Educator Licensing Online Onboarding Process – Returning Applicants

The first time educators login to ELO they will have to provide basic information about their licenses and themselves so that DPI may connect their license information to their specific WAMS ID. This is called Onboarding, and it is a one-time event. Once you are Onboarded you will see all your license information, and will be able to make necessary changes or additions to your license record.

In Step 1, click “Yes” and then Next at the bottom right.
In Step 1a, choose the license Category and Type of one of your licenses. Generally, this will be 1-Teacher and A-Teacher (T001) or 2-Administrator and A-Administrator (A001). If you hold multiple licenses you only need to choose one license category with which to Onboard. Click Next.
In Step 2, enter your last name as it appeared on your latest license (you can check this using our online license lookup at https://elo.wieducatorlicensing.org/datamart/publicSearchMenu.do). Also enter your Social Security number twice (without dashes) and your date of birth (mm/dd/yyyy). This information is used to match your license record(s) from our previous system. Note: the connection to ELO uses security based on industry standard (SSL). Click Next.
In Step 3, confirm your license information. ELO will display your Entity Number, which should be the same as your old educator file number, as well as the type of license(s) issued. Select “I confirm this is my license information” and then click Next. NOTE: If this information is missing or not correct, STOP and contact our TEPDL Help Desk using the “Contact Us” email link at the top of the page.
Below is an example of the Quick Start Menu you will see after successfully completing the Onboarding process. You will then be ready to print your license certificate, renew your current license, or apply for a new license.