IWAS

ISBE Web Application Security

IWAS for Educators

Illinois State Board of Education

User Guide
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Introduction

Beginning on July 1st, 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.
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.
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.institute.org](http://www.institute.org)
2. Log into your account.
3. Go to the System Login page.
4. Click on "Want to sign up to other systems" to access ELIS.

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<tr>
<th>Educator Access</th>
<th>Public Search</th>
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<tr>
<td>Click here to create your IWAS account to access your ELIS information for the first time.</td>
<td>Click here to perform a search of public license information for educators in Illinois by using the City, District, School, or Educator Name.</td>
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On this page, click on the Educator Access link in order to view the IWAS for Educators home page.
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.
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.
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.
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.
You will then be taken to the IWAS for Educator Edit Profile screen.

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.

You will then be taken to the Change password Screen
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.
Help

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

In order to logout of the system, you must click on the Logout link in the left navigational menu of IWAS.
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.
After clicking on the link, you will be taken to the following screen.
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.
Entering the correct Answer will allow an e-mail to be sent to the address on file, letting you know your password.

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