

Welcome to NASB's new application management system, Revelus!

Effective immediately, all NASB searches will utilize this online application management system. Your information and materials will be seen by the NASB search team and the board members for the district(s) you are applying.

- 1. Set up your Revelus Profile
- 2. Apply to your district(s) of interest

		<u>htt</u>	ps://nasb.my	<u>/revelus.co</u>	<u>om/</u>		
1. Log In							
Nebraska Assoc	ciation of School	Boards				LOG IN)
	Open Searc	ches				Ŭ	
	SEARCH TITLE	JOB TYPE	MEMBER ORGANIZATION	CLOSING DATE			
	Superintendent	Superintendent		11/22/2020 1	1:59 PM Apply Now		
	Superintendent	Superintendent		твр	Apply Now		
	Superintendent	Superintendent		TBD	Apply Now		

- 2. If you have your email and sign-in from the old system you can input the information into the username and password fields. Your user name is your full email address.
 - a. If you are a new user, you will need to create a new account.

Nebraska Association of
SCHOOL BOARDS
You are logging into: Nebraska Association of School Boards
Log in Create new account Reset your password
Gerhame
Password *

3. Complete a Revelus Profile

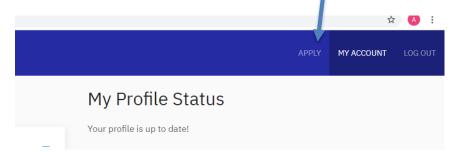
- a. Your Profile
 - Must be complete PRIOR to applying for any position
 - Must have personal documents in PDF Format
 - Is editable, prior to submitting an application
 - Will automatically be included as part of your application materials for each position for which you apply.

Welcome,	My Profile Status	
Name Edit	_	Your profile is up to date!
Address	+	
Personal Information	+	
Veterans Preference	+	
Education History	+	
Work History	+	
Certifications	+	
Resume	+	
Files	+	
References	+	
Additional Questions	+	
Forms	+	
Release Form	+	

4. Profile Requirements

- a. Complete ALL Profile areas, including the questions
- b. Three References
- c. **PDF** Uploads Resume, Administrative Certificate, Transcript(s), Release Form

5. When you are ready to apply for a position click on the apply button



6. Once you are on the Home Page you can select the district you are applying for

Nebraska Asso	ciation of School Boards			APPLY	MY ACCOUNT	LOG OUT
	Open Searches SEARCH TITLE JOB TYPE MEMBER ORGANIZATION Superintendent Superintendent Image: Superintendent Superintendent Superintendent Image: Superintendent	CLOSING DATE 11/22/2020 11:59 PM TBD Apply Nov TBD	View All Interview Requests			

7. Click the Apply Now button

NASB Nebraska Association of SCHOOL BOARDS	Nehraska Assoc	iation of School Boards	
		Superintendent	
		Јор Туре	Superintendent
		Member Organization	
		Status	Current
		Web Posting Start Date	August 17, 2020
		Cusing Date	November 22, 2020
		Apply Now	

8. Apply

- a. Complete the District specific application statements
- b. Upload a personalized letter of interest and resume OR check to use the one in your profile
- c. Review thoroughly YOU CANNOT MAKE CHANGES AFTER SUBMITTING YOUR APPLICATION
- d. Sign Application (check the box for acceptance and verification of the application)
- e. Submit your application

Application for Superintendent at

Upload your Letter of Interest *
Choose File No file chosen
Select a resume (PDF file only) Attach resume file Use existing resume
Choose File No file chosen
One file only. 50 MB limit. Allowed types: pdf.
When are you available to start this position? (?) *
06/30/2020
How did you learn of this vacancy?
- Select -
Applicant Signature
I understand that my application cannot be changed after it is submitted
Checking this box will act as your signature and verify that you accept the terms of the application

You did it! If you have any questions please contact Anne at <u>asilknitter@nasbonline.org</u> for assistance. You can also click the "Need help?" button in the bottom right corner of the screen to complete a request.