

SCHOOL COUNSELOR ENTITLEMENT REQUEST FORM



Educator
Preparation

Please print legibly

Name: _____
Last First Middle

Street Address: _____

City, State, Zip: _____

EIU email: _____ Personal email: _____

Semester and Year of Graduation or Program Completion: _____

EIU E-number: _____

ISBE ELIS IEIN: _____ (See back of page for direction for creating ELIS account)

Signature Date

For COE Office Use Only

Processing:

Application received: _____

Pre-completion posted: _____

Marked complete: _____

Candidate notified: _____

Verification:

Content test: _____ Date: _____

Graduation date: _____

CREATING YOUR ISBE ELIS ACCOUNT



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1. Go to www.ISBE.net
2. Click "Teachers"
3. Click "Log in to ELIS" (blue rectangle)
4. Click "Login to your ELIS account"
5. Select "Click Here for First Time Access to the ELIS System"
6. Complete the sign up form:
 - a. Be sure to use your formal names (first and last);
 - b. Make sure your birthdate is accurate;
 - c. Make sure your Social Security Number is accurate
 - d. Don't fill in the "IEIN" (you don't have one yet)
 - e. Create a Login name
 - f. Create a Password
 - g. Confirm your Password
 - h. Register an email address (can be EIU or personal)
 - i. Create and answer the secret question
 - j. Skip the "broadcast" and "email type" items
 - k. Select "Continue"
 - l. Select "Submit"
 - m. Select "Create My Account"
 - n. Select "Continue"
7. Record your ELIS IEIN, login, and password for future reference.
8. Record your IEIN in the appropriate space on the "School Counselor Entitlement Request Form" (reverse side) and turn in the form as directed by your instructor.
9. Note: If you already have an ISBE ELIS account and you know your IEIN, do not create a new ELIS account; please record your IEIN on the form (reverse) and turn in.