**ELIS- Directions for Entry**

**To access ELIS, go to:**

* ISBE.net
* On the top bar, click on, “ELIS/Educator Credentials
* Now click on, “Educator Access”
* You will need to log in, or create an account on the right.
* Click, “Continue”.
* This should take you to the Home page. It is here that various notifications might be listed. Check these once in awhile, as it will give you information about your license renewal, etc.

**First Time at Site: View Your Credentials**

* Click on, “View My Credentials”, or “My Credentials” in the top bar.
* Review to make sure that all of your licenses are listed, and that all information is correct.

**First Time at Site: Educator Tab**

* Click on the Educator Tab on the top bar.
* Now click on each tab, and check for accuracy.

**Entering Professional Development**

* Click on “Educator Tab” on the top bar.
* Go to the “Professional Development” tab.
* You will notice that your PD will be listed, (Note that some in your list may be from a previous licensure renewal.)
* Scroll to bottom. Click on, “Click here to add PD hours”.
* Walk through the steps so that you can add your hours.
* Make sure to click finish to complete the PD addition.