specific Skills)
<b>Community Areas Served</b> * Larger Areas <input type="checkbox"/> Aurora <input type="checkbox"/> DeKalb County <input type="checkbox"/> Joliet <input type="checkbox"/> Kendall County <input type="checkbox"/> McHenry County <input type="checkbox"/> Cook County <input type="checkbox"/> DuPage County <input type="checkbox"/> Kane County <input type="checkbox"/> Lake County <input type="checkbox"/> Will County <input checked="" type="checkbox"/> Chicago <input type="checkbox"/> Grundy County <input type="checkbox"/> Kankakee County <input type="checkbox"/> Livingston County		
Click to show Cook County options. There are currently 0 selected. Click to show Chicago options. There are currently 0 selected. Click to show DuPage County options. There are currently 0 selected.		

At the bottom of the page, under the heading “Classifications”, you can select a new organization type, additional populations served (i.e. target populations), or services provided. Additionally, select the counties, cities, and neighborhoods (Chicago only) that your organization serves.

**IMPORTANT:** When selecting community areas served, please only select areas that are in close proximity to your service locations. For example, although a grant may fund services for all Chicago residents, if your only service location is in Rogers Park, please only select neighborhoods around Rogers Park. This will ensure the Provider Directory is more useful as a guide to referrals for individuals with limited access to transportation.

- Once all changes are made, click the “Submit Changes for Approval” button in the middle of the page. Your changes will be sent to the WIRE administrator for approval, and show up on the WIRE within 24 hours.

Additional Locations		
There are currently no additional locations. To add a new location, click on the Add Location button above.		
<input type="button" value="+ Add Location"/>		
<input type="button" value="Submit Changes for Approval"/>		
Classifications		
<b>Type of Organization</b> <input type="checkbox"/> Academic Institution <input checked="" type="checkbox"/> Advocacy Organization <input type="checkbox"/> Consulting/Technical Assistance Provider <input type="checkbox"/> Direct Service Provider <input type="checkbox"/> Employer/Business <input type="checkbox"/> Foundation/Funder <input type="checkbox"/> Government/Public Agency: City <input type="checkbox"/> Government/Public Agency: County <input type="checkbox"/> Government/Public Agency: Federal <input type="checkbox"/> Government/Public Agency: State <input type="checkbox"/> Independent Consultant <input type="checkbox"/> Intermediary/Collaborative Organization: Employer Association <input type="checkbox"/> Intermediary/Collaborative Organization: Labor Association <input type="checkbox"/> Media <input type="checkbox"/> Research	<b>Populations Served</b> <input type="checkbox"/> General Population <input type="checkbox"/> Dislocated Workers <input type="checkbox"/> Domestic Abuse Survivors <input type="checkbox"/> Immigrants/Refugees <input type="checkbox"/> Non-custodial Parents <input type="checkbox"/> People who are Homeless <input type="checkbox"/> People with Criminal Records <input type="checkbox"/> People with Disabilities <input type="checkbox"/> Seniors <input type="checkbox"/> Substance Users <input type="checkbox"/> Supportive Housing Residents <input type="checkbox"/> TANF Participants <input type="checkbox"/> Veterans <input type="checkbox"/> Women <input type="checkbox"/> Youth (general) <input type="checkbox"/> Youth (in-school youth)	<b>Services Provided</b> <input type="checkbox"/> Adult Education/GED/Literacy/ESL <input type="checkbox"/> Affordable Housing <input type="checkbox"/> Job Development/Placement <input type="checkbox"/> Job Readiness Training and Services <input type="checkbox"/> Legal Services <input type="checkbox"/> Public Phone Access <input type="checkbox"/> Social Services <input type="checkbox"/> Subsidized Employment/Transitional Jobs <input type="checkbox"/> Training (Industry Specific Skills)