

Instructions to update IWAS e-mail

ISBE will use this e-mail to contact you

To update an IWAS email address:

1. Log in to your ELIS account. **DO NOT** click Continue
2. Select **"Edit Profile"** on the left-hand side, after logging in.
3. On the "My Profile" page, update your IWAS **email address** and click **"Submit"** then click **"Logout"**
4. Immediately Log in to your ELIS and click Continue to update the IWAS email address.


The screenshot shows the 'My Profile (For ALL Systems)' page. On the left, a navigation menu includes 'Home', 'Edit Profile', 'Change Password', 'Contact ROE', 'Help', 'Logout', and 'IWAS Training Videos'. A yellow arrow points to 'Edit Profile'. The main content area displays a 'Continue >>' button. On the right, the profile form includes fields for First Name, Middle Name, Last Name, Social Security, RCDT, School, Title, Entity Name, Address 1, Address 2, City, State, Zip, Phone, Fax, Summer Phone, Email, Broadcast Email, and Email Type. A yellow arrow points to the 'Email' field. At the bottom right, a yellow arrow points to the 'Submit' button.

*** You have now successfully updated your email address in IWAS.
All future blast emails, including renewal reminders, will be sent to this updated email address.**

Instructions to update ELIS e-mail

This e-mail is listed in your contact information on your ELIS credential page

To update an ELIS email address:

1. Log in to your ELIS account.
2. Select "Continue."
3. Click the  on the right side of the screen, select "Edit Your Contact Information."
4. Click "Continue" on the bottom right side of the screen through the Update Wizard until you see this screen to update your email address.
5. Input your correct email address(es).
6. Click "Finish" on the bottom right side of the screen.

The screenshot shows the 'Edit Educator' form. It includes fields for Primary Phone, Secondary Phone, Primary Email Address, and Secondary Email Address. Below the form, there is a note: 'Once you have entered the required data, click the "Next" button.' At the bottom, there are two radio buttons: 'Save - Please save the profile information' (selected) and 'Cancel - Please cancel the wizard'.

***You have now successfully updated your email address in ELIS.**