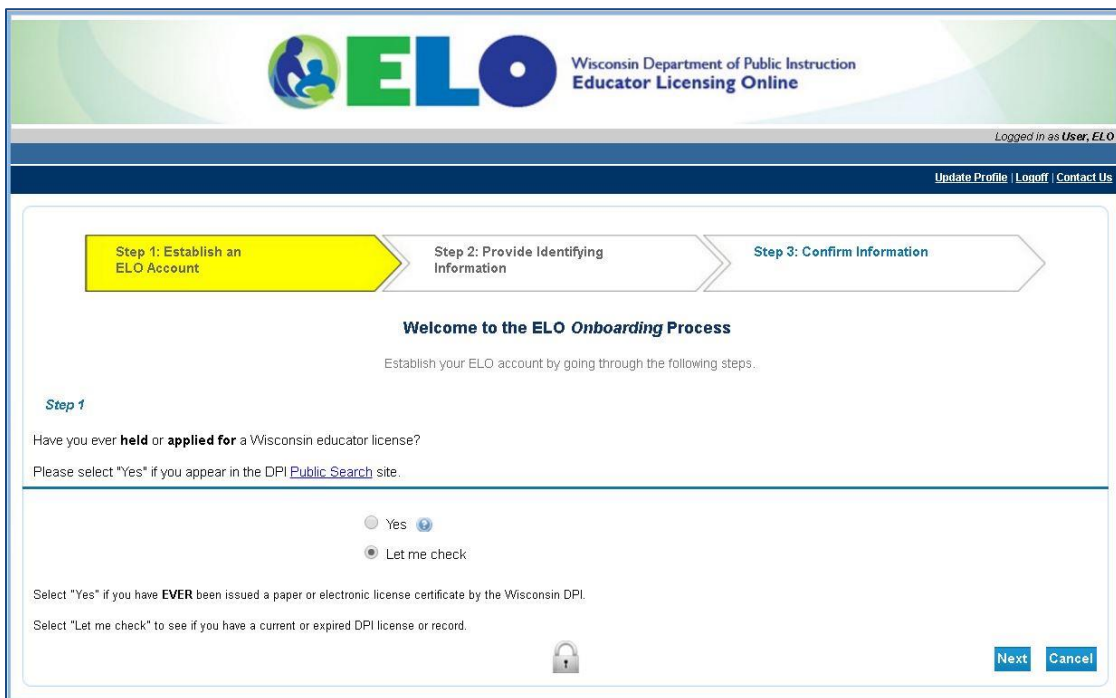


Educator Licensing Online Onboarding Process – New Applicants

The first time educators login to ELO they will have to provide basic information about themselves so that DPI may check for any existing license records. This is called Onboarding, and it is a one-time event.

In Step 1, click “Let Me Check” 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 bar 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 bar, 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 "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" and "Let me check". Below the options, there is a lock icon and two buttons: "Next" and "Cancel".

Wisconsin Department of Public Instruction
Educator Licensing Online

Logged in as User, ELO

Update Profile | Logout | Contact Us

Step 1: Establish an ELO Account

Step 2: Provide Identifying Information

Step 3: Confirm Information

Welcome to the ELO Onboarding Process

Establish your ELO account by going through the following steps...

Step 1

Have you ever **held** or **applied for** a Wisconsin educator license?
Please select "Yes" if you appear in the DPI [Public Search](#) site.

Yes

Let me check

Select "Yes" if you have **EVER** been issued a paper or electronic license certificate by the Wisconsin DPI.
Select "Let me check" to see if you have a current or expired DPI license or record.

Next Cancel

In Step 2, enter your last name, Social Security number twice (without dashes) and your date of birth (mm/dd/yyyy). This information is used to double check for any existing license records. If you are new to the Wisconsin educator profession and are applying for the first time, it is expected that no records will be found. Note: the connection to ELO uses security based on industry standard (SSL). Click Next.

The screenshot shows the ELO registration 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". A progress indicator shows three steps: "Step 1: Establish an ELO Account", "Step 2: Provide Identifying Information" (highlighted in yellow), and "Step 3: Confirm Information".

The main content area is titled "Provide identifying information below." and includes the following instructions:

- 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.

A note indicates that fields marked with an asterisk (*) are required. The form contains the following input fields:

- * 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)

A "PLEASE NOTE" section states: "To find your existing records, the Last Name **must** match the name you see in DPI Public Search." It also notes that the pre-populated last name can be updated during the application process.

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

If no existing license records are found you will be brought to the Quick Start Menu. Below is an example of the Quick Start Menu you will see after successfully completing the Onboarding process. You will then be ready to apply for a new license.

The screenshot shows the ELO (Educator Licensing Online) 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 links for "Update Profile", "Logout", and "Contact Us". The main content area is titled "Quick Start Menu" and includes a welcome message: "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." To the right of this message is a "License Information" box that says "No License Information Available". Below the welcome message, there are two main sections: "Access ELO Cart and Additional Activities" and "Apply for a NEW LICENSE". The "Access ELO Cart and Additional Activities" section includes a "Go!" button. The "Apply for a NEW LICENSE" section includes a "Go!" button and three dropdown menus labeled "<Choose Category>", "<Choose License Typ", and "<Choose Transactio".