



Association of  
Community  
Mental Health  
Authorities  
of Illinois

## **ACMHAI Tutorial on Registering on the ILGA Dashboard**

The following is a step-by-step process for ACMHAI members that are completing witness slips for the first time to easily register on the Illinois General Assembly's Dashboard. This allows registered users to log on to the ILGA Dashboard at any time to create and modify electronic witness slips and submit testimony for House and Senate Committees.

Registering on [ilga.gov](http://ilga.gov) will also allow ACMHAI members to easily:

- Save user profile information such as name, address, phone number, email, business and representation, eliminating the need to re-enter the information on each witness slip.
- View all witness slips filed for each chamber for the current GA.
- Filter and sort by committee name, date/time and legislation number.
- Update user information, testimony and positions on filed witness slips.

1. Click on the Register button located on the left side of the screen.

https://my.ilga.gov

Illinois 102nd General Assembly  
ILGA Dashboard

[ Log On ]

General Assembly:  
102nd G.A. (2021-2023) [Go]

- Home
- House
- Senate
- ILGA.GOV
- Help
- Register**

ILLINOIS AMBER ALERT  
A PARTNERSHIP WITH ILLINOIS PARENT ASSOCIATION

NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN  
www.missingkids.com

### Session Schedule

	Today	Scheduled
House	No Session Today	Next: No Day Scheduled
Senate	No Session Today	Next: 3/23/2021

### Today's House Committee Hearings

View Hearing Details

Date / Time	Committee	
3/19/2021 - 9:00 AM	<b>Personnel &amp; Pensions Committee</b> www.ilga.gov - Virtual Room 3 - Springfield, IL	[Details]
3/19/2021 - 10:00 AM	<b>Cybersecurity, Data Analytics, &amp; IT Committee</b> www.ilga.gov - Virtual Room 1 - Springfield, IL	[Details]
3/19/2021 - 10:00 AM	<b>Mental Health &amp; Addiction Committee</b> www.ilga.gov - Virtual Room 2 - Springfield, IL	[Details]
3/19/2021 - 10:00 AM	<b>Child Care Accessibility &amp; Early Childhood Education Committee</b> www.ilga.gov - Virtual Room 3 - Springfield, IL	[Details]
3/19/2021 - 12:00 PM	<b>Appropriations-Higher Education Committee</b> www.ilga.gov - Virtual Room 1 - Springfield, IL	[Details]
	<b>Appropriations-Human Services Committee</b>	[Details]

2. Type a valid email address and password. The password is case-sensitive and needs to be a minimum of 6 characters in length. Type the password again to confirm it. Click in the box next to "I Agree to the ILGA Terms of Agreement" and click "Register".

<https://my.ilga.gov/Account/Register>

**Illinois 102nd General Assembly Register** [ Log On ]

General Assembly:  
102nd G.A. (2021-2023) Go

Home  
House  
Senate  
ILGA.GOV  
Help  
Register

**CREATE A NEW ACCOUNT**

Your MyILGA Account is more than just creating Witness Slips.

**MyILGA Profile**

- Save all of your identification information making filing Witness Slips quicker.
- Create a Witness Slip in just a few clicks.

**Track Your Witness Slips**

- View all of your Witness Slips filed for each chamber for the current GA.
- Your Witness Slips are easy to locate by filtering and sorting by committee name, date/time and even legislation number.

**Manage Your Witness Slips**

- Update filed Witness Slips.
- Update identification information, testimony and even positions on Witness Slips you have filed.

Additional Functionality is Planned.

**Account Information**

Email address  
jdart@schmai.org

Password  
.....  
(Passwords are required to be a minimum of 6 characters in length.)

Confirm password  
.....

By checking the box below you acknowledge that you are the individual filling out this registration and you agree to the Terms of Agreement which can be viewed by clicking the button below. This Response will be used as your Digital Signature.

I Agree to the ILGA [Terms of Agreement](#)

3. When Register is clicked, a confirmation screen displays.

<https://my.ilga.gov/Account/Register>

The screenshot shows the Illinois 102nd General Assembly website. The header includes the state seal, the text "Illinois 102nd General Assembly Registration Success", and a "[ Log On ]" link. A navigation menu on the left lists "Home", "House", "Senate", "ILGA.GOV", "Help", and "Register". Below the menu are logos for "ILLINOIS AMBER ALERT" and "NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN". The main content area features a "Registration Success" notification box with a green checkmark and the text: "Confirm Your Email Address. A confirmation email has been sent to jdart@achmai.org. Click on the confirmation link in the email to activate your MyILGA.Account."

4. Open the verification email that you receive. Click the second link to verify your email address is correct.

MyILGA Account Verification

noreply@ilga.gov  
To: Jodi Dart

Reply Reply All Forward

Fri 3/19/2021 12:08 PM

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

**Illinois General Assembly**  
MyILGA Account Verification

You recently registered for a MyILGA Account. To verify that you own this email address, click the link below. You must verify this email address in order to access your MyILGA Account.

[Verify jdart@acmhai.org](https://my.ilga.gov/Account/Verify?id=cb80bc69-7def-4d60-8fbb-6a4c7aeaa40e)

If you are having problems clicking the link provided you may also verify this email address by simply copying and pasting the address below into your browser.

<https://my.ilga.gov/Account/Verify?id=cb80bc69-7def-4d60-8fbb-6a4c7aeaa40e>

If you have any problems please contact Legislative Information System at 217-782-3944.

The MyILGA website is provided by the Legislative Information System, 705 Stratton Building, Springfield, Illinois 62706 217-782-3944 217-782-2050 (TTY)

5. A Verification Success screen displays once your email is verified. Click the link to log on.

https://my.ilga.gov/Account/Verify?id=cb80bc69-7def-4d60-8fbb-6a4c7aeaa40e

The screenshot shows the Illinois 102nd General Assembly website. The page title is "Illinois 102nd General Assembly Verification Success". In the top right corner, there is a "[ Log On ]" link. The left sidebar contains a navigation menu with the following items: Home, House, Senate, ILGA.GOV, Help, and Register. Below the menu are two logos: "ILLINOIS AMBER ALERT" and "NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN". The main content area features a "Verification Success" notification box with a green background and a lock icon. The message reads: "Thank you jdart@acmhai.org your account has been verified! Please click the following link to [Log On](#)". The "Log On" link is circled in red. At the bottom of the page, a footer states: "This site is maintained for the Illinois General Assembly by the Legislative Information System, 705 Stratton Building, Springfield, Illinois 62706."

6. Type your email address and password. Click "Log On".

https://my.ilga.gov/Account/LogOn?Length=7

The screenshot shows the Illinois 102nd General Assembly website's log on page. The header includes the state seal and the text "Illinois 102nd General Assembly Log On" with a "[ Log On ]" link. A navigation menu on the left lists "Home", "House", "Senate", "ILGA.GOV", "Help", and "Register". Below the menu are two logos: "ALL INDIA AMBER ALERT" and "NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN". The main content area is a "Log On" form with the following elements:

- Account Information section with "Email Address" and "Password" fields.
- Input fields containing "jdart@acmhai.org" and ".....".
- A "Remember me?" checkbox that is checked.
- "Forgot Password" and "Log On" buttons.

- Once you log on, your email address will appear in the top, right corner of the screen. Since this is the first time logging on, enter your Profile Information. Only the Fax field is optional. Click "Create" when you are done.

https://my.ilga.gov/Profile/Create

Illinois 102nd General Assembly  
Update Profile

Welcome jdart@acmhai.org! [ Log Off ]

General Assembly:  
102nd G.A. (2021-2023) [ Go ]

Home  
House  
Senate  
ILGA.GOV  
Help  
MyILGA

ILLINOIS AMBER ALERT  
NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN  
www.missingkids.com

Edit Profile

Profile Information for jdart@acmhai.org

All fields are required unless noted as optional.

First Name: Jodi  
Last Name: Dart

Address: 1608 Leland Avenue

City: Springfield  
State: IL  
Zip: 62704

Phone: 217 - 369 - 5168  
Fax (Optional):

Firm/Business or Agency: Association of Community Mental Health Authorities of Illinois  
Representation: ACMHA|

Title: Coordinator

Create



8. Verify the Profile Details are correct.

<https://my.ilga.gov/Profile>

The screenshot displays the 'Illinois 102nd General Assembly Profile' page. At the top right, a user is logged in as 'jdart@acmhai.org!'. The left sidebar contains a navigation menu with options: Home, House, Senate, ILGA.GOV, Help, and MyILGA. Below the menu are two logos: 'ALL INDIA BUNGER ALERT' and 'NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN'. The main content area features a 'Profile Details' box with the following information:

<b>Name :</b> Jodi Dart
<b>Address :</b> 1606 Leland Avenue , Springfield IL 62704
<b>Title :</b> Coordinator
<b>Firm/Business or Agency :</b> Association of Community Mental Health Authorities of Illinois
<b>Phone :</b> 2173695168
<b>Fax :</b>
<b>Email :</b> <a href="mailto:jdart@acmhai.org">jdart@acmhai.org</a>
<b>Representation :</b> ACMHAI

An 'Update Profile' button is located at the bottom right of the profile details box.

*\*If you need to edit any of your information, click the "Update Profile" button.*

**Congratulations! You are now registered in the ILGA system and can file witness slips at any time.**