

ILLINOIS EDUCATOR LICENSURE INFORMATION SYSTEM – ELIS
HIGHER EDUCATION ENTITLEMENT WIZARD

LOGGING IN TO ELIS

Type or cut and paste the following link into the computer browser –

<https://sec1.isbe.net/iwas/asp/login.asp?js=true>

NOTE: The use of Internet Explorer is highly recommended. Firefox is the next best choice. Both Safari and Chrome cause problems for ELIS users.

Type in the Login and the Password – Click 



Illinois State Board of Education
James T. Meeks, Chairman Christopher A. Koch, State Superintendent

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me **Already have an account? Login Here :**

Login

Password

Remember Login Name

LOG IN

Now

word

Us **Get Password?**

If you have forgotten your login name or password, click on the link below.

[Find Login/Password](#)

New Partner - Sign up Now

Some ISBE web-based systems require electronic signatures. You can create your own logon id and password by clicking on the following link. After you establish your logon, you will then have the ability to request authorization to use ISBE's systems.

[Sign Up Now](#)

Need Help?

If you need help with logging in, the sign up procedure or your password, please click on the link below.

[Help](#)

This web site has been optimized for Internet Explorer 6.0 or above / Firefox 2.0 or above. You can download the latest version of these browsers by clicking on the following icons.

ILLINOIS EDUCATOR LICENSURE INFORMATION SYSTEM – ELIS
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Click on **System Listing** on the left side of the screen.

Illinois State Board of Education
James T. Meeks, Chairman Tony Smith, Ph.D., State Superintendent

W A S T R A I N W A S T R A I N W A S T R A I N W A S T R A I N W A S T R A I N W A S T R A I N

Login: ISUTEST Hello ISU, you last logged in 9/28/2015 11:40:39 AM.

Home
System Listing
Pending Documents
Change Password
Messages - Inbox

Messages :
[0 unread Inbox message\(s\)](#)
[0 unread Archived message\(s\)](#)

Require Action :
[0 Sign-ups pending your approval](#)
[0 Documents pending your approval](#)

We have your email address listed as:
tmatthew@isbe.net
If this is NOT correct, [click here](#) to update.

News Items

Click on **ELIS for Administrators**

Illinois State Board of Education
James T. Meeks, Chairman Christopher A. Koch, State Superintendent

W A S T R A I N W A S T R A I N W A S T R A I N W A S T R A I N W A S T R A I N W A S T R A I N

Login: ISUTEST

Home
System Listing
Change Password
Messages - Inbox
Messages - Archived

My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

[Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree **Authorization**

Educators

... **ELIS for Administrators** **Authorized**

ELIS searches for the user's home page.

Illinois State Board of Education

Please wait while we transfer you to the selected application

□ □ ■ □ □ □ □

ADDING AN ENTITLEMENT

On the home page, under **Add an Entitlement**, click on

[Click here to add an entitlement for an educator.](#)

The screenshot shows the Illinois State Board of Education website. The header includes the board's name and the names of its chairmen. A navigation bar contains links for Home, My Entitlements, Search, and Help. A 'Home Page' link is circled in red. Below the navigation bar, a 'Welcome, ISU Test!' message is displayed. Three main menu items are listed: 'Add an Entitlement' (with a red box around the link), 'Incomplete Entitlements', and 'Authorize Approvals'. Each menu item has a corresponding icon and a brief description.

ADDING AN ENTITLEMENT

Type in the candidate's IEIN number or SSN, and last name – Click **Next**



At any point, from this step forward, select Cancel - Please cancel the wizard to start the process over.

Add Entitlement

Please enter the IEIN, or the SSN and last name of the candidate. The candidate must already be in the licensure database to enter the entitlement.

IEIN:

SSN:

Last Name: × *

Once you have entered the required data, click the "Next" button.

Continue - Please search for the candidate and continue

Cancel - Please cancel the wizard

Next




ILLINOIS EDUCATOR LICENSURE INFORMATION SYSTEM – ELIS
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ADDING DEGREE(S)


ELIS prepopulates the country, state, and institution name.
Select the applicable degree and major(s). Type in the degree date.


If applicable, add additional degrees/majors. Click **Next**  when finished.


Add Entitlement 


Educator: Test Case. IEIN: 828918


Country: 


State: 

Institution: 


Degree Code: *


Major One: *


Major Two: 


Major Three: 


Degree Date: (MM/DD/YYYY)


Country 2: 


State 2: 

Institution 2: 

Degree Code 2: 

Major One 2: 

Major Two 2: 

Major Three 2: 



Degree Date 2: (MM/DD/YYYY)

.....

Once you have entered the required data, click the "Next" button.

Save - Please save the degree

Cancel - Please cancel the wizard

 **Previous** **Next** 

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ADD APPROVED PROGRAM(S)

Select the license source. Click on the down arrow and choose from the drop-down menu.

Type the Entitlement Date.


ELIS automatically fills in the institution name.

Select Approved Program Grade. Click on the down arrow. Choose from the drop-down menu.


Add Entitlement 


You are adding credentials for **Test Case**.

This screen is used to add an Approved Program. Endorsements can be added on the next screen.

License Source: TRAD - Illinois Traditional Educator Program Completer *

Entitlement Date: 05/30/2015 MM/DD/YYYY *



Institution: ISU () - Illinois State University *

Approved Program Grade: Please select a grade. *

.....


Once you have entered the required data, click on the "Next" button.

Continue - Please continue the wizard
 Cancel - Please cancel the wizard

 Previous **Next** 

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Select the approved program grade range, approved program, and the affiliated endorsement. Click the down arrow and choose from the drop-down menu.

Add Entitlement 

You are adding credentials for **Test Case**.

This screen is used to add an Approved Program. Endorsements can be added on the next screen.

License Source: *

Entitlement Date: MM/DD/YYYY *

Institution: *

Approved Program Grade: *

Approved Program: *

Endorsement: *



Approved Program Grade 2: *

.....

Once you have entered the required data, click on the "Next" button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

 Previous **Next** 

ADD ADDITIONAL ENDORSEMENTS


To add endorsements that the candidate qualifies for but are not part of an approved program:

Select the License Source.


Select an endorsement.

Select a grade range.


Repeat to add more endorsements.

When finished, click **Next** 

*Click **Next**  if no subsequent endorsements need to be added.*








Add Entitlement 

You are adding endorsements for **Test Case**. Approvals can be added on the next screen.

License Source: TRAD - Illinois Traditional Educator Program Completer 

Entitlement Date: 05/30/2015 MM/DD/YYYY



Institution: ISU () - Illinois State University

Endorsement:	ESL - English As A Second Language	
Grade:	Kindergarten through Grade 4	
Endorsement 2:	ESL - English As A Second Language	
Grade 2:	Middle School - Grade 5 through Grade 8	
Endorsement 3:	ESL - English As A Second Language	
Grade 3:	Grade 9 Only	
Endorsement 4:	Please select an endorsement.	

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Once you have entered the required data, click on the "Next" button.

Continue - Please continue the wizard
 Cancel - Please cancel the wizard


 **Previous** **Next** 

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ADD APPROVAL(S)

To skip this step, click [Next](#) 

To add an approval, select the applicable approval – click [Next](#) 

Add Entitlement 

You are adding an approval for Test Case.

Approval: 

RCDT:

Approval Status:

District Specific:



Issue Date: MM/DD/YYYY

End Date:

Once you have entered the required data, click on the "Next" button.

Finish - Please save the Educator Approval

Cancel - Please cancel the wizard

 [Previous](#) [Next](#) 

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REVIEW THE INFORMATION

Review the information

To make corrections click on [\(edit\)](#) or, to start the process over, click [Cancel - Please cancel the wizard](#) in the bottom left corner of the screen.

To continue with the entitlement, click [Next](#)

Cancel - Please cancel the wizard

[Next](#)



Add Entitlement

Educator: **Test Case. IEIN: 828918**

Please review the entitlement details listed below. Once you have reviewed the information, click the "Entitlement" button. By clicking the "Entitlement" button, you are creating the entitlement records in the system.

— Profile — [\(edit\)](#)

Last Name: **Case**
SSN: **999999991**

— Degree — [\(edit\)](#)

Institution: **Illinois State University**
Degree: **Bachelors**
Status: **Approved**
Major: **Elementary Education**
2nd Major: **English as a Second Language**
Degree Date: **05/30/2015**

— Approved Programs — [\(edit\)](#)

License Type: **PEL - Professional Educator License**
Entitlement Date: **05/30/2015**
Approved Program: **Elementary Education - ELEM**

— Endorsements — [\(edit\)](#)

Approved Program: **Elementary Education - ELEM**
Endorsement: **Elementary Education (Self Contained General Education) - SCGE - Kindergarten through Grade 9**

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Endorsements not part of an Approved Program:

Endorsement: **ESL - English As A Second Language - Kindergarten through Grade 4**
2nd Endorsement: **ESL - English As A Second Language - Middle School - Grade 5 through Grade 8**
3rd Endorsement: **ESL - English As A Second Language - Grade 9 Only**

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Once you have reviewed the information, click on the "Next" button to save the entitlement details. After clicking "Next", it may take up to one minute to save the entitlement details. Do not refresh the screen or click on any buttons.

Entitlement - Please save the entitlement details
 Cancel - Please cancel the wizard

[Previous](#) [Next](#)

ENTER COMPLETION STATUS

Select the appropriate completion status. Click **Finish** .

Add Entitlement 

You are adding credentials for **Test Case. IEIN: 828918**

Marking an entitlement "complete" allows the candidate to apply for the license online. In many cases, the license will be automatically issued. It is very important to only mark the entitlement complete if the candidate has met ALL requirements for the approved program and has been awarded a degree. Marking the entitlement complete is the same as signing the college entitlement license application.

If you are entering candidates prior to graduation then you should NOT mark them complete.

Please confirm the current standing of the candidate and electronically sign off on the candidate's approved program status below.

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Tests passed by this educator:

Test Description	TestDate
ICTS 096: Before September 11, 2010 Basic Skills	1/1/2006
ICTS 104: APT - Special	1/1/2006
ICTS 110: Elementary/Middle Grades	1/1/2006



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Once you have reviewed the information above indicate the candidate's status below .

COMPLETE - Candidate has completed all requirements

NOT COMPLETE - Candidate has NOT completed all requirements

Cancel - Please cancel the wizard

 **Previous** **Finish** 

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ELIS displays the candidates Credentials screen that reflects the entitlement information.

Primary Information
 Full Name: Test Case
 IEIN: 828918
 SSN: ***-**-9991
 DOB: 9/1/1964
 Gender: Female

Contact Information
 Address: 123 Any St
 City, State Zip: Any City, IL 62222
 Email: tcase@isbe.net
 Primary Phone: (217) 782-4313
 Secondary Phone:

Profile
 PD Status: Active
 Deceased: No

[Add Communication Record](#)

[Show All](#)

Licenses

Select	License ID	License	Status Code	Status Desc	Source	Entitlement	Application Date	Orig Issued	Issued	Expires	Renews	ROE	Registered Thru	Updated
Select	550022	Professional Educator License	PC	Pre-Completion of Program	ISBE							05		testevaluator - 1

Illinois Approved Program / Endorsements For Selected License

Edit	Endorsement	Description	Grade	Status Description	Issued	Major?	Illinois Approved Program?	Approved Program Grade	Endorsement?	Source	Entitlement
Edit	SCGE	Elementary Education (Self Contained General Education)	Kindergarten through Grade 9	Pre-Completion of Program		Yes	Yes	K-9	Yes	ISBE	IL-ISU (05/30/2015)
Edit	ESL	English As A Second Language	Kindergarten through Grade 4	Pre-Completion of Program		No	No		Yes	ISBE	IL-ISU (05/30/2015)
Edit	ESL	English As A Second Language	Middle School - Grade 5 through Grade 8	Pre-Completion of Program		No	No		Yes	ISBE	IL-ISU (05/30/2015)
Edit	ESL	English As A Second Language	Grade 9 Only	Pre-Completion of Program		No	No		Yes	ISBE	IL-ISU (05/30/2015)

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Click 'Incomplete Entitlements'

 Welcome, ISU Test!

 **Add an Entitlement**
Click here to add an entitlement for an educator.

 **Incomplete Entitlements**
Click here to view a list of incomplete entitlements.

 **Authorize Approvals**
Click here to authorize approvals.

Incomplete Entitlements

Incomplete Entitlements

[Select All Educators](#) [De-Select All Educators](#)

Educators

Show 100 items

View	Selected	IEIN	SSN	Name	Former Name	Status	Entered	Entered By
View	<input checked="" type="checkbox"/>	828918	[REDACTED]	Test Case		PC	05/30/2015	ISU Test
View	<input type="checkbox"/>	987644	[REDACTED]	KATHERINE N BLAS		PC	06/09/2015	Judith Webster
View	<input type="checkbox"/>	998146	[REDACTED]	Allison M Hornung		PC	09/21/2015	Judith Webster
View	<input type="checkbox"/>	996347	[REDACTED]	Melissa A Stenzel		PC	09/21/2015	Judith Webster

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Select for the educator who has completed their program then click ‘Mark Selected Entitlements Complete’.

Incomplete Entitlements

Incomplete Entitlements

[Select All Educators](#) [De-Select All Educators](#)

Educators

Show items

View	Selected	IEIN	SSN	Name	Former Name	Status	Entered	Entered By
View	<input checked="" type="checkbox"/>	828918	999-99-9991	Test Case		PC	05/30/2015	ISU Test
View	<input type="checkbox"/>	987644	342-88-9775	KATHERINE N BLAS		PC	06/09/2015	Judith Webster
View	<input type="checkbox"/>	998146	349-88-7724	Allison M Hornung		PC	09/21/2015	Judith Webster

[Mark Selected Entitlements Complete](#)

Click ‘OK’ to complete the process.

Mark selected candidates as program completers.

Clicking OK indicates all requirements have been completed.

- Pending degrees will be changed to awarded status.
- Entitlement status will be changed to Completed Program(CP).
- Candidates will be able to complete the entitlement application online.

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Now, the Educator’s name is not listed in the ‘Incomplete Entitlements’ section.

Incomplete Entitlements								
Incomplete Entitlements								
Select All Educators De-Select All Educators								
Educators								
								Show 100 <input type="text"/> items
View	Selected	IEIN	SSN	Name	Former Name	Status	Entered	Entered By
View	<input type="checkbox"/>	987644	██████████	KATHERINE N BLAS		PC	06/09/2015	Judith Webster
View	<input type="checkbox"/>	998146	██████████	Allison M Hornung		PC	09/21/2015	Judith Webster

To verify the ‘Completed Program’ (CP) process worked; click ‘Search’ enter IEIN.

Primary Information Full Name: Test Case IEIN: 828918 SSN: ***-**-9991 DOB: 9/1/1964 Gender: Female	Contact Information Address: 123 Any St City, State Zip: Any City, IL 62222 Email: tcase@isbe.net Primary Phone: (217) 782-4313 Secondary Phone:	Profile Flag: <input checked="" type="checkbox"/> PD Status: Active Deceased: No
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[Add Communication Record](#)

[Show All](#)

Licenses														
Select	License ID	License	Status Code	Status Desc	Source	Entitlement	Application Date	Orig Issued	Issued	Expires	Renews	ROE	Registered Thru	Updated
Select	550022	Professional Educator License	CP	Completed Program	ISBE							05		TestEvaluator - 10/
Illinois Approved Program / Endorsements For Selected License														
Edit	Endorsement	Description	Grade	Status Description	Issued	Major?	Illinois Approved Program?	Approved Program Grade	Endorsement?	Source	Entitlement			
Edit	SCGE	Elementary Education (Self Contained General Education)	Kindergarten through Grade 9	Completed Program		Yes	Yes	K-9	Yes	ISBE	IL-ISU (05/30/2015)			
Edit	ESL	English As A Second Language	Kindergarten through Grade 4	Completed Program		No	No		Yes	ISBE	IL-ISU (05/30/2015)			
Edit	ESL	English As A Second Language	Middle School - Grade 5 through Grade 8	Completed Program		No	No		Yes	ISBE	IL-ISU (05/30/2015)			
Edit	ESL	English As A Second Language	Grade 9 Only	Completed Program		No	No		Yes	ISBE	IL-ISU (05/30/2015)			

CP process is complete with appropriate endorsements.

The educator may now apply towards their entitlement through their ELIS account.