



REGIONAL OFFICE OF EDUCATION
KANE COUNTY

How To Add Transcript and/or Degree to ELIS Account:

To add **your transcript and/or degree** to your ELIS account, follow the steps below.

1. If you haven't already, create an **ELIS** account: <https://www.isbe.net/elis>

EDUCATOR LICENSURE

EDUCATOR LICENSURE INFORMATION SYSTEM (ELIS)

The ELIS website is best viewed with the latest version of Google Chrome or Mozilla Firefox on a laptop or desktop computer.		
EDUCATOR ACCESS <i>Login to your ELIS account.</i>	PUBLIC SEARCH <i>Perform a search of public license information for educators in Illinois by using the City, District, School, or Educator Name.</i>	ADMINISTRATOR ACCESS <i>Perform a credential search of educators in Illinois. For use by institutions of higher education, school districts, or prospective employers to verify credentials of a potential educator candidate or employee. Illinois Educator Identification Number (IEIN) required.</i>

2. Contact your college or universities registrar office and request **official transcripts** be sent to one the following:

Electronically to: transcripts@kaneroe.org

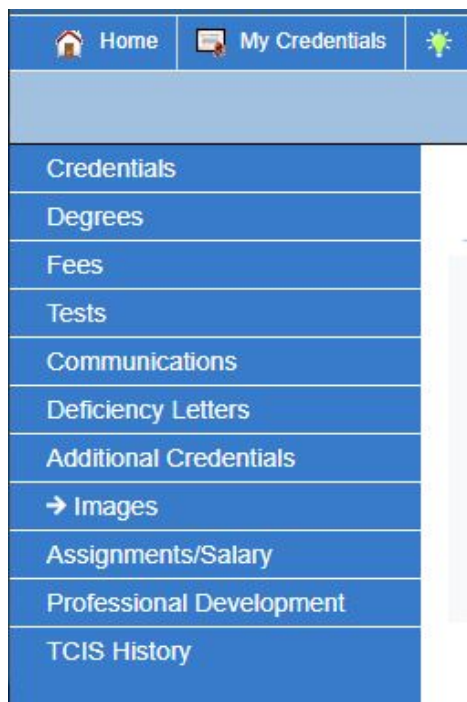
OR

By mail to:

Kane County Regional Office of Education
28 North 1st Street Geneva, IL 60134

3. The college or university will send your **transcript** to Kane ROE. The transcript and any **degree(s)** stated on the transcripts will be uploaded to your ELIS account. Transcripts will be processed within 24 hours during the business week.

4. If you would like to check if your transcripts have been uploaded, log into your ELIS account and select "**images**".



Congratulations! You have successfully added your transcript and degree(s) to your ELIS account.

If you encounter a problem or have additional questions,, please contact our Licensure Specialists at; licensure@kaneroe.org or by calling 630-232-5955.