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.

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.
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](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.

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).

- 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.

- Start a New Transaction for a New License
  What are you applying for? If you need help choosing, please visit Educator Licenses.

- 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.