



Steps for Creating an ELIS Account

- Log on to: www.isbe.net (Do not use Chrome)
- Click on Teachers (top of page)
- Click on Log in to ELIS Educator Access
- Click on Log in to your ELIS account
- Click on Sign Up Now on the left side of the page

You will need to create an account with a log-in name and password. ISBE recommends using Firefox or IE (not Google Chrome).

If you already have a Professional Educator License you should do the following:

Make sure your Employment Profile is accurate. If you are retired you need to designate yourself as “retired”. If you have not taught on your license you will designate yourself as “exempt”. You will not be required to do any professional development or pay a registration fee if you are a retired teacher.

You can also update your contact information if needed. Be sure to enter an updated email address. This is the only way ISBE will communicate any changes.

After you update your Employment Status you will need to go back to your home page and in the action center box you can now register your license.

Call Lynn at the ROE if you have any problems or questions. 309-575-3229

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