



Regional Office of Education #11
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Instructions for accessing ELIS – Educator Licensure Information System

ELIS is best viewed with the latest version of Internet Explorer
www.isbe.net

- At the top of the home page click on *System Quick Links*
- Click on *ELIS: Educator Licensure Information System*
- In the middle of the screen, in the *Educator Access* box, click on *Login to your ELIS account*
- Enter your login name and password or create them by clicking on *Sign Up Now* on the left-hand side of the screen
- A window should read: **Welcome to your personal IWAS for Educators account.**
- Click “continue>>”:
- ELIS will launch.

**If you have trouble accessing ELIS,
call ISBE at 217-557-6763.**

To Apply for the Educator License with Stipulations-Paraprofessional

- Lower right-hand corner of home page, click on “Apply for a Paraprofessional Endorsement”
- Follow steps and pay the application fee with a debit or credit card.
- Send required documents to:
ROE #11
Attn: Beth Preston
730 7th Street
Charleston, IL 61920
- Official college transcripts may be emailed directly to me by the college or university at bpreston@roe11.org
- Once the license has been issued, return to your ELIS account and click on “Registration” in the white *Action Center* box on the home page. Pay the registration fee with a debit or credit card

You may view a webinar or PowerPoint presentation on ELIS at:
<https://www.isbe.net/Pages/Educator-Licensure.aspx>