Lake Forest School District 67 & 115

Human Resources

TEACHER RECERTIFICATION PROCEDURES

Accessing ECS and Updating Account – Step 1

1. Launch a browser and enter www.ISBE.net
2. Choose ECS from the top of the screen.
3. Select Educator Access
4. If you already have established an account, just log in. Otherwise;
5. Press the button "Create a New Account"
6. Input your last name and social security number when prompted. The answer to your secret question may be your certificate number.
7. Establish an account/user ID and password when prompted. Choose a new secret question and furnish an answer.
8. Once you have supplied the new question/answer, pressing "log-in" will take you to your ECS portal.
9. To update your ECS records, click on My Profile located in the side bar menu.
10. Once you view and update your personal records, you can click on My Credentials and view your professional records. Please check your degree information and update/edit where necessary. If you are adding a degree, you will need to supply the ISBE with official transcripts. Please contact the HR Department and we will assist you with this process.
11. You are now ready to proceed to Step 2