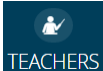


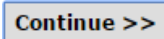
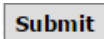



ELIS (Educator Licensure Information System)

Start at www.isbe.net ; Click  in the menu at the top of the page; on the next page click 

Under **Educator Access** click on **Login to your ELIS account** (first box)


CREATING AN ACCOUNT

1. Click on [CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM](#) (right side of the page)
 - On the next page, fill in your information under **ELIS for Educators Account Sign Up** - You will only need to do this the first time you access ELIS. A  by the field means it's required. There are no "drop down" security questions, so you'll need to create your own (father's middle name, color of the sky, etc.)
 - To maintain access, it is recommended you use a personal email address. ISBE will use this email address to send reminders. Those who use a school email address to sign up and later do not have access to it, will not receive renewal reminders. ISBE will only email notices.
 - Keep track of your user name _____ and password _____.
The ROE does not have access to and cannot retrieve account passwords. If you forget your login or password, click on [Find Login/Password](#) or call the ISBE Help Desk at (217) 557-6763 or for them to reset it.
2. "New User Account Confirmation" should come up; hit 
3. "New User Account Confirmation" shows up again. Either click on  or ; once you click "Submit" the next page will display: "Congratulations 'JOHN DOE' on signing up for your personal ELIS for Educators account."
4. From this page, click "Continue" to access your account and credentials online. Click [View your Credentials](#) and take the time to make sure everything is correct.
 - All licensure transactions, including all applications for licenses, endorsements, registration, payments and renewal of licenses, must be completed online in ELIS with a credit or debit card.
 - If the dollar amount requested to register, renew a license or apply for an endorsement is not the amount expected, do not continue. Contact ISBE or the ROE for further instructions.
 - Forward or bring official transcripts, ETS Para-pro test scores, high school diploma, etc. to the Regional Office of Education. ROE staff will upload documents into your ELIS account. Include your Illinois Educator Identification Number (IEIN) and the name on your ELIS account.

APPLY FOR A NEW LICENSE, ENDORSEMENT OR APPROVAL

Log into your account and click on [Apply for an Illinois License, Endorsement or Approval](#) and follow the appropriate steps. New applications may take 6 – 12 weeks for processing. Continue to check ELIS for the status.

LICENSE RENEWAL

Log into your ELIS account and click on  [Renewal](#) in the Action Center. If there is no yellow triangle you cannot renew. You may have to change your PD/Employment Status depending on your circumstances. **A lapsed license costs over \$500 to reinstate.**

NAME CHANGES

If your last name changes, the ROE can make the change with proper documentation. Bring a document that shows the name change to the ROE: a Driver's License, Social Security Card or a Marriage License.