

ELO Onboarding

It is critically important that educators who hold or have held a DPI license properly onboard so that their licenses are connected to their WAMS ID. You must be able to see your license in ELO in order to renew it.

In Step 1, click “Yes” and then Next at the bottom right.

The screenshot shows the ELO Onboarding Process interface. At the top, there is a header with the ELO logo and the text 'Wisconsin Department of Public Instruction Educator Licensing Online'. Below the header, there is a navigation bar with 'Logged in as User, ELO' and links for 'Update Profile', 'Logout', and 'Contact Us'. The main content area features a progress indicator with three steps: 'Step 1: Find my Wisconsin DPI record' (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 'Please locate your DPI record(s) by going through the following steps.' The 'Step 1' section asks 'Have you ever **applied for** or **held** a Wisconsin educator license?' and 'Please select "Yes" if you appear in the DPI [Public Search](#) site.' There are two radio buttons: 'Yes' (selected and circled in red) and 'No'. 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 Teacher and Teacher or Administrator and Administrator. Click Next.

The screenshot shows the ELO Onboarding Process interface for Step 1a. At the top, there is a header with the ELO logo and the text 'Wisconsin Department of Public Instruction Educator Licensing Online'. Below the header, there is a navigation bar with 'Logged in as User, ELO' and links for 'Update Profile', 'Logout', and 'Contact Us'. The main content area features a progress indicator with three steps: 'Step 1: Find my Wisconsin DPI record' (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 'For more information about license category, please visit our website: [License Types and Requirements](#)'. The 'Step 1a' section asks '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**.' There are two dropdown menus: 'License Category' (set to '1-Teacher Category') and 'License Type' (set to 'A-Teacher [T001]'). At the bottom right, there are 'Next' and 'Cancel' buttons.

In Step 2, enter your last name as it appeared on your last 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 and your date of birth. This information is used to match your license records 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 subject or position of the license you chose in Step 1a. Select “I Confirm...” and then click Next. NOTE: If this information is missing or not correct, STOP and contact our help desk using the “Contact Us” email link is at the top of the page.

Congratulations! Below is an example of the Quick Start screen 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.

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 management.

You may have to scroll down to see all sections (e.g. the ELO Shopping Cart).

Entity Information Show Stipulations

Entity Number: 602070
Have Stipulations? No

License Information Show Details

License Number: #1990000952
License Type Intern Teacher 1 Semester

License Information Show Details

License Number: #1001204401
License Type Teacher: Professional
Educator Teacher 5 Year

Manage your license information

You may print your license certificate here. When it is appropriate, you will be able to request an advancement, extension or upgrade for your existing license.

Teacher: Professional Educator Teacher 5 Year #1001204401 <Choose Transaction> **Select**

Start a New Transaction for a New License

What are you applying for? If you need help choosing, please visit [Educator Licenses](#)

<Choose Category> ▼

<Choose License Type> ▼

<Choose Transaction> ▼ **Select**

Access ELO Cart

Unless otherwise noted, transactions require payment prior to DPI review. *No refund will be made regardless of whether or not a license is issued.*