


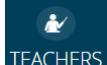



# ELIS (Educator Licensure Information System)


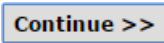


- All licensure transactions must be completed online in ELIS with a credit or debit card including all applications for licenses, endorsements, registration, payments and renewal of licenses. The ROEs may no longer accept payment
- Please use **INTERNET EXPLORER**  **OR EDGE**  on a desktop or laptop when working in ELIS. Google Chrome will not process your payment correctly. No phone or tablet browsers work correctly
- Please use a personal email (Gmail and Yahoo email are free) to create your ELIS account. This email address is where ISBE will email you reminders. If you use a school email to sign up and later do not have access to it, you will not get the renewal reminders. ISBE will only email notices. **A lapsed license costs over \$500 to reinstate.**
- You may need to forward documents to the Illinois State Board of Education i.e. official transcripts, ETS Para-pro test scores, a high school diploma, etc. **Please bring the items to the ROE for us to scan and upload into your ELIS account.** It is much faster. Please make sure that you include your IEIN (Illinois Educator Identification Number) and the name on your ELIS account so they are able to match your paperwork to your account
- When registering your credentials or renewing if the amount requested is not the amount that it is expected to be, **DO NOT CONTINUE**, contact ISBE or the ROE for further instructions



Start at [www.isbe.net](http://www.isbe.net) ; Click  in the menu at the top of the page; then on the next page click 

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


## CREATING A NEW ACCOUNT

1. Click on [CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM](#) (right side of the page)
  - On the next page, you'll fill in your information under **ELIS for Educators Account Sign Up** - You will only need to do this the **first** time you access ELIS.  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 highly recommended that you use a personal email.
  - Please keep track of your user name: \_\_\_\_\_ and password \_\_\_\_\_.  
The ROE cannot look your password up for you, you'll have to click on [Find Login/Password](#) or call the ISBE Help Desk at (217) 558-3600 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've clicked on "Submit" the next page will display: "Congratulations 'JOHN DOE' on signing up for your personal ELIS for Educators account."
4. From this page you can click "Continue" to access all of credentials online.
5. Click [View your Credentials](#), please take the time to make sure that everything is correct.

## 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. Please continue to check ELIS for the status.

## RENEWAL OF LICENSE

Log into your account then 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. You **must** use a credit or debit card.

## NAME CHANGES

If you last name changes, the ROE can make the change, but ISBE requires documentation to be uploaded. Please bring a document that shows the name change to the ROE: a Driver's License, Social Security Card or a Marriage License.