

How to Create an ELIS Account

Go to www.isbe.net

→Click on “System Quick Links” at the top of the page

→Select “ELIS-Educator Licensure Information System”

→Click on “Login to your ELIS Account

→On the right side of the page choose “Click here for for first time access to the ELIS system”. Fill out all personal information required and click continue.

Be sure to write down your user name and password. Store it someplace secure. You have now created your ELIS account and can view your license, apply for new endorsements, update your personal information, renew and register your license, and much more. Please make sure all personal information, including email address (do not use your school email, use your personal email), is entered correctly because this is how the state board will communicate with you in the future. Please note that the ROE can no longer accept any paper forms or fees. When a transcript is required, it must be an official transcript and to be considered official it must be in a sealed envelope from the university. All letters of recommendation and letters of experience must be original letters on school or business letterhead with original signature.