

Illinois Educator Licensure Information System (ELIS) License Renewal

Educator License with Stipulations (PARAPROFESSIONAL)

INSTRUCTIONS

ELS-PARA licenses may renew beginning April 15, 2018

Log onto the ISBE website (<http://www.isbe.net/>) via **Internet Explorer** or **Firefox**. ELIS does not work well with Safari, Chrome and other browsers.

Click on **System Quick Links** at the top of the page, next to the Illinois State Board of Education seal.

Click on ELIS/Educator Licensure Information System.

Click on **Login to your ELIS account** under Educator Access and log in using your login name and password. If you don't remember your login name you can contact the LaSalle, Marshall & Putnam Regional Office of Education at 815-434-0780 or ajohnson@roe35.org. We have access to log in information but not passwords. If you have forgotten your password, click on **Find Login/ Password**. You can then enter your login name. You will be prompted to answer your chosen security question. Once the security question has been answered correctly, your password will be emailed to the email address on file that was used when the ELIS account was created. If you don't have access to that email any longer or are having any other issues with your password, you must contact ISBE for assistance. ISBE can be reached at 217-557-6763.

Once you have successfully logged in, click on continue.

On the homepage/dashboard, click on **RENEWALS** in the ACTION CENTER on the right-hand side of the page. Under Licenses Eligible for Renewal click on **CLICK HERE TO RENEW LICENSE**.

Review and, if needed, update the information on the screen. To update information, place the cursor in the applicable box, delete the old information, and type in the new information. Click **NEXT**.

Respond to the Criminal History Disclosure Statement questions and Click **NEXT**.

Select a registration region by clicking on the down arrow. Use the scroll bar to move up and down. Click on **LaSalle, Marshall & Putnam ROE #35**. Click **NEXT**.

Review the information on the screen. Once you have reviewed the information click the **"Make Payment"** button. By clicking the "Make Payment" button you are electronically signing this renewal application and authorizing the Illinois State Board of Education to charge your credit card for the registration fees. The registration fees are not refundable nor transferrable. The amount due will be \$51.18 and can be paid with a major credit/debit card. The license renews for a five-year period.

You will now be transferred to State Treasurer payment page/FORTE. FORTE Secure Web Pay collects fees on behalf of ISBE. On the payment screen fill in the debit/credit card information. Click **CONTINUE**. On the next screen check the box that authorizes the payment and click **SUBMIT PAYMENT**. For technical assistance with the payment screen contact FORTE at 866-290-5400. The payment will appear on your credit/debit card statement as **IL E Pay Forte.net**.

When the payment is processed, the system returns to the ELIS credentials screen. The new expiration and registered dates are reflected on the credentials screen. **NOTE:** ISBE does not issue paper licenses. For a paper copy of the license, print the current screen.

The renewal process is done completely online. The DuPage Regional Office of Education would be happy to assist you with the online process. We are available for assistance over the phone at (815) 434-0780, via email at ajohnson@ro35.org We can also assist in person at our office in Ottawa. We are available Monday through Friday from 8am-4:30 pm.

