

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.
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"**

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 shows 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. A 'Submit' button is at the bottom right.

*** 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. Under the green contact information box at the top of your ELIS account, select "Click Here to 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 has fields for Primary Phone (with an extension field), Secondary Phone (with area, exchange, and number fields), Primary Email Address, and Secondary Email Address. Below the form, there is a message: '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' (which is selected) and 'Cancel - Please cancel the wizard'.

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