

How to Register Your ELS-Para License on the Educator Licensure Information System (ELIS)

1. Go to the Illinois State Board of Education’s website: <http://isbe.net/ELIS>. Follow the “Click here” link under Educator Access if you have not yet set up a new account in ELIS. *NOTE: All former ECS users are required to set up a new account.*

<p>Educator Access</p> <p>Click here to create your IWAS account to access your ELIS information for the first time.</p>	<p>Public Search</p> <p>Click here to perform a search of public license information for educators in Illinois by using the City, District, School, or Educator Name.</p>
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2. Click on the link that states, “Former ECS Users Click Here for the First Time Access to the ELIS System” if you have not already set up a new account. If an account has already been set up, log in accordingly and then skip to step #6.

The screenshot shows the Illinois State Board of Education website. At the top, the logo and name of the board are displayed, along with the names of the Chairman and State Superintendent. Below this is a navigation menu with links for ISBE Home, Home, Sign Up Now, Get Password, Contact ROE, and Help. There are also links for IWAS User Guide and IWAS Training Video.

The main content area is divided into two columns. The left column contains a login section titled "Already have an account? Login Here:" with fields for "Login Name" and "Password", a "Remember Login Name" checkbox, and a "LOG IN" button. Below this is a "Get Password?" section with a link to "Find Login/Password".

The right column contains a section titled "FORMER ECS USERS CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM". It explains that ELIS is replacing ECS and provides instructions for creating an account. Below this is a "Need Help?" section with a link to "Help".

At the bottom of the page, there is a note about browser optimization and icons for Internet Explorer and Firefox.

3. Fill in the required fields, type in the verification characters, and click on "Continue".

Illinois State Board of Education
Gery J. Chico, Chairman Christopher A. Koch, State Superintendent

IWAS for EDUCATORS IWAS for EDUCATORS IWAS for EDUCATORS IWAS for EDUCATORS

IWAS for Educators Account Sign Up for ELIS * Required

First Name *
Last Name *
Date of Birth * mm/dd/yyyy

Enter either SSN or IEIN

Social Security Number No hyphens *
OR
IEIN ?

Login Name * ?
Password * ?
Confirm Password * ?
Email Address * ?
Secret Question * ?
Answer * ?
Broadcast Email YES - Send system messages to the above email address ?
Email Type HTML ?

4. You will be asked to confirm your information. If correct, click on "Continue".
5. You will be congratulated on setting up a new account and get the following message. Click "Continue".

You have completed the first step in the sign-up process for using the ISBE Internet-based systems. You now have one Login ID and Password to access most of ISBE's Internet-based systems. Please remember this information as you will need it in the future.

From this page you can click on the "**Continue**" button to access a list of the available ISBE Internet-based systems.

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6. You will be directed to your personalized home page on ELIS. Click on the option to “Register your Credentials.”

The screenshot shows the home page of the Illinois State Board of Education's Educator Licensure Information System. The header includes the state seal, the board's name, and the names of its chair and superintendent. A navigation menu contains links for Home, My Credentials, Renewals, Registration, Reinstatements, and Help. The main content area features a welcome message for Robert T. Greatteacher, followed by three main action buttons: 'View Your Credentials', 'Register Your Credentials', and 'Apply for an Illinois License, Endorsement, or Approval'. Each button includes a brief description of the service.

7. Make sure the following information is correct and click “Next”.

The screenshot shows a form titled 'Register Unregistered Licenses'. The form contains the following fields and options:

- First Name: Robert
- Middle Initial: T
- Last Name: Greatteacher
- Maiden Name: (empty)
- Suffix: (dropdown menu)
- Gender: Male
- Birth Date: 11/1/1969 (MM/DD/YYYY)

Below the form, there is a instruction: "Once you have entered the required data, click the 'Next' button." and two radio button options:

- Continue - Please continue the wizard
- Cancel - Please cancel the wizard

At the bottom right of the form, there is a blue 'Next' button with a right-pointing arrow.

8. Make sure the following address information is correct and click "Next".

Register Unregistered Licenses

Mailing Address: 123 Any St *

City: Chicago *

Country Code: United States *

State Code: Illinois *

Zip Code: 60601 *

Zip Plus4: *

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Once you have entered the required data, click the "Next" button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

Previous Next

9. Make sure the following phone and email information is correct and click "Next".

Register Unregistered Licenses

Primary Phone: (444) 333 - 3333 ext. *

Secondary Phone: (444) 444 - 4444

Primary Email Address: lrhoades@isbe.net *

Secondary Email Address: *

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Once you have entered the required data, click the "Next" button.

Save - Please save the profile information

Cancel - Please cancel the wizard

Previous Next

10. Select the region you wish to register in and then click "Next".

Register Unregistered Licenses

Educator: Robert T. Greatteacher.

Please select the region in which you would like to register your license and click the "Next" button.

Region: 43 - MARSHALL/PUTNAM/WOODFORD ROE

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Once you have entered the required data, click the "Next" button.

Save - Please save the Region

Cancel - Please cancel the wizard

Previous Next

11. Verify the information entered is correct and click “Register”.

Register Unregistered Licenses

Please review the information below. Once you have reviewed the information, click the "Register" button. By clicking the "Register" button, you are electronically registering your licenses and authorizing the Illinois State Board of Education to charge your credit card for the listed amount. All payments are non-refundable.

— Profile (edit)

Name: Robert T Greatteacher
 Gender: M Maiden: G' Reatteacher
 Print Name: unknown Birth Date: 11/1/1969

— Address (edit)

Address 1: 123 Any St
 City State, Zip: Chicago IL, 60601
 Country: US

— Contact (edit)

Work Phone: (444) 333-3333
 Home Phone: (444) 444-4444
 Email Address: lrhoades@isbe.net

— Region (edit)

Region: 43 - MARSHALL/PUTNAM/WOODFORD ROE

Once you have reviewed the information, click the "Register" button to register your licenses. After clicking the "Register" button, it may take up to one minute to approve the transaction. Do not refresh the screen or click on any buttons or you may be double charged.

Register - Please register my licenses
 Cancel - Please cancel the wizard

[Previous](#) [Register](#)

12. You will get confirmation that your license has been registered successfully. Click “Finish”.

Register Unregistered Licenses

Please review the following information.

Your licenses have been registered as you requested.

Continue - Please continue the wizard
 Cancel - Please cancel the wizard

[Previous](#) [Finish](#)

13. Verify that your registration date has been updated to reflect 2018 (Incorrectly shown below as 2017).

Licenses

Show All

Select	License	Status Code	Status Desc	Entitlement	Application Date	Issued	Expires	ROE	Registered Thru
Select	ELS(PARA)	I	Issued		07/01/2013	07/01/2013	06/30/2018	15	2017

NOTE: If you held your Paraprofessional Certificate prior to July 1, 2013, you will not owe registration fees until renewal in 2018. If you are asked to pay fees, please contact your Regional Office of Education first.