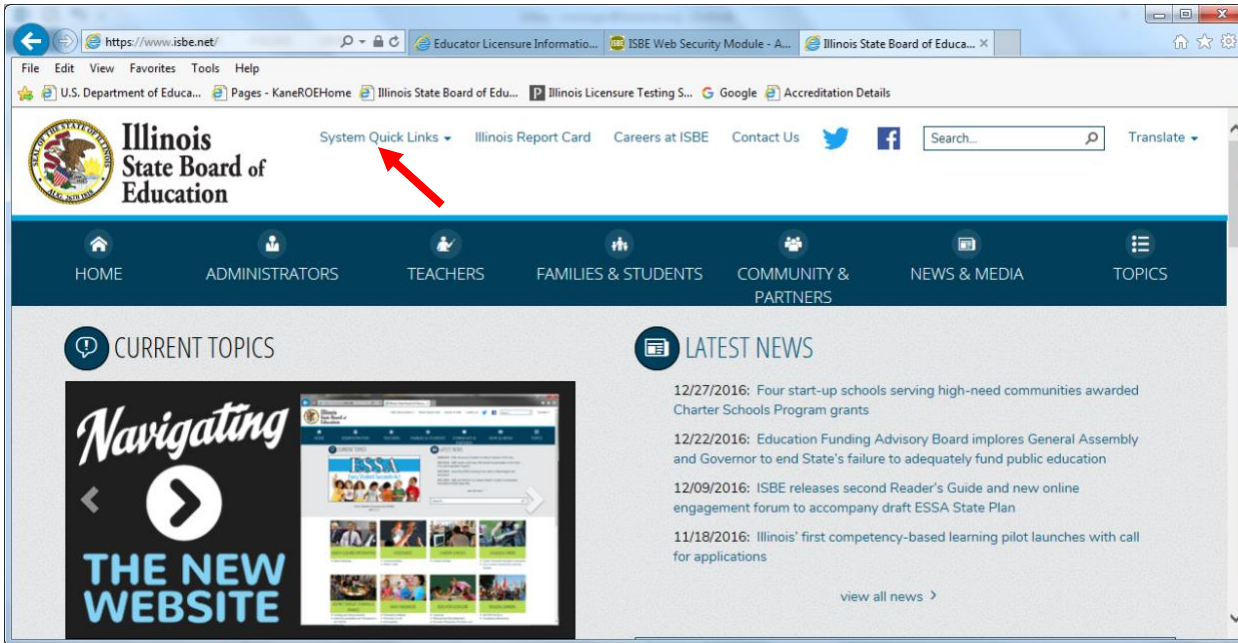


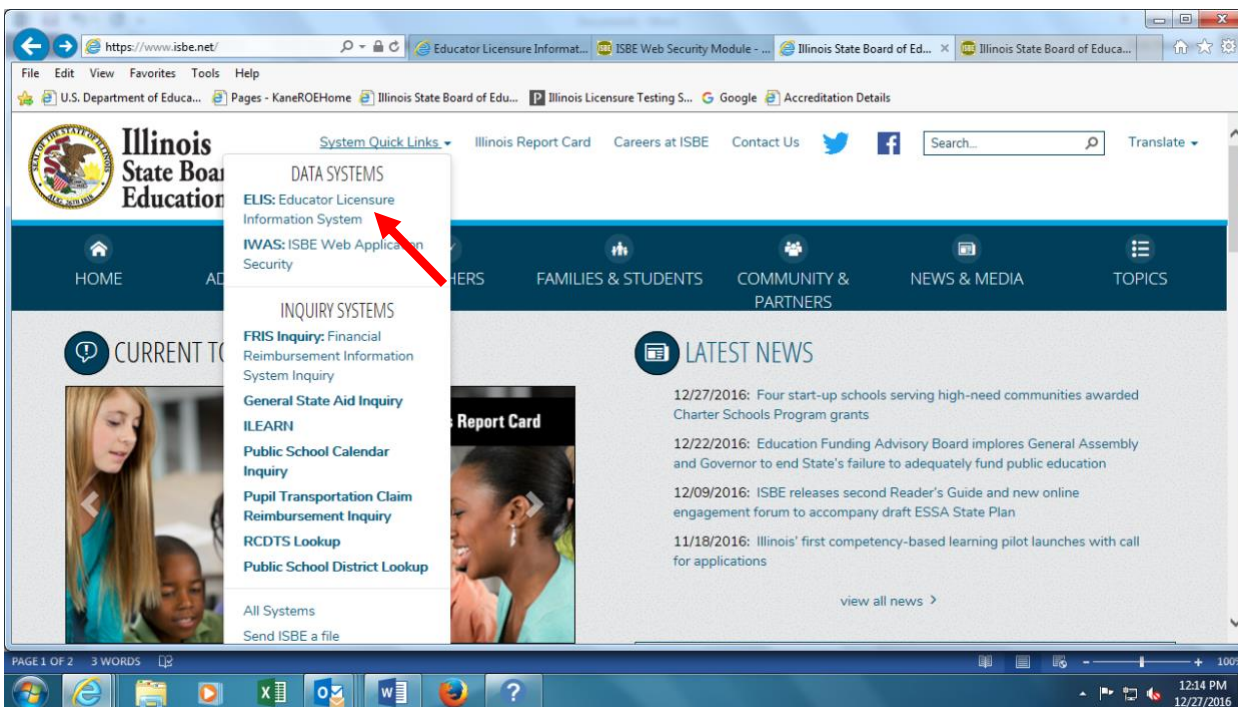
HOW TO CREATE AN ACCOUNT IN ELIS (EDUCATOR LICENSURE INFORMATION SYSTEM)

Go to www.isbe.net

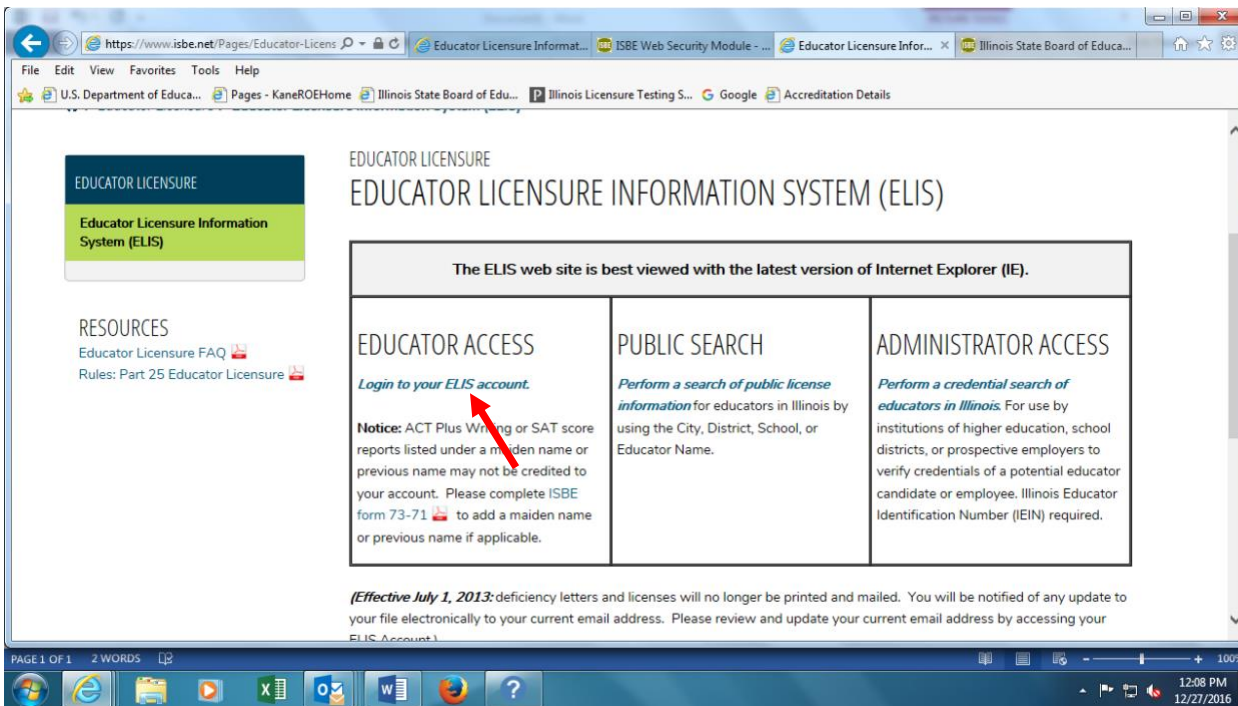
Click on System Quick Links



Click on ELIS: Educator Licensure Information System



Click on Login to your ELIS account



Click on CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM



Fill out all required information. You choose your own Login Name and Password. Each category must be 6 characters or more. Your Password must have at least one number and one letter. When completed click on Continue.

The screenshot shows a web browser window with the URL https://sec3.isbe.net/IWASNET/sign_up.aspx. The page is titled "Contact ROE" and contains a registration form. The form fields are as follows:

- Social Security Number**: Text input field with a red asterisk and the instruction "No hyphens".
- OR**: Text between the Social Security Number and IEIN fields.
- IEIN**: Text input field with a blue question mark icon.
- Login Name**: Text input field with a red asterisk and a blue question mark icon.
- Password**: Text input field with a red asterisk and a blue question mark icon.
- Confirm Password**: Text input field with a red asterisk and a blue question mark icon.
- Email Address**: Text input field with a red asterisk and a blue question mark icon.
- Secret Question**: Text input field with a red asterisk and a blue question mark icon.
- Answer**: Text input field with a red asterisk and a blue question mark icon.
- Broadcast Email**: Dropdown menu with the selected option "YES -- Send system messages to the above email address" and a blue question mark icon.
- Email Type**: Dropdown menu with the selected option "HTML" and a blue question mark icon.

At the bottom of the form are two buttons: "Continue >>" and "Cancel". A red arrow points to the "Continue >>" button. The footer of the page reads "Copyright © Illinois State Board of Education".

On the next screen you will verify your information and click on Submit. On the next screen click on Continue and you will then be on your ELIS home page.

Please be sure to keep a record of your Login Name and Password as all your records are kept in ELIS and you apply, register and pay through this system.