

REGIONAL OFFICE *of* EDUCATION

Monroe & Randolph Counties

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New ELIS Account Set-up Instructions

To Set-up a New Account on ELIS (Educator Licensure Information System):

1. Go to the Illinois State Board of Education website: <https://www.isbe.net/>
2. Click *Systems Quick Links* from top of page
3. Click *ELIS: Educator Licensure Information Systems*
4. Under *EDUCATOR ACCESS*, click *Login to your ELIS account*
5. Click *CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM*. This will direct you to create an IWAS for Educators account to access ELIS and view your credentials. After creating your account, you will be able to log in to ELIS anytime to access your information.

After completion of setting up your account:

- A window should read – *Welcome to your personal IWAS for Educators account*
- Click *Continue*. ELIS will launch.
- ELIS will allow you to:
 - View credentials
 - Renew, reinstate or register your existing educator license
 - Apply for licenses, endorsements or approvals
 - Enter in professional development activities
 - Update your personal information including contact information