

# PD+ Access Guide for Provider Renewal



## Steps to Renew Registration in PD+

### School/District/Regional Office of Education/ Intermediate Service Center

- Login to your IWAS for Administrators account
- Select System Listing
- Select ELIS for Administrators
- Select PD+ in the upper left-hand corner
- Verify/update your contact information
- Select Submit

You have successfully renewed your provider registration.

### Providers without ELIS for Administrators Access

- Login to your IWAS for Administrators account
- Select System Listing
- Select PD Plus User Only
- Verify/update your contact information
- Select Submit

You have successfully renewed your provider registration.

## Troubleshooting Guide

### I can't renew my registration because I don't have access to ELIS for Administrators at my district.

*At least one administrator at each district should have access to ELIS for Administrators in IWAS. Please have the appropriate individual login to ELIS to renew your registration.*

### I am a district/school/ROE/ISC, and I do not have access to ELIS for Administrators, but I need it.

*Please start by creating an IWAS for Administrators account [here](#). Once your account is created, please sign up for ELIS for Administrators for your entity. Your IWAS administrator will have to approve your access. Once your access is approved, you can renew your registration.*

### I do not have an IWAS account and do not use ELIS for Administrators because I am not a district, school, or ROE/ISC.

*Please use our PD+ only user [guide](#) to assist you with gaining access to PD+.*

I signed up for PD+, but it is pending access for an administrator that is no longer at my entity. I need to update my IWAS administrator.

### Changes in IWAS Administrative Accounts

Many organizations that do electronic business with ISBE have new administrators that officially take effect on July 1. This requires changes to ISBE records and IWAS accounts. If your organization will be going through a change in administrators, please follow the easy steps below.

The information below pertains to all administrators except for Regional Offices, Public School Districts, and Non-Public Schools. Regional Offices, Public School Districts, and Non-Public Schools can indicate a change in organization administrators in the *Entity Profile System (EPS)* in IWAS.

#### ORGANIZATION RESPONSIBILITY

Compose an email **on organization letterhead** to the ISBE Computer Operations at [EPSchange@isbe.net](mailto:EPSchange@isbe.net) the following:

- specify the organization's Region-County-District-Type (RCDT) Code;
- specify the organization's fax number;
- specify the organization's phone number;
- specify the organization's email address;
- specify the organization's prior administrator's name;
- specify the organization's new/interim/acting administrator's name;
- have the letter signed by the new/interim/acting administrator;
- specify the date the change is effective.

I don't have access to sign up for PD+ only in IWAS.

Please email your name, entity name, and RCDT code to [pdplus@isbe.net](mailto:pdplus@isbe.net) with an explanation of why you need access to PD+.

