Instructions for Setting Up Your ELIS Account

1. To make an ELIS Account go to the ISBE homepage and click on the tab that says ELIS/educator credentials.

2. In the Educator Access box, “Click Here” to set up an account.

3. On the left hand side click, “Sign up Now”

4. Fill in the information, making sure that everything is accurate especially spelling of name, birthday, and social security number.

5. Verify information on this screen and hit “Submit”

6. On this screen, click “Create New User Account”
7. You should now get a screen that will allow you to log into your account. This is what it will look like when you log in.

8. You can now click on the link to “Edit your ELIS Profile”.

9. You need to make sure to put in all relevant information and you should include two different email addresses if available. Generally candidates put in their EIU email and their permanent email, then once employed change their EIU email address to their school email address.