

EIS New Users Guide

This guide outlines everything you need to know to get started using the Employment Information System (EIS), from accessing the system to how to upload data for your employees via batch files. EIS is used by districts to submit a wide variety of employee data, including, but not limited to, Positions, Salary, Benefits, and Evaluations, to ISBE.

Getting Access to EIS via IWAS

EIS is an application accessible via the ISBE Web Application Security (IWAS) system. If you already have an IWAS account, sign into it, and start on step 4. To create an IWAS account and obtain access to EIS:

1. Navigate to the [IWAS signup screen](#).
2. Fill out all sections and select “Continue.”
3. Sign into your new account.
4. Select “System Listing” from the left panel.
5. Select the “Want to Sign Up for Other Systems?” option.
 - a. This will display a list of systems available to you in IWAS.
6. Navigate to the “Employment Information System (EIS)” option.
7. Select “Sign Up Now” and fill out the necessary information.
 - a. A district administrator (usually the superintendent) will need to approve your signup to grant you access.

Note: Charter schools in Chicago Public Schools (CPS) must have a separate IWAS account specifically for EIS if they have an existing IWAS account that they use for other systems. When signing up for EIS, you must enter the CPS RCDT code (15016299025) and the school code associated with your charter network primary location as outlined in the [EIS Reporting Rollup List](#).

If you need assistance with setting up your IWAS account, please contact the IWAS Help Desk at 217-558-3600 option 2 or support@isbe.net. You also may find the [IWAS Training Tutorial](#) video useful.

You can request elevated permissions to EIS by selecting the “” icon next to EIS in System Listing of your IWAS account, selecting the relevant option in the “Access Level” menu, and then clicking the “Submit” button at the bottom. Please note that your district administrator will need to approve this request before it takes effect.

Key Dates

EIS has various key dates throughout the academic year for when certain items are due. Having your data correctly submitted by these dates is necessary to ensure data quality for various state-mandated reports and Illinois Report Card metrics. We strongly encourage districts to keep their data as up to date as they can throughout the year and NOT to wait until these deadlines approach to submit it. See the ISBE [EIS Key Dates webpage for more information](#).

EIS Training Video Series

The EIS team has developed a series of basic training videos on how to navigate the various tabs in EIS and enter your district's data into them. Note: Some of these videos may be dated, but we do our best to keep them up to date as things change in our system. We are always open to feedback. See the [EIS Basics Training Course to find information about the basic functions of EIS](#).

Webinars for EIS and Other Collections

ISBE hosts EIS-specific webinars throughout the school year on various topics, such as Unfilled Positions, Salaries, Benefits, Evaluations, Employment, Positions, etc. These are generally meant to be a presentation on specific EIS topics with room for questions at the end.

ISBE also hosts monthly general collections webinars that cover all of our data collections and systems. Participants in these webinars are encouraged to submit their questions to the team, and we do our best to produce answers live, either via chat or verbally. Following the webinar, we upload a Q&A document answering all questions that were submitted during the webinar.

Users are encouraged to attend as many webinars as they can so they can stay familiar with anything changing in EIS, ask questions, and get reminders about upcoming deadlines. Our webinars always are recorded and posted on the ISBE [Archived Webinars and Presentations](#) webpage.

EIS Data Elements

The [EIS Data Elements](#) document can be found on the [ISBE EIS Data Elements, Approved Codes and Indicators](#) webpage. It is a useful tool that outlines all the data submitted to EIS and the definitions and codes that go with them. These definitions can be used to determine if certain data should be reported and how it should be reported if so.

Data Quality

The first tab of EIS (Dashboard) includes a summary of your district's EIS data and can be used as a good spot check. Keep in mind that you should not expect the dashboard to be 100% in the green before the school year is over as there is data that is not collected until after the school year is over.

EIS data quality also can also be monitored by accessing the Data Quality Dashboard via your IWAS account. Please see the ISBE [Data Quality Dashboard](#) webpage for more information. This tool should be monitored regularly throughout the school year to ensure your data quality is always up to date.

Batch Files

Batch files are a tool EIS users have available to upload large quantities of data to EIS all at one time. There are batch file options for five types of EIS data:

- Unfilled Positions
- Employment
- End Employment
- Salary
- Evaluations

Templates for the batch files can be found on the ISBE [Excel Templates](#) webpage. Fill out the corresponding template in Excel before uploading your EIS data. Tips and other helpful documents for completing batch files can be found in numerous places, including the ISBE [EIS Validations Document](#) and [ISBE EIS Data Elements, Approved Codes and Indicators](#). ISBE highly recommends that entities securely retain copies of their EIS batch file submissions for reference.

Contact Info

Name	Phone	Email
<i>Data Strategies and Analytics</i>	312-814-9192	datahelp@isbe.net
<i>IWAS Technical Support</i>	217-558-3600, option 2	support@isbe.net
<i>ISBE Main Line (Springfield)</i>	217-782-4321	
<i>ISBE Main Line (Chicago)</i>	312-814-2220	