



# IWAS

ISBE Web Application Security

IWAS for Educators

*Illinois State Board of Education*

**User Guide**

# **Table of Contents**

**Introduction**

**Accessing IWAS for Educators Account**

**Accessing the Educator Licensure Information System (ELIS)**

**ISBE Home Page**

**Home**

**Get Password**

**Editing Your User Profile**

**Contact Us**

**Help**

## Introduction

Beginning on July 1<sup>st</sup>, 2013, educators in the state of Illinois will access their credentials online via the Educator Licensure Information System, otherwise known as ELIS. In order to access ELIS, educators must first create an account in the IWAS for Educators system. This guide will walk you through the process of creating an account, accessing the ELIS system via IWAS for Educators, editing your user profile, and changing your password. In order to gain access to IWAS for Educators/ELIS, you'll first need to go to the ISBE home page at [www.ISBE.net](http://www.ISBE.net).

## Accessing IWAS for Educators

In order to access your credentials online, you'll need to first create an IWAS for Educators account. You can begin this process by going to the ISBE home page at [www.ISBE.net](http://www.ISBE.net).

**Illinois State Board of Education**  
Gery J. Chico, Chairman  
Dr. Christopher Koch, State Superintendent

Site Map | Forms | Funding Opportunities | IWAS | **Educator Credentials** | FRIS Inquiry | Employment at ISBE | Division & Program Areas

Search ISBE  [Send ISBE a file](#)

ISBE Info	Parents/Students	Teachers/Administrators	Illinois Schools	Learning Standards
<a href="#">ISBE Agency Info</a> <a href="#">Agency Programs</a> <a href="#">Board</a> <a href="#">Budget</a> <a href="#">Division Descriptions</a> <a href="#">Division Links</a> <a href="#">Employment</a> <a href="#">Gov't Relations</a> <a href="#">Rules / Waivers</a> <a href="#">Task Forces &amp; Committees</a>	<a href="#">A-Z Index</a> <a href="#">Career &amp; Tech Ed</a> <a href="#">Charter Schools</a> <a href="#">Early Childhood</a> <a href="#">English Language Learning</a> <a href="#">Homeless</a> <a href="#">Home Schooling</a> <a href="#">School Health</a> <a href="#">School Information</a> <a href="#">Special Education</a> <a href="#">Transportation</a>	<a href="#">Administrator A-Z</a> <a href="#">EIS / SIS</a> <a href="#">Innovation &amp; Improvement</a> <a href="#">Learning Supports</a> <a href="#">Nutrition Programs</a> <a href="#">Teacher A-Z</a> <a href="#">Educator Licensure</a> <a href="#">Preparation &amp; Evaluation</a> <a href="#">ROE Information</a>	<a href="#">Schools A-Z</a> <a href="#">eReport Cards</a> <a href="#">General State Aid</a> <a href="#">IL Honor Roll</a> <a href="#">IL School Code</a> <a href="#">Interactive Report Cards</a> <a href="#">Race to the Top</a> <a href="#">Reports &amp; Statistics</a> <a href="#">Response to Intervention (RtI)</a>	<a href="#">Adequate Yearly Progress (AYP)</a> <a href="#">Assessment and Test Information</a> <a href="#">Common Core- Math and ELA</a> <a href="#">Illinois Learning Stds</a> <a href="#">NCLB</a> <a href="#">Next Generation</a> <a href="#">Science Stds</a> <a href="#">Public School Recognition</a>

From the home page, click on the Educator Credential link shown in the box above. The Educator Credential link will take you to the following page:

**ATTENTION:** Educator Certification System (ECS) is now Educator Licensure Information System (ELIS). Please read carefully to access your certification information formerly found in ECS.


The ELIS System is accessible through the ISBE Web Based Security (IWAS).

**IMPORTANT:** If you currently report data through the IWAS System:

1. Go to [www.isbe.net/iwas](http://www.isbe.net/iwas)
2. Log into your account.
3. Go to the System Listings page.
4. Click on "Want to sign up for other systems" to access ELIS.




<b>Educator Access</b> <a href="#">Click here</a> to create your IWAS account to access your ELIS information for the first time.	<b>Public Search</b> <a href="#">Click here</a> to perform a search of public license information for educators in Illinois by using the City, District, School, or Educator Name.
--	---

On this page, click on the Educator Access link in order to view the IWAS for Educators home page.



**Illinois State Board of Education**  
Gery J. Chico, Chairman   Christopher A. Koch, State Superintendent

I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S


<a href="#">ISBE Home</a>	<b>Already have an account? Login Here:</b>  <b>Login Name</b> <input type="text"/> <b>Password</b> <input type="password"/> <input type="checkbox"/> Remember Login Name  <b>LOG IN</b>  <b>Get Password?</b> If you have forgotten your login name or password, click on the link below.  <a href="#">Find Login/Password</a>  <small>This web site has been optimized for Internet Explorer 9.0 or above / Firefox 18.0 or above. You can download the latest version of these browsers by clicking on the following icons.</small>  	<b>FORMER ECS USERS CLICK HERE FOR ACCESS TO THE ELIS SYSTEM</b>  You will be directed to create an IWAS account to instantly access your certification and ELIS information. After successfully creating your account, you will be able to log in on the left side of this page anytime to access your information.
<a href="#">Home</a>		<b>Need Help?</b> If you need help with logging in, the sign up procedure or your password, please click on the link below.  <a href="#">Help</a>
<a href="#">Sign Up Now</a>		
<a href="#">Get Password</a>		
<a href="#">Contact Us</a>		
<a href="#">Help</a>		
<a href="#">IWAS User Guide</a>  <a href="#">IWAS Training Video</a>		

If you are a returning user to IWAS for Educators, enter your Login name and Password on this screen and click on the Log In button in order to begin the process of accessing ELIS.

For new users, click on the Sign Up Now link in the left navigational menu, or the purple text that states: [\*\*FORMER ECS USERS CLICK HERE FOR ACCESS TO THE ELIS SYSTEM.\*\*](#)

Clicking Sign Up Now will take you to the IWAS for Educator sign up page.

## IWAS for Educators Account Sign Up Page




# Illinois State Board of Education


Gery J. Chico, Chairman   Christopher A. Koch, State Superintendent


I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S

[ISBE Home](#)  
[Home](#)  
[Sign Up Now](#)  
[Get Password](#)  
[Contact Us](#)  
[Help](#)  
  
[IWAS User Guide](#)  
[IWAS Training Video](#)  
  
[About SSL Certificates](#)


### IWAS for Educators Account Sign Up

**First Name**  


**Last Name**  



**Date of Birth**   mm/dd/yyyy



Enter either SSN or IEIN



**Social Security Number**  No hyphens 



OR



**IEIN**  



**Login Name**   


**Password**   


**Confirm Password**   

**Email Address**   

**Secret Question**   

**Answer**   

**Broadcast Email**  YES -- Send system messages to the above email address 

**Email Type**  HTML 

Build v2.0

Copyright © 2013 Illinois State Board of Education

In order to create an account, you will need to fill in the information requested on the IWAS for Educators Account Sign Up page. Please note that you do not need to know your IEIN number in order to signup, just your Social Security Number **OR** your IEIN number. Once you have filled in the profile correctly, clicking Continue will take you to the IWAS for Educators welcome screen.

## Accessing the Educator Licensure Information System (ELIS)

Once you are at the welcome screen, clicking the Continue button will take you into your ELIS account



The screenshot shows the login page for the Illinois State Board of Education's (ISBE) IWAS for Educators account. The header features the ISBE logo and the text "Illinois State Board of Education" with the names of the Chairman and State Superintendent. Below the header, a navigation menu on the left lists links: Home, Edit Profile, Change Password, Contact Us, Help, Logout, and IWAS Training Video. The main content area displays a welcome message for a user named Jonathan, indicating the last login time. A "Continue >>" button is prominently displayed, leading to the user's account. A large, faint watermark of the Seal of the State of Illinois is visible in the background.

 **Illinois State Board of Education**  
Gery J. Chico, Chairman   Christopher A. Koch, State Superintendent

*I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S*

Login: JTEDUCATOR   Hello Jonathan, you last logged in 6/20/2013 4:07:36 PM.

**Welcome to your personal IWAS for Educators account.**

From this page you can click on the "**Continue**" button to access all of your credentials online.

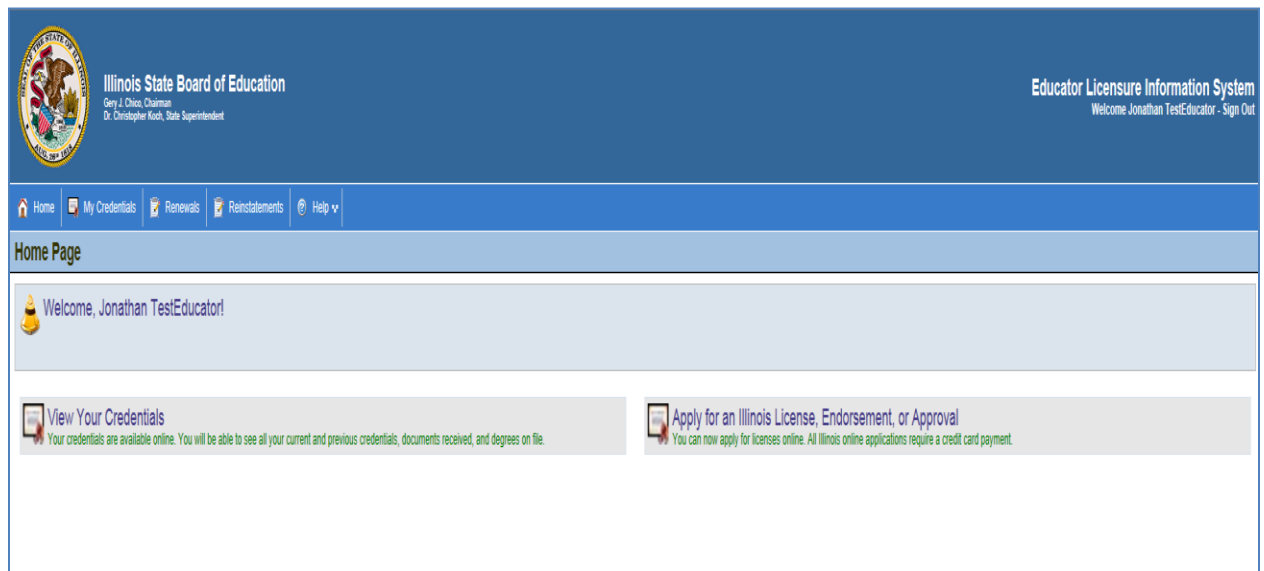
[Continue >>](#)

[IWAS Training Video](#)

[About SSL Certificates](#)




When ELIS opens, it will launch in a new browser window and take you to your personnel ELIS homepage.



Your IWAS session will still be open in the previous browser window you were in, in order for you to change your password and edit your user profile, if necessary.

## ISBE Homepage

In order to view the ISBE home page, [www.ISBE.net](http://www.ISBE.net), at any time during your IWAS session, click on the ISBE Home link in the left navigational menu.

 **Illinois State Board of Education**  
Gery J. Chico, Chairman   Christopher A. Koch, State Superintendent

*I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S*

Login: JTEDUCATOR   Hello Jonathan, you last logged in 6/20/2013 4:08:13 PM.

**Home**   **Welcome to your personal IWAS for Educators account.**

Edit Profile   From this page you can click on the "Continue" button to access all of your credentials online.

Change Password   [Continue >>](#)


Contact Us

Help

Logout

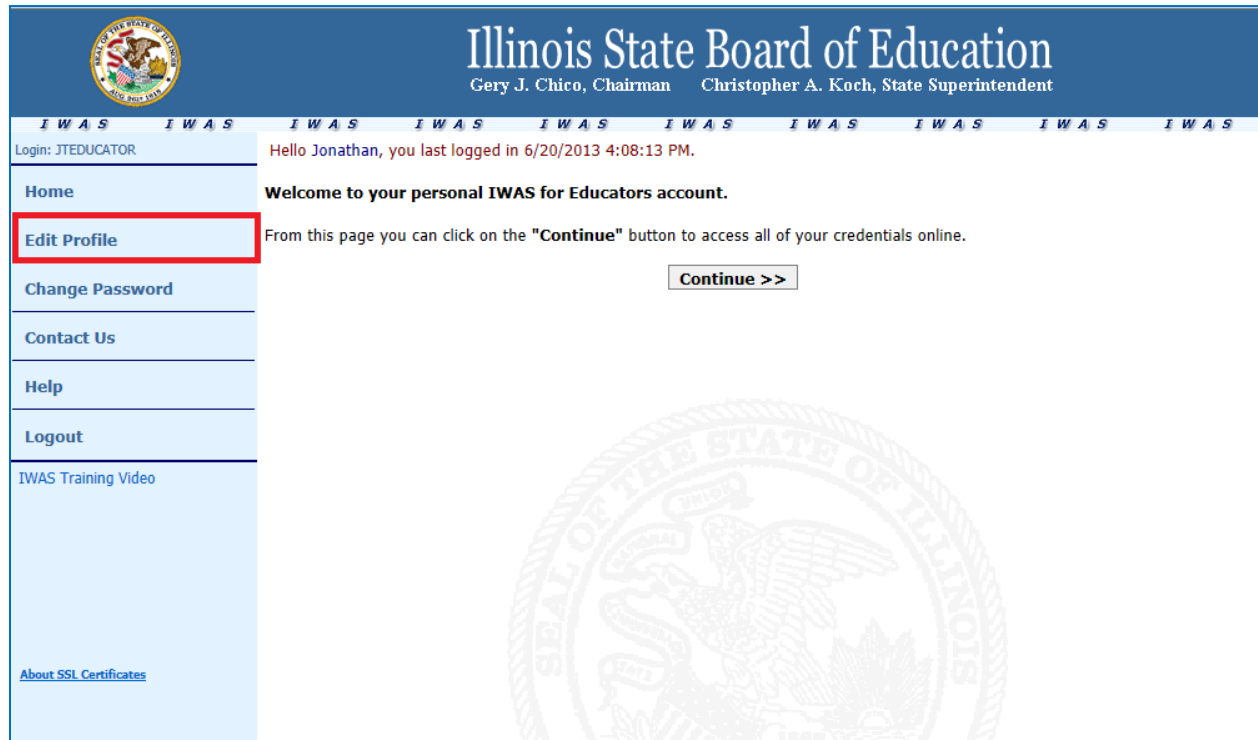
IWAS Training Video


[About SSL Certificates](#)



## Edit User Profile

In order to edit your IWAS for Educators user profile, click on the Edit User Profile link in the left navigational menu.



 **Illinois State Board of Education**  
Gery J. Chico, Chairman   Christopher A. Koch, State Superintendent

*I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S*

Login: JTEDUCATOR   Hello Jonathan, you last logged in 6/20/2013 4:08:13 PM.

**Home**   **Welcome to your personal IWAS for Educators account.**

**Edit Profile**   From this page you can click on the **"Continue"** button to access all of your credentials online.

Change Password   [Continue >>](#)


Contact Us

Help


Logout

IWAS Training Video

[About SSL Certificates](#)



You will then be taken to the IWAS for Educator Edit Profile screen.



# Illinois State Board of Education

Gery J. Chico, Chairman   Christopher A. Koch, State Superintendent

I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S

Login: JTEDUCATOR

- Home
- Edit Profile
- Change Password
- Contact Us
- Help
- Logout


[IWAS Training Video](#)






[About SSL Certificates](#)

## ELIS for Educators

If you have signed up for any of the applications at this site you may notice some of the fields are pre-filled if the information required is common to both of the systems.

### My Profile (For ALL Systems)

 Required

IEIN	<input type="text" value="2014329"/>
First Name	<input type="text" value="Jonathan"/> 
Middle Name	<input type="text"/>
Last Name	<input type="text" value="TestEducator"/> 
RCDT (No Dashes)	<input type="text"/> <a href="#">Find District</a>
School (No Dashes)	<input type="text"/> <a href="#">Find School</a>
Title	<input type="text"/>
Entity Name	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/> Ex. 00000-0000
Phone	<input type="text"/> ext. <input type="text"/> Ex. 10 digits or 000-000-0000
Fax	<input type="text"/> ext. <input type="text"/> Ex. 10 digits or 000-000-0000
Summer Phone	<input type="text"/> ext. <input type="text"/> Ex. 10 digits or 000-000-0000
Email	<input type="text" value="test@testmail.com"/> 
Broadcast Email	NO -- Do not send system messages to this email address 
Email Type	<input type="text" value="Text"/> 

Copyright © 2013 Illinois State Board of Education


Build v2.0

Updating the fields on the screen and clicking Submit will allow you to edit your profile.

## Change Password/Secret Question

In order to change your password or secret question, click on the Change Password link in the left navigational menu.



 **Illinois State Board of Education**  
Gery J. Chico, Chairman Christopher A. Koch, State Superintendent

**I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S**

Login: JTEDUCATOR Hello Jonathan, you last logged in 6/20/2013 4:08:13 PM.

**Home** Welcome to your personal IWAS for Educators account.

**Edit Profile** From this page you can click on the "Continue" button to access all of your credentials online.

**Change Password** [Continue >>](#)

**Contact Us**

**Help**

**Logout**

IWAS Training Video

[About SSL Certificates](#)

You will then be taken to the Change password Screen



 **Illinois State Board of Education**  
Gery J. Chico, Chairman Christopher A. Koch, State Superintendent

**I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S**

Login: JTEDUCATOR [Change Password](#) [Change Secret Question](#) [Change Both](#)

**Change Password**

**Login Name** JTEducator

**Current Password**  ?

It is recommended to select a strong password which helps prevent any unauthorized access to your IWAS account. Passwords are case sensitive. To continue changing the password, provide your current password and choose a new password then confirm your new password.

**New Password**  ? Six characters minimum, case sensitive.


**Confirm Password**  ?

[Submit](#) [Cancel](#)

Clicking on Change Password at the top of the screen will allow you to change your password. Clicking on Change Secret Question at the top of the screen will allow you to change your secret question and answer. Clicking on Change Both will allow you to change both on the same screen.

## Contact Us

You can access contact information on your local ROE office from the Contact Us page. The Contact Us can be found by clicking on the Contact Us link in the left navigational menu.

 **Illinois State Board of Education**  
Gery J. Chico, Chairman   Christopher A. Koch, State Superintendent

*I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S*

Login: JTEDUCATOR   Hello Jonathan, you last logged in 6/20/2013 4:08:13 PM.

**Home**   **Welcome to your personal IWAS for Educators account.**

**Edit Profile**   From this page you can click on the **"Continue"** button to access all of your credentials online.

**Change Password**   [Continue >>](#)


**Contact Us**

**Help**

**Logout**


IWAS Training Video

[About SSL Certificates](#)



## Help

You can access help documents like the one you are currently viewing by clicking on the Help link in the left navigational menu.



# Illinois State Board of Education

Gery J. Chico, Chairman   Christopher A. Koch, State Superintendent

I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S


Login: JTEDUCATOR   Hello Jonathan, you last logged in 6/20/2013 4:08:13 PM.

- Home
- Edit Profile
- Change Password
- Contact Us
- Help**
- Logout
- IWAS Training Video
- About SSL Certificates

**Welcome to your personal IWAS for Educators account.**

From this page you can click on the "Continue" button to access all of your credentials online.

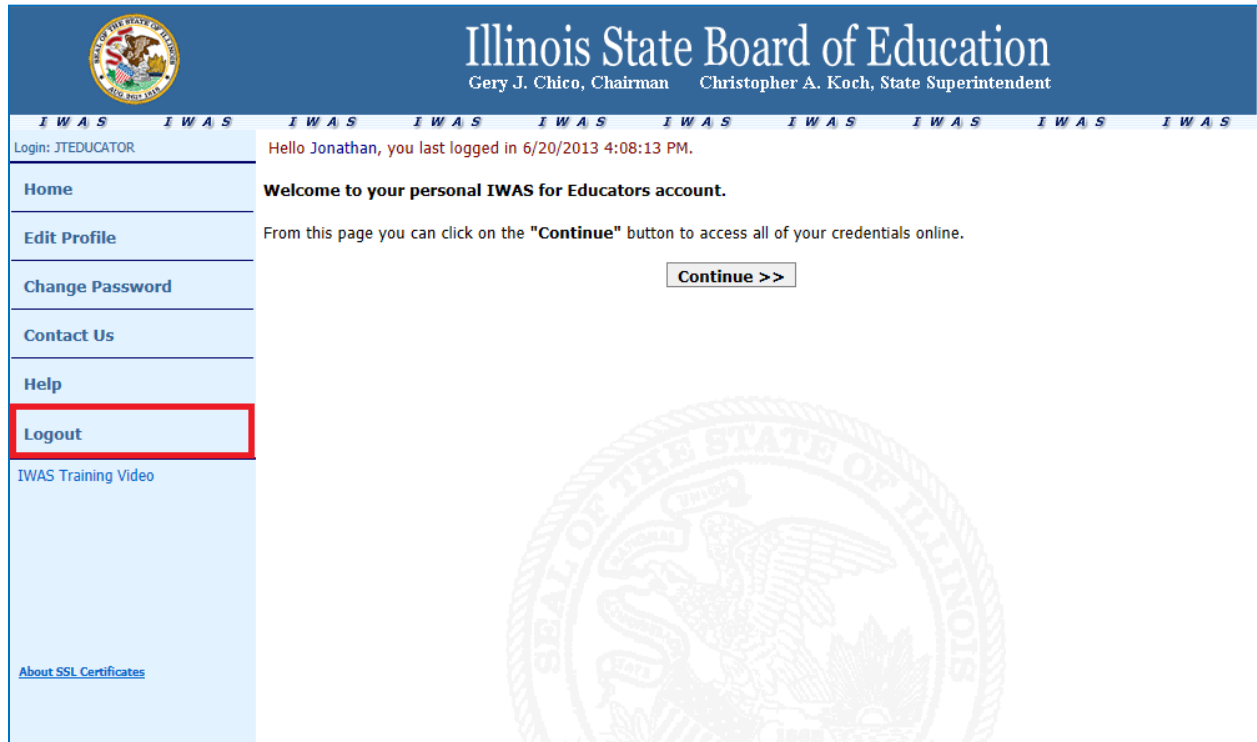
[Continue >>](#)





## Logout


In order to logout of the system, you must click on the Logout link in the left navigational menu of IWAS.



The screenshot shows the Illinois State Board of Education (IWAS) website. At the top, the header features the Illinois State Board of Education logo on the left and the text "Illinois State Board of Education" in a large serif font, with "Gery J. Chico, Chairman" and "Christopher A. Koch, State Superintendent" below it. A decorative banner with the acronym "IWAS" repeated in a stylized font spans the width of the page. Below the banner, the left sidebar contains a vertical menu with the following items: "Login: JT EDUCATOR", "Home", "Edit Profile", "Change Password", "Contact Us", "Help", "Logout" (highlighted with a red rectangular border), "IWAS Training Video", and "About SSL Certificates". The main content area on the right displays a personalized welcome message: "Hello Jonathan, you last logged in 6/20/2013 4:08:13 PM." followed by "Welcome to your personal IWAS for Educators account." and a message stating "From this page you can click on the 'Continue' button to access all of your credentials online." Below this message is a button labeled "Continue >>". A large, faint watermark of the Seal of the State of Illinois is visible in the background of the main content area.

## Find Login/Password

If you have forgotten your login name or password, it can be found by clicking on the Find Login/Password link from the IWAS for Educator Home Page.

 **Illinois State Board of Education**  
Gery J. Chico, Chairman   Christopher A. Koch, State Superintendent

I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S

**ISBE Home**  
**Home**  
**Sign Up Now**  
**Get Password**  
**Contact Us**  
**Help**  
IWAS User Guide   
IWAS Training Video

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

**Login Name**   
**Password**   
☐ Remember Login Name

**LOG IN**

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

**Find Login/Password**

**FORMER ECS USERS CLICK HERE FOR ACCESS TO THE ELIS SYSTEM**

You will be directed to create an IWAS account to instantly access your certification and ELIS information. After successfully creating your account, you will be able to log in on the left side of this page anytime to access your information.

**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 9.0 or above / Firefox 18.0 or above. You can download the latest version of these browsers by clicking on the following icons.

[About SSL Certificates](#)

After clicking on the link, you will be taken to the following screen. Answer



# Illinois State Board of Education

Gery J. Chico, Chairman Christopher A. Koch, State Superintendent

I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

[ISBE Home](#)[Home](#)[Sign Up Now](#)[Get Password](#)[Contact Us](#)[Help](#)[IWAS User Guide](#)[IWAS Training Video](#)[About SSL Certificates](#)

### Get Password

If you have forgotten your password, please enter your user name, then click on the **Get Password** button. On the next page you will be asked to provide the answer to your secret question, and there you may also choose to send the password to the email address on file. If there is no email address on file or if you choose not to send the password to your email address, the password will be displayed on the screen.

Login Name

Get Password

### Get Login Name

If you forgot your login name you need to enter your email address then click on the **Get Login Name** button. If you do not have an email address or there is no email address on file, please contact ISBE. On the next page you will be asked to provide the answer to your secret question. Then your login name will be emailed to you.


Email Address

Get Login Name

Build v2.0

Copyright © 2013 Illinois State Board of Education


In order to retrieve your password, enter your login name into the Login Name field and click on the Get Password button. You will next be asked your Secret Question.



# Illinois State Board of Education

Gery J. Chico, Chairman   Christopher A. Koch, State Superintendent

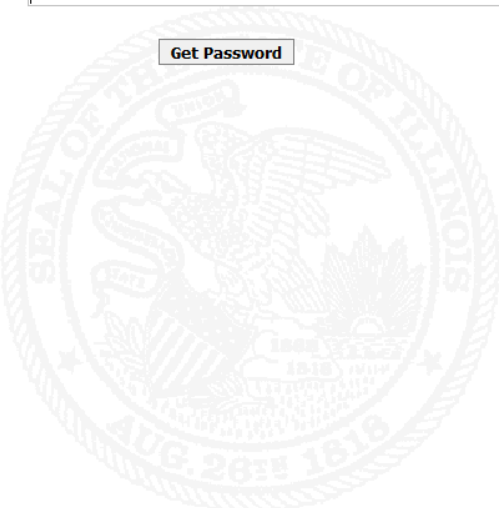
I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S

[ISBE Home](#)  
[Home](#)  
[Sign Up Now](#)  
[Get Password](#)  
[Contact Us](#)  
[Help](#)  
[IWAS User Guide](#)   
[IWAS Training Video](#)  
  
[About SSL Certificates](#)

Please answer your secret question and click on **Get Password** to retrieve your password.  
Your password will be sent to the email address on file.

**Secret Question:**   **Question**


**Answer:**  



Build v2.0

Copyright © 2013 Illinois State Board of Education

Entering the correct Answer will allow an e-mail to be sent to the address on file, letting you know your password.



# Illinois State Board of Education

Gery J. Chico, Chairman   Christopher A. Koch, State Superintendent

I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S

**The information you requested has been sent to the email address you have on file.**

[ISBE Home](#)  
[Home](#)  
[Sign Up Now](#)  
[Get Password](#)  
[Contact Us](#)  
[Help](#)  
[IWAS User Guide](#)  
[IWAS Training Video](#)  
  
[About SSL Certificates](#)

## Get Password

If you have forgotten your password, please enter your user name, then click on the **Get Password** button. On the next page you will be asked to provide the answer to your secret question, and there you may also choose to send the password to the email address on file. If there is no email address on file or if you choose not to send the password to your email address, the password will be displayed on the screen.

Login Name

Get Password

## Get Login Name

If you forgot your login name you need to enter your email address then click on the **Get Login Name** button. If you do not have an email address or there is no email address on file, please contact ISBE. On the next page you will be asked to provide the answer to your secret question. Then your login name will be emailed to you.

Email Address

Get Login Name

Build v2.0

Copyright © 2013 Illinois State Board of Education

You would follow the same process if you forgot your Login Name.