How to Navigate Your ELIS Account

Handheld devices, tablets and Macs are not compatible with our system. Please make sure you are using a desktop or laptop computer for the most optimal experience.
Once you log into your ELIS account, you will land on the “Home Page.”
The Action Center is where you are notified of items that need your attention.
Any changes to your account, uploaded documents or other ISBE communication items will be marked with a yellow triangle. You can access those items by clicking on the blue words next to the triangle.
You can also apply for credentials and register your license in additional regions from this page.
You can access this screen at any time by clicking on the “Home” tab with the house icon located in the upper left-hand corner of the screen. Other pages of your account can be viewed by utilizing the blue menu on the left side of the page.
On the “Credentials” tab, you can update your contact information and change your PD/Employment status by clicking on the pencil and paper icon in the upper right corner.

You can also scroll down on this screen to view your licenses, endorsements, registration years, your registered regions, etc. Since the Illinois State Board of Education does not issue paper certificates, educators can print a copy of their credentials from this screen. Simply click the print button in the right-hand corner to print your credentials.
The “Degrees” tab displays the conferred degrees you have earned that ISBE has on file.
The “Fees” tab displays a history of fees collected.
The “Tests” tab displays which tests have been taken, the date they were taken and if they were passed or failed. ISBE does not have the ability to add, remove or edit tests. Tests are populated by the testing service.
The “Communications” tab shows the history of communications sent to the educator.
The “Deficiency Letters” tab lists current and past deficiency letters. Click “View” to open the letter. Note that deficiency letters cannot be removed even if a credential’s deficiency has been fulfilled and the credential was issued. Letters sent prior to 7/1/2013 are no longer viewable.
The “Additional Credentials” tab displays any added credentials you hold. For example: The Seal of Biliteracy or National Board Certification.
The “Images” tab displays the types of documentation that have been uploaded to your account. Educators can upload out-of-state licenses, National Certificates and Educator Professional Development Audit Docs on this tab by clicking “Add Image.” No other documents should be uploaded using this feature as this will delay the evaluation process.
The “Assignments/Salary” tab shows current and past employment assignments. If you notice an error with any of the information on this page, please contact your school district and ask for corrections to be made in the Employment Information System. ISBE is unable to change your employment records.
If your credential requires professional development, you will enter the activities and earned hours on the Professional Development tab. You can also view all activities entered during the current cycle.
You can also access your professional development via the “PD Plus” tab. The menu across the top provides access for entering and viewing all PD activities completed during the current cycle.

Have questions about licensure? Contact your nearest Regional Office of Education or Intermediate Service Center. Visit our ISBE License Renewal page for additional information regarding renewal requirements.