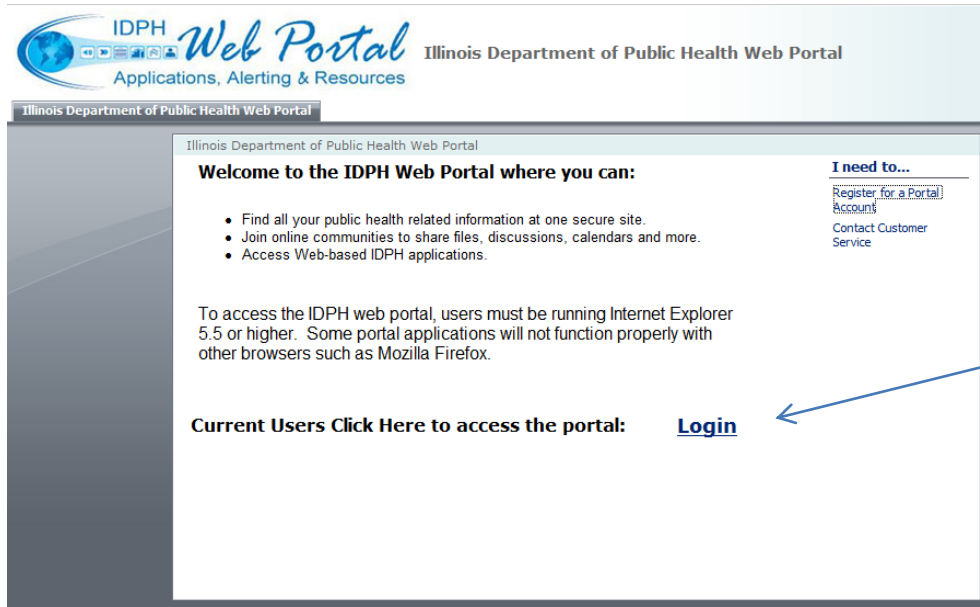


## Sign in to Health Care Worker Registry through the IDPH Web Portal

Open Internet Explorer and enter [www.idphnet.illinois.gov](http://www.idphnet.illinois.gov) in the address bar (not the search box) to access the IDPH HAN Web Portal login screen.



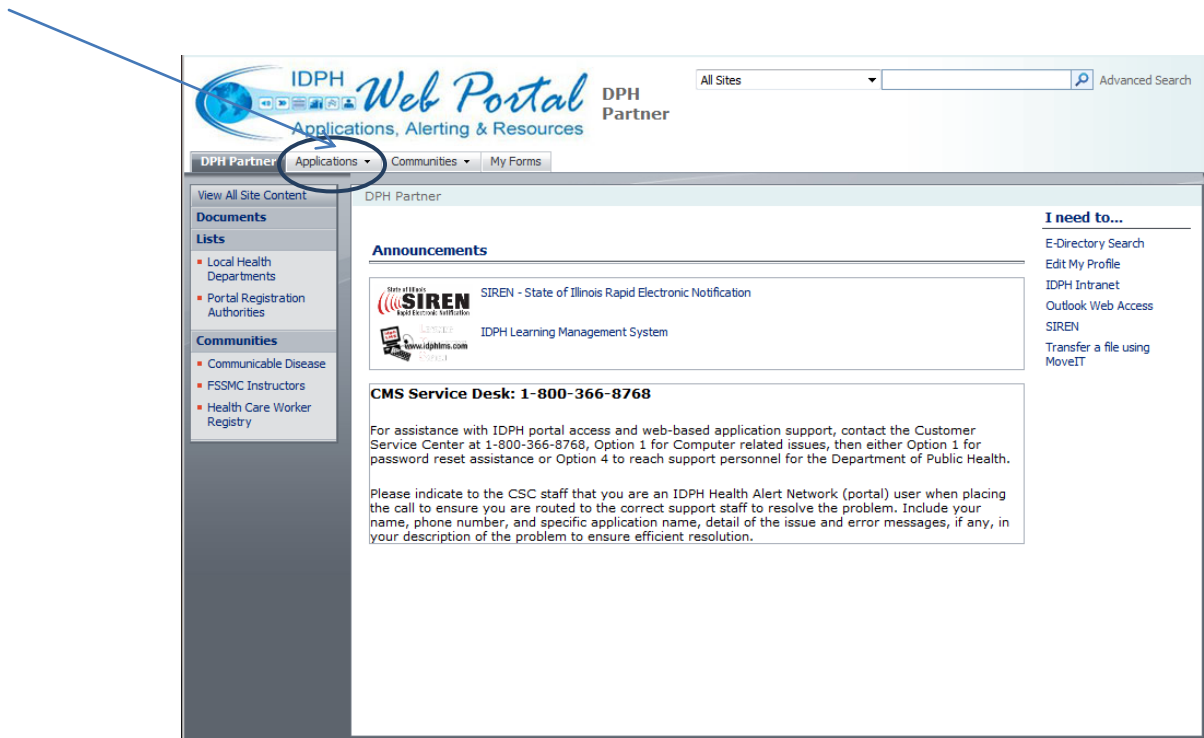
Click on "Login"

Select the Down Arrow for the "Domain:" field, then scroll down and select the "DPH Employees" option.

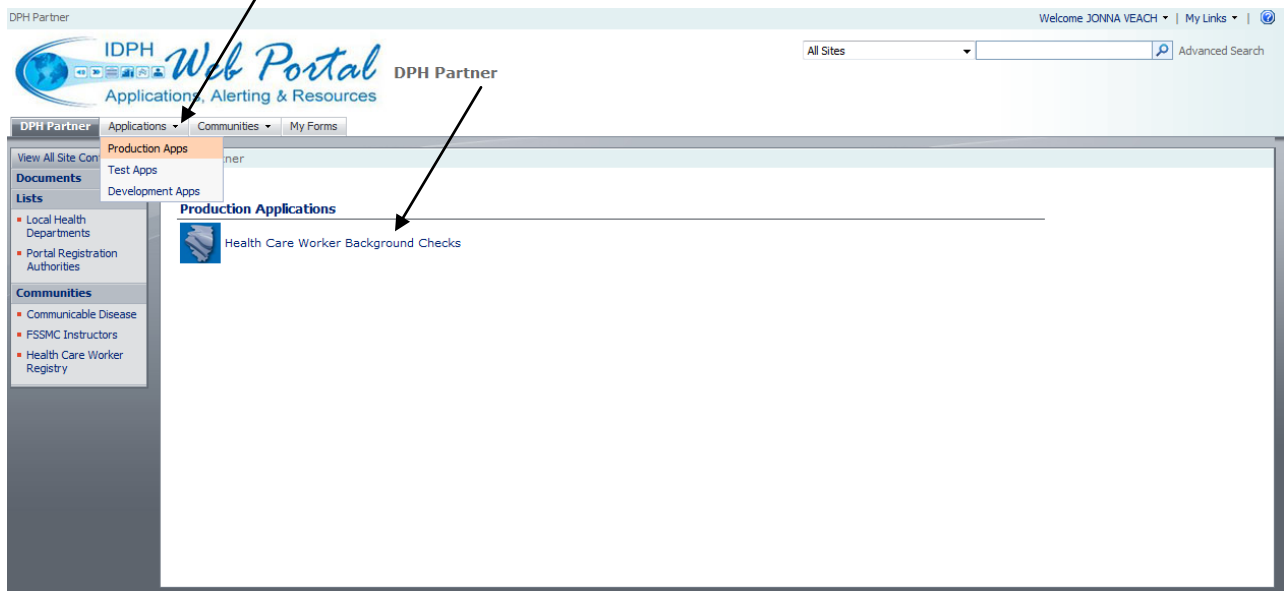
**NOTE:** All portal users MUST select the "DPH Employees" Domain option to successfully log into the portal.

Enter username and password in the appropriate field and select the **Log On** button to login.

Click the "Applications" tab.



Select "Production Apps" then select HealthCare Worker Background Checks



Click on the dropdown box and select your facility, then click on the green arrow to the right. If you have access to more than one facility, you will see "Facility List" in the header. You may click on these words to come back to this screen to select another facility to which you have access.

**ILLINOIS DEPARTMENT OF PUBLIC HEALTH**  
HEALTH CARE WORKER REGISTRY  
[LOGOUT](#) [FACILITY LIST](#)

**IDPH**  
*Online*

Illinois Department of Public Health \* Pat Quinn, Governor \* Damon T. Arnold, M.D., M.P.H., Director

**Welcome...**

Please select a facility from the list below:

**Approved Training Programs**  
[Certified Nurse Aides](#)  
[Direct Support Person](#)

**CNA Facts**

**Forms**  
[Applicant Notice](#)  
[Authorization and Disclosure Form](#)  
[Foreign Nurse Application](#)  
[Manual Skills Evaluator Form](#)  
[Military Personnel Application](#)  
[Nursing Student Application](#)  
[Out of State CNA Application](#)  
[Waiver Application](#)  
[Waiver Application Facts](#)

On the welcome page, the user has access to all the forms used by the Health Care Worker Registry. Soon you will be able to complete these forms online but must print them and mail them to

Illinois Department of Public Health  
Health Care Worker Registry  
525 W. Jefferson St. 4<sup>th</sup> Floor  
Springfield, IL 62761

WORKERS	APPLICATIONS	EXCEPTIONS	EMPLOYEES	MAINTENANCE
---------	--------------	------------	-----------	-------------

Illinois Department of Public Health \* Pat Quinn, Governor \* Damon T. Arnold, M.D., M.P.H., Director

**Welcome...**

**Approved Training Programs**  
[Certified Nurse Aides](#)  
[Direct Support Person](#)

**CNA Facts**

**Forms**  
[Applicant Notice](#)  
[Authorization and Disclosure Form](#)  
[Foreign Nurse Application](#)  
[Manual Skills Evaluator Form](#)  
[Military Personnel Application](#)  
[Nursing Student Application](#)  
[Out of State CNA Application](#)  
[Waiver Application](#)  
[Waiver Application Facts](#)

The user may click on one of the tabs to enter different sections of the web application. The user can look up anyone that appears on the public website by clicking on the "Worker" tab.

ILLINOIS DEPARTMENT OF PUBLIC HEALTH  
HEALTH CARE WORKER REGISTRY  
LOGOUT

**IDPH**  
*Online*

WORKERS	APPLICATIONS	EXCEPTIONS	EMPLOYEES	MAINTENANCE
---------	--------------	------------	-----------	-------------

**Workers...**

Search for Workers:

Search by Social Security Number      SSN:

Or

Search by Name    First:     Middle:     Last:

(Use only a few letters of the first and last name)

To sign out of the Health Care Worker Registry and the IDPH HAN Web Portal please close the Health Care Worker Registry screen (click on the "X" in the top right corner of the screen).



To sign out of the web portal, click on the drop down beside your name and click on "Sign Out."

The screenshot shows the IDPH Web Portal interface. At the top right, a user is logged in as JONNA VEACH. A dropdown menu is open, showing options: My Settings, Sign in as Different User, Request Access, Sign Out, and Manage Account. An arrow points to the 'Sign Out' option. The main content area includes 'Announcements' for SIREN and IDPH Learning Management System, and a 'CMS Service Desk' section with contact information for technical support.