Educator Certification System (ECS)

General System Information

September 1, 2006
Introduction
Access to ECS
Already Have a Previous OTIS or CeRTS Account?
New Account Setup
Reset Exiting Login
ECS Menu Items
ECS Summary Screen
My Profile
My Credentials
Applications
Professional Development
Register/Renew
LPDC
Introduction

The Illinois State Board of Education’s Online Teacher Information System (OTIS), Certificate Renewal Tracking System (CeRTS) have been merged together to form the new Educator’s Certification System (ECS). ECS is a web-based system that allows educators and district administrators access to certification data from ISBE’s Teacher Certification Information System (TCIS).

The ECS web site consists of two portals, or doorways to certification data: District administrators can view certification data that is considered public information; that is issued educator credentials. ECS also allows educators to create private accounts and have access to all of their TCIS data, apply for certificates and endorsements, register and renew their certificates, and apply for NCLB Housse HQ status. ECS accepts only credit cards as payment for application services; Discover, American Express, Visa, and MasterCard cards are accepted.

Access to ECS

ECS can be accessed on any computer with internet access and an internet browser at www.isbe.net/ECS
Already Have a Previous OTIS or CeRTS Account?

If you previously had an OTIS account use you OTIS login (email address) and OTIS password to login to ECS. If you did not have an OTIS account, but did have a CeRTS account use your CeRTS login and password. If you had both an OTIS login and a CeRTS login use the OTIS login. If you did not have an account in either previous system click on the Create New Account button and establish a new ECS account. If you forgot your password you can click on the Reset Account button.

New Account Setup

If you did not previously have an OTIS or CeRTS account you will need to create a new account in ECS. You can begin this process by clicking on the <Create New Account> button.
The first step asks you to enter your social security number and last name.

Creating Account - Step 1 of 14

You are attempting to create an ECS account.

Please enter your Social Security Number (SSN) and last name below so we can look up your file.

Press the Next button when you are done.

- SSN: 555555555
- Verify SSN: 555555555
- Last Name: Smith

The next step asks you to enter your email address.

Creating Account - Step 2 of 14

You are attempting to create an ECS account.

We have located your file.

Please enter and verify your email address below and then press Next.

- Email Address: suesmith@isbe.net
- Verify Email Address: suesmith@isbe.net
The next step asks you to enter your personal information. Also, notice that you have been assigned an Illinois Educator Identification Number (IEIN) at this point.

### Creating Account - Step 3 of 14

You are attempting to create an ECS account.

Please enter and verify your address information below and then press Next.

- **IEIN:** 775161
- **First Name:** Sue
- **Middle Initial:** R
- **Last Name:** Smith
- **Date Of Birth:** 09/01/1965
- **Gender:** Female
- **Address 1:** 123 Any Street
- **City:** Any Town
- **State:** Illinois
- **Zip:** 62667
- **Home Phone:** 217-632-8888
- **Work Phone:** 217-558-9999
The next step asks you to enter a unique user id; your User Id can be from 1 to 80 characters long.

You are attempting to create an ECS account.

Please enter and verify the user id that you would like to use to access ECS.

Once you have entered and verified it then press the Next button.

User ID: SueRSmith
Confirm User ID: SueRSmith

The next step asks you to enter a password. Your password must be at least 6 characters long with a maximum of 40 characters.

You are attempting to create an ECS account.

Please enter and verify the password that you would like to use to access ECS.

Once you have entered and verified it then press the Next button.

Password: educator
Confirm Password: educator
The next step asks you to select one of the secret questions and fill in the answer to be used as a prompt to reset your account in case you forget your password.

<table>
<thead>
<tr>
<th>Secret Question:</th>
</tr>
</thead>
<tbody>
<tr>
<td>What county were you born in?</td>
</tr>
<tr>
<td>What is your driver's license number?</td>
</tr>
<tr>
<td>What is your father's middle name?</td>
</tr>
<tr>
<td>What is your mother's maiden name?</td>
</tr>
</tbody>
</table>

Secret Question Answer: George
The next step asks you to select your type of employment as an educator. If you are not currently employed as an educator, select “Not Currently Employed as an Educator”. If you select “Not Currently Employed as an Educator” several of the wizard steps will be skipped.

Creating Account - Step 7 of 14

You are attempting to create an ECS account.

Please select your career status from the list below. After selecting your career status press the Next button.

Career Status:

- Employed As Administrator in Illinois
- Employed As Administrator Out Of State
- Employed As Teacher In Illinois
- Employed As Teacher Out Of State
- Not Currently Employed As An Educator

The next step asks you to select the type of educational facility where you are employed.
The next step asks you to select the Regional Office of Education where you are employed.
You are attempting to create an ECS account.

Please indicate your region of employment and press the Next button.
The next step asks you to select the school district where you are employed.
The next step asks you to select the school building where you are employed.

You are attempting to create an ECS account.

Please indicate your building in the district and press the Next button.

School Building:

- 00000000000000-Central Building
- 00000000001111-Not Listed
- 00000000009999-Not in Central Office or Regular Building
- 3806205262003-PETERSBURG ELEM SCHOOL
- 3806202620006-PORTA CENTRAL
- 3806202620001-PORTA HIGH SCHOOL
- 3806202621003-PORTA JR HIGH SCHOOL
- 380620262020-S-TALLULA ELEM SCHOOL
The next step asks you to select your educational position.

Creating Account - Step 12 of 14

You are attempting to create an ECS account.

Please indicate your primary position and press the Next button.

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Primary Position:

- 39-Adult Education
- 19-Elementary Teacher
- 14-High School Dean
- 22-High School Teacher
- 38-Instructional Television
- 13-Junior High Dean
- 20-Junior High/Middle Teacher
- 24-Librarian/Media Specialist
- 58-Reading Specialist
- 18-Special Education Teacher
The final step displays your User Id and Password. Once you click the Enter ECS button you will be logged into your new ECS Account.

You are attempting to create an ECS account.

You will create the following account when you hit the Enter ECS button.

Please print this page for your records.

Your new ECS log in is listed below.

User ID: SueRSmith
Password: educator
Reset Exiting Login

If you forget your password or login you can use the <Reset Account> button to reset your login information.

<table>
<thead>
<tr>
<th>ECS - Educator Certification System</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Welcome to the ISBE Educator Certification System</strong></td>
</tr>
<tr>
<td><strong>Log Into ECS - Frequently Asked Questions</strong></td>
</tr>
<tr>
<td><strong>Already have an account? Login Here:</strong></td>
</tr>
<tr>
<td>Account ID: [ ]</td>
</tr>
<tr>
<td>Password: [ ]</td>
</tr>
<tr>
<td>Login</td>
</tr>
<tr>
<td><strong>New User? Create Account Here:</strong></td>
</tr>
<tr>
<td>All educators in Illinois can view and track their certification information by creating an ECS account. Once created, this account will allow you to view your information, apply for new certificates, register and renew your certificates, and enter professional development.</td>
</tr>
<tr>
<td>Create New Account</td>
</tr>
<tr>
<td><strong>Forgot Login Info? Login Here:</strong></td>
</tr>
<tr>
<td>If you do not remember your Account ID or password you can click the Reset Account button below to login by verifying some basic information about your account.</td>
</tr>
<tr>
<td>Reset Account</td>
</tr>
<tr>
<td><strong>District Administrators: Look Up Staff Here</strong></td>
</tr>
<tr>
<td>SSN: [ ] OR</td>
</tr>
<tr>
<td>IEIN: [ ] AND</td>
</tr>
<tr>
<td>Last Name: [ ]</td>
</tr>
<tr>
<td>Find Staff Member</td>
</tr>
</tbody>
</table>

The first step asks you to re-confirm your social security number or IEIN and last name.
The next step asks you to enter the answer to your secret question.

**Reset Account - Step 2 of 5**

You are attempting to reset your account.

Please answer your secret question below and press the submit button.

What is your father's middle name?

---------------------------

George
The next step asks you to enter your Account ID. This can be a new one or your previous one and must be between 1 and 80 characters long.

The next step asks you to enter a new password; this can be a new one or your previous one and must be between 6 and 40 characters long.
The last step displays your new Account ID and Password. Click the Log In button to enter your ECS account.
ECS Summary Screen

All previous OTIS functionality has been transferred to ECS and has not been changed. You will find menu items for various services and data viewing on the left and Frequently Asked Questions and link in the remaining portion of the Summary Screen.

ECS Menu Items

The previous OTIS menu items have been grouped in logical groups of functionality in the new ECS system. Menu item groups include: Home, My Profile, My Credentials, Applications, Professional Development (new), Register/Renew, and LPDC (appears only if educator is a LPDC chairperson or member).

The Home menu item will always return you to the Summary Screen.
You have been assigned an Illinois Educator Identification Number (IEIN) - **ATTENTION**
ISBE is taking steps to protect your identity. The first step is the assignment of an Illinois Educator Identification Number (IEIN). Click on this link to see your newly assigned IEIN.

You can now update your NCLB subject areas online (HOUSSE) - **NEW**
ISBE has determined the subject areas for which you are Highly Qualified (HQ) based upon having on file at ISBE one or more of the qualifying credentials. You can view these State determined HQ subject areas by clicking on this link. If you are a veteran teacher (full year teaching the subject) you can apply to be highly qualified in a subject area through HOUSSE. Click on this link to start your HOUSSE application.

You can now enter your professional development in ECS - **NEW**
The functionality that used to be in CeRTS and CeRTS for Administrators has been incorporated into ECS. Click on this link to explore this new functionality.

You have an entitlement certificate waiting for your application - **ATTENTION**
You have a certificate from an approved teacher education program that is waiting for your application. This certificate has not yet been issued because you have not yet applied for it. Click on this link to start the application process.

You have certificates that are not registered - **ATTENTION**
Illinois law requires that your certificate(s) must be registered in the region in which you are teaching. You have certificates that have not yet been registered. Click on this link to register your certificates.

I recently completed an approved teacher education program. How do I apply for my certificate?
In Illinois there are two types of certificates; those earned through an approved teacher education program and those earned through transcript evaluation. If you have completed an approved teacher education program at an Illinois university then you will want to...
My Profile

The My Profile main menu item will display links to your ECS Account Settings, Personal Settings and Educator Profile.

The **ECS Account Settings** menu item allows you to view and/or update your email address, secret question, secret question answer, and password.

The **Personal Settings** menu item allows you to view and/or update your personal information such as name, address, date of birth, gender, and telephone numbers.

The **Educator Profile** menu item allows you to view your profile as an educator and step through a wizard to update your profile. These steps ask if you are an administrator or a teacher and whether or not you are employed in an Illinois public school and if so which district.
My Credentials

The My Credentials main menu item will display links to your Current Credentials, Pending Credentials, Prior Credentials, NCLB Credentials, Deficiencies, Teaching History, Document History, Degrees, and Tests.
Applications

The Applications main menu item will display links for you to process various application with ISBE electronically.

From the Applications main menu you can apply for a certificate or endorsement of an existing certificate, register your certificates, or apply for duplicate certificates. All application links launch a step-by-step wizard that will walk you through the application process. Application fees can only be paid for via credit card.

Professional Development

The Professional Development main menu item will display links for you to view and/or add professional development activities, apply for exemptions from professional development, view
Administrator Academy Courses, view and/or submit Statements of Assurance (Request for Verification), and renew your certificates. See separate documentation for details on these screens on the ECS web site.
Register/Renew

The Register/Renew main menu item displays all certificates that can be registered and provides a link to register and renew the certificates. The Register/Renew link will launch a step-by-step wizard that will walk you through registering and renewing your certificates.

LPDC

The LPDC main menu item displays links that are used by Local Professional Development Committee members. This menu item will only be displayed when the user logged in is a LPDC chairperson or member.