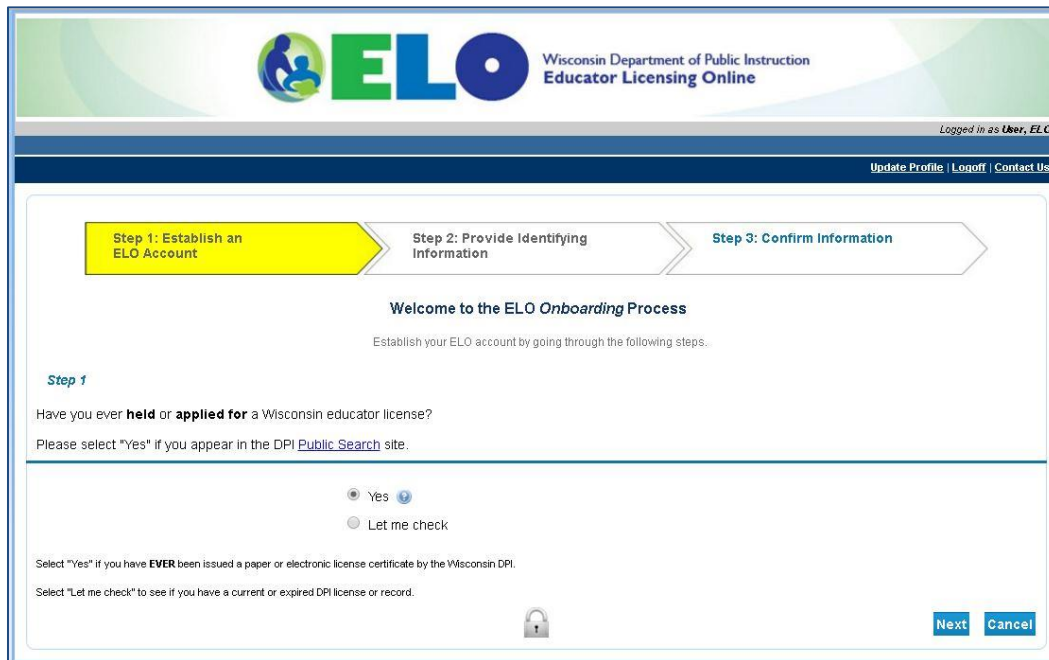


# Educator Licensing Online Onboarding Process – Returning Applicants

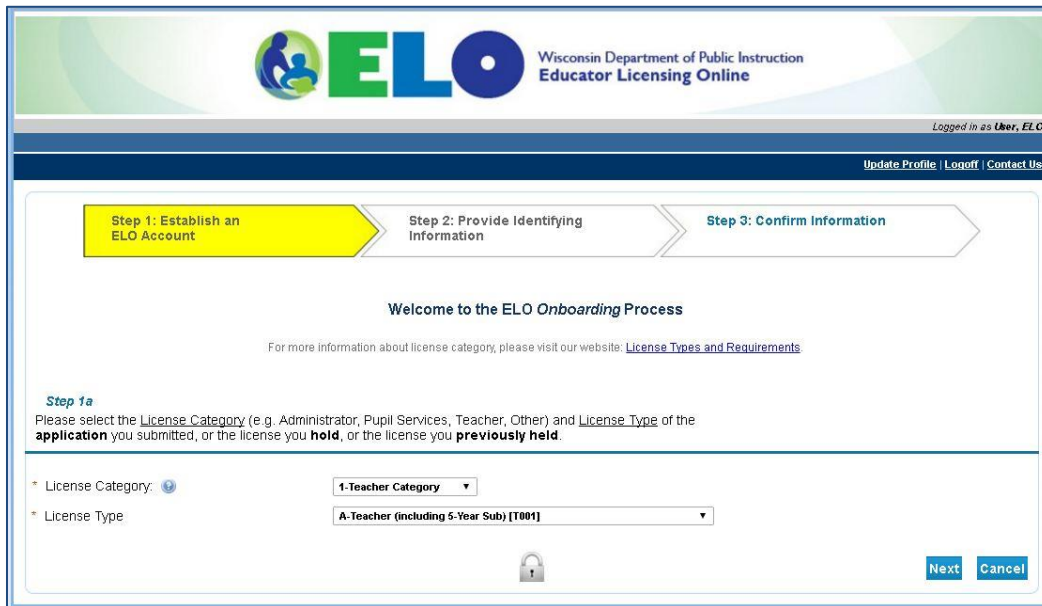
The first time educators login to ELO they will have to provide basic information about their licenses and themselves so that DPI may connect their license information to their specific WAMS ID. This is called Onboarding, and it is a one-time event. Once you are Onboarded you will see all your license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



The screenshot shows the ELO Onboarding Process interface. At the top, the ELO logo is displayed alongside the text "Wisconsin Department of Public Instruction Educator Licensing Online". Below the logo, the user is logged in as "User, ELO". A navigation bar contains links for "Update Profile", "Logout", and "Contact Us". The main content area features a progress indicator with three steps: "Step 1: Establish an ELO Account" (highlighted in yellow), "Step 2: Provide Identifying Information", and "Step 3: Confirm Information". Below the progress indicator, the text reads "Welcome to the ELO Onboarding Process" and "Establish your ELO account by going through the following steps...". The current step is "Step 1", which asks the user: "Have you ever **held** or **applied for** a Wisconsin educator license?" and "Please select 'Yes' if you appear in the DPI [Public Search](#) site." There are two radio button options: "Yes" (selected) and "Let me check". Below the options, there are two instructions: "Select 'Yes' if you have **EVER** been issued a paper or electronic license certificate by the Wisconsin DPI." and "Select 'Let me check' to see if you have a current or expired DPI license or record." At the bottom right, there are "Next" and "Cancel" buttons.

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.



The screenshot shows the ELO Onboarding Process interface. At the top, the ELO logo is displayed alongside the text "Wisconsin Department of Public Instruction Educator Licensing Online". A navigation bar indicates the user is logged in as "User, ELO" and provides links for "Update Profile", "Logout", and "Contact Us".

The onboarding process is divided into three steps, represented by arrows: "Step 1: Establish an ELO Account" (highlighted in yellow), "Step 2: Provide Identifying Information", and "Step 3: Confirm Information".

Below the steps, a welcome message reads: "Welcome to the ELO Onboarding Process". A link is provided for more information: "For more information about license category, please visit our website: [License Types and Requirements](#)".

**Step 1a**  
Please select the License Category (e.g. Administrator, Pupil Services, Teacher, Other) and License Type of the application you submitted, or the license you hold, or the license you previously held.

The form contains two dropdown menus:

- License Category: 1-Teacher Category
- License Type: A-Teacher (including 5-Year Sub) [T001]

A padlock icon is visible below the dropdowns, and "Next" and "Cancel" buttons are located at the bottom right of the form area.

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.

The screenshot shows the ELO (Educator Licensing Online) interface. At the top, the ELO logo is displayed alongside the text "Wisconsin Department of Public Instruction Educator Licensing Online". A navigation bar indicates the user is logged in as "User, ELO" and provides links for "Update Profile", "Logout", and "Contact Us".

The main content area features a progress indicator with three steps: "Step 1: Establish an ELO Account", "Step 2: Provide Identifying Information" (highlighted in yellow), and "Step 3: Confirm Information". Below this, the instruction "Provide identifying information below." is shown.

**Step 2**  
Enter your personal information below. You will be allowed to update your name during the application process, if necessary.  
If you have never held or applied for a DPI license or permit, the Quick Start Menu will be displayed next.

\* required field

License Type: A-Teacher (Including 5-Year Sub) [T001]

\* Last Name (as shown in Public Search\*):

\* Social Security Number:  All 9 Digits of SSN required, no dashes.

\* Social Security Number (confirm):  All 9 Digits of SSN required, no dashes.

\* Date Of Birth:  (mm/dd/yyyy)

\* PLEASE NOTE: To find your existing records, the Last Name **must** match the name you see in DPI Public Search.  
If necessary, delete the pre-populated last name and type the one from Public Search so your DPI record(s) can be linked with your ELO account.  
You will be allowed to update your name during the application process.

At the bottom right, there are "Next" and "Cancel" buttons. A lock icon is visible at the bottom center.

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.

**ELO** Wisconsin Department of Public Instruction  
Educator Licensing Online

Logged in as User, ELO

Update Profile | Logoff | Contact Us

Step 1: Establish an ELO Account    Step 2: Provide Identifying Information    **Step 3: Confirm Information**

**Good News! We have located your DPI record(s)!**

**Step 3**  
Listed below are all your open application(s) and/or license(s) on file. Confirm below to complete the Onboarding process.

Entity Number: 824691  
Name: User, ELO

License Type	License Number
A-Teacher (including 5-Year Sub) [T001]	1001319897

+ Select One:

I confirm this is my license information. ([Click here to view your license\(s\) held through WI DPI](#))

No this is not my License information

Next Cancel

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.

**ELO** Wisconsin Department of Public Instruction  
Educator Licensing Online

Logged in as **User, ELO**

[Update Profile](#) | [Logout](#) | [Contact Us](#)

### Quick Start Menu

**Welcome to the DPI Educator Licensing Online system.**

The Quick Start menu is the home for educator transactions, payments, and license certificates.

**After each transaction, scroll down to view important information.**

- Access ELO Cart and Additional Activities**  
Unless otherwise noted, all transactions require a Conduct & Competency Questionnaire (C&C) and a payment. *No refund will be made regardless of whether or not a license is issued.*
- Manage Your EXISTING LICENSE(S)**  
An application against an existing license is **only required when the license expires this calendar year.** See [directions](#) for important details.
- Apply for a NEW LICENSE**  
Are you a recent graduate, have completed a new approved program, or passed a Wisconsin content test to add a teaching subject to your license? Thinking about moving to Wisconsin and becoming an educator? Apply for a new license below.

Teacher: Initial Educator  
Teacher: 5 Year  
#1001319897

<Choose Transaction> **Go!**

<Choose Category> **Go!**

<Choose License Typ > **Go!**

<Choose Transactio > **Go!**

Entity Information	Show Stipulations
Entity Number: 624691	
Have Stipulations?: No	

License Information	Expand
License Number: #1001319897	
License Type: Teacher: Initial Educator Teacher: 5 Year	