



Entering CPDU's: Step-by-Step

- **Begin by going to the following website: ISBE.net**
- Click on “Teachers”
- Click on “Log into ELIS”
- Under “Educator Access”, click on “Log in to your ELIS Account”
- **BOOKMARK the page it brings you to.** You will use this often to enter CPDU's.

- If you already know your ELIS login info, use it. If not, click on blue link to set up an account.
- Once you log in, hit “Continue”
- Check to see if primary and contact info is correct
- Also listed is your IEIN (Illinois Educator Identification Number). Write this down somewhere for later reference. You will need this for reference from time to time throughout the school year.
- Certification/licensure/credentials are all listed. When it's time to renew your license, this is where you will do it.

- Scroll down to the bottom of the page. Look for the blue link “Enter Professional Development” and click on it.
- Scroll to the bottom of the page and click on the blue link “Add Professional Development Hours”
- Use info on CPDU sheet to complete what's on the screen
- For the Description area, 1-2 sentences are plenty or even more than enough. (An example...for the TMP quarter one meeting, I simply typed in the following: TMP requirements, TAP overview, SLO overview)
- Hit blue arrow when done. Poof! It's in the system.

- **Keep up with this.** It's important to have it in the system and it's annoying to have to sit down for a long time and get caught up.
- Also, keep the paper copies just in case you're ever audited/called out by anyone. I've been throwing mine in the same folder for the last 16 years. Whether you stay in U-46 or transfer to another district down the road, CPDU's are important and I want you to get credit for all the PD you attend.