

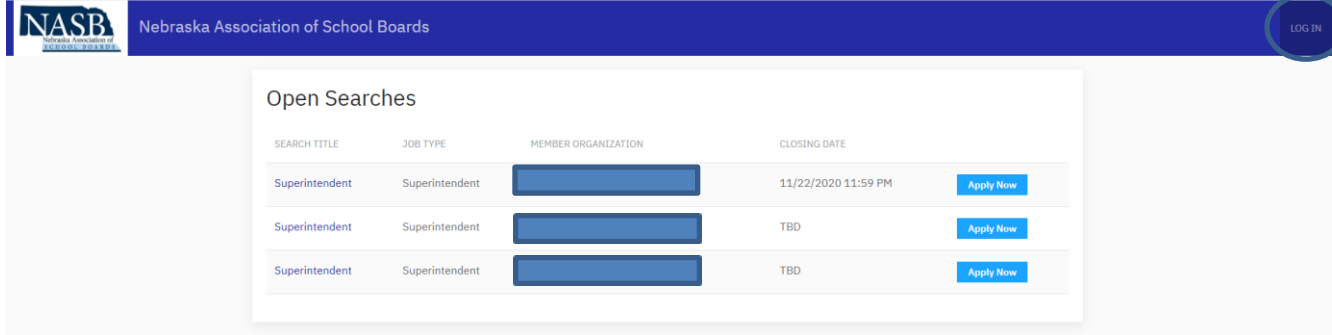
## Welcome to NASB's new application management system, Revelus!

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

<https://nasb.myrevelus.com/>

1. Log In

SEARCH TITLE	JOB TYPE	MEMBER ORGANIZATION	CLOSING DATE	
Superintendent	Superintendent	[Redacted]	11/22/2020 11:59 PM	<a href="#">Apply Now</a>
Superintendent	Superintendent	[Redacted]	TBD	<a href="#">Apply Now</a>
Superintendent	Superintendent	[Redacted]	TBD	<a href="#">Apply Now</a>

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 username is full email address.
  - a. If you are a new user, you will need to create a new account



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### 3. Complete a Revelus Profile

#### a. Your Profile

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

Welcome, [Redacted]

My Profile Status

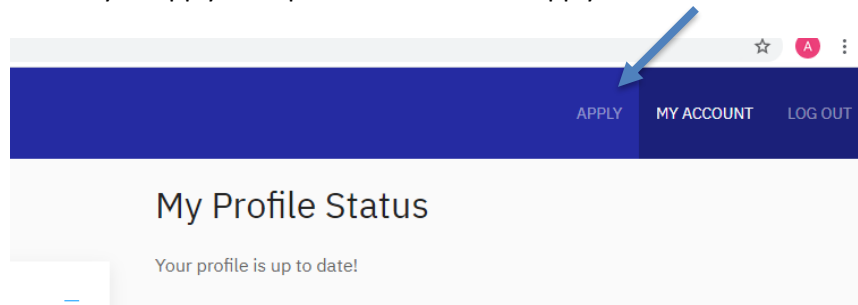
Your profile is up to date!

Name	–
[Redacted]	
Edit	
Address	+
Personal Information	+
Veterans Preference	+
Education History	+
Work History	+
Certifications	+
Resume	+
Files	+
References	+
Additional Questions	+
Forms	+
Release Form	+

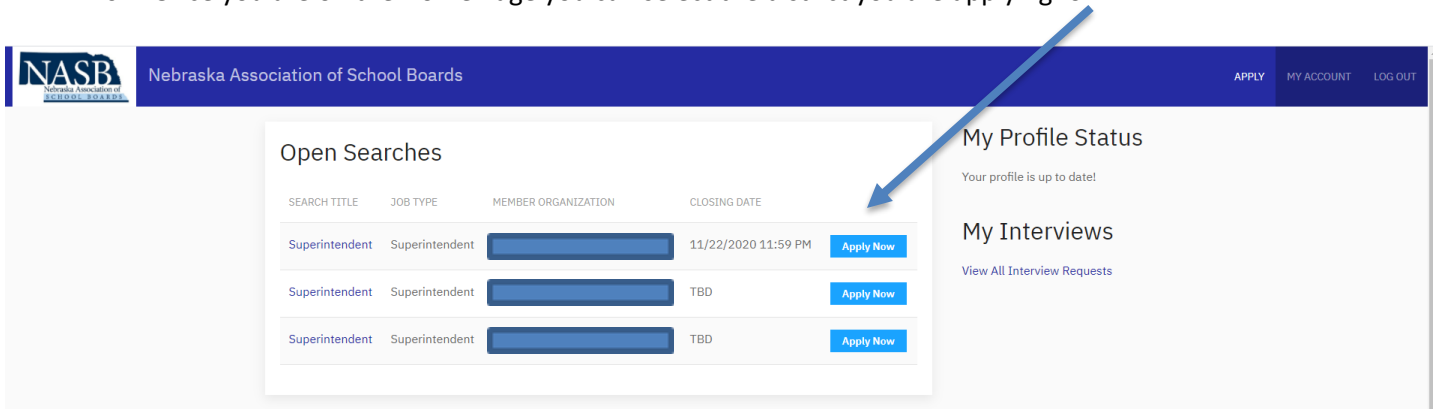
### 4. Profile Requirements

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

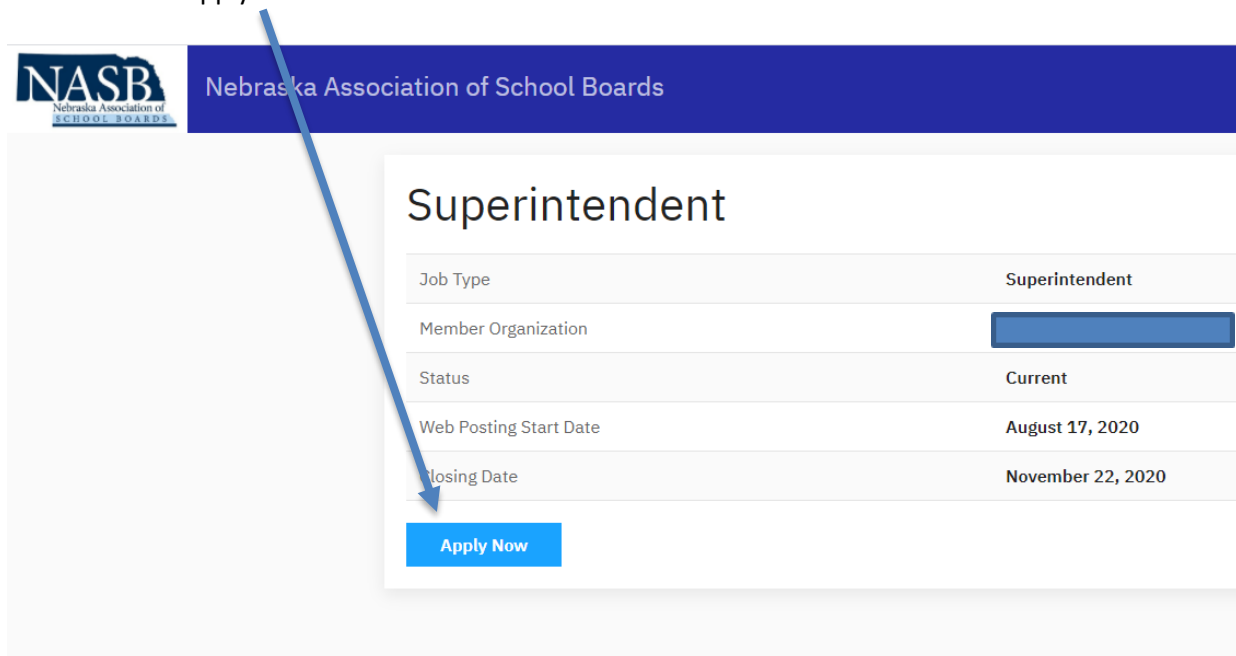
5. When you are ready to apply for a position click on the apply button



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



7. Click the Apply Now button



8. Apply

- a. Complete the District specific application statements
- b. Upload a personalized letter or interest and resume OR check to use the one in your profile
- c. Upload your signed Release Form (needs to be signed every 6 months)
- d. Review thoroughly – YOU CANNOT MAKE CHANGES AFTER SUBMITTING YOU APPLICATION
- e. Sign Application (check the box for acceptance and verification of the application)
- f. Submit your application

## Application for Superintendent at [REDACTED]

Upload your Letter of Interest \*

No file chosen

Select a resume (PDF file only)

Attach resume file  Use existing resume

No file chosen

One file only.  
50 MB limit.  
Allowed types: pdf.

When are you available to start this position? ? \*

How did you learn of this vacancy?

- Select -

Applicant Signature

I understand that my application cannot be changed after it is submitted

Application Release Form \*

Download this form, sign and then upload here.

No file chosen

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 Abi at [acarlson@nasbonline.org](mailto:acarlson@nasbonline.org) for assistance. You can also click the “Need help?” button in the bottom right corner of the screen to complete a request.