

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/>

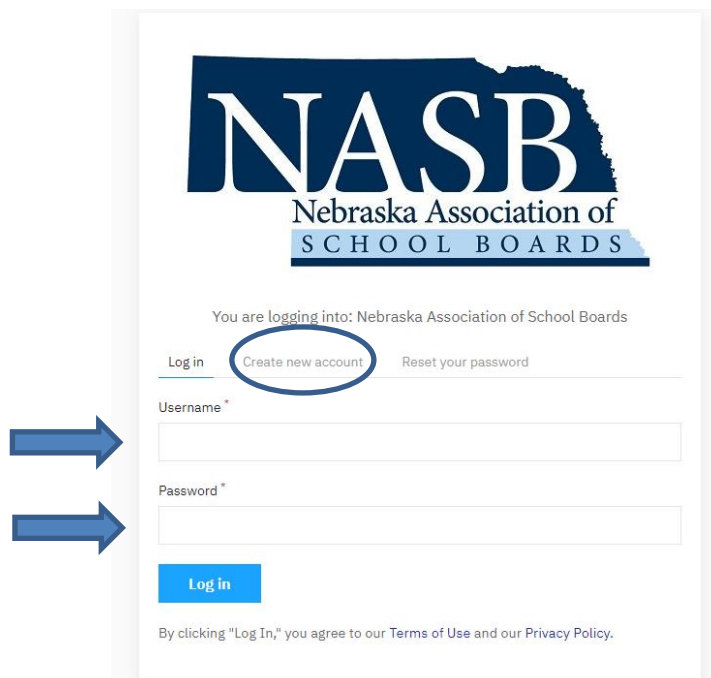
1. Log In




The screenshot shows the NASB application management system interface. At the top left is the NASB logo and the text "Nebraska Association of School Boards". On the right side, there is a "LOG IN" button circled in blue, with a blue arrow pointing down to it from the text above. The main content area is titled "Open Searches" and contains a table with the following columns: SEARCH TITLE, JOB TYPE, MEMBER ORGANIZATION, and CLOSING DATE. There are three rows of search results, each with an "Apply Now" button.

SEARCH TITLE	JOB TYPE	MEMBER ORGANIZATION	CLOSING DATE	
Superintendent	Superintendent	[Redacted]	11/22/2020 11:59 PM	Apply Now
Superintendent	Superintendent	[Redacted]	TBD	Apply Now
Superintendent	Superintendent	[Redacted]	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.



The screenshot shows the NASB login page. At the top is the NASB logo and the text "Nebraska Association of SCHOOL BOARDS". Below the logo, it says "You are logging into: Nebraska Association of School Boards". There are three links: "Log in", "Create new account", and "Reset your password". The "Create new account" link is circled in blue. Below the links are two input fields: "Username *" and "Password *". Below the input fields is a blue "Log in" button. At the bottom, there is a small text: "By clicking 'Log In,' you agree to our Terms of Use and our Privacy Policy." Two blue arrows point to the "Username" and "Password" input fields.

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, [Redacted]

My Profile Status

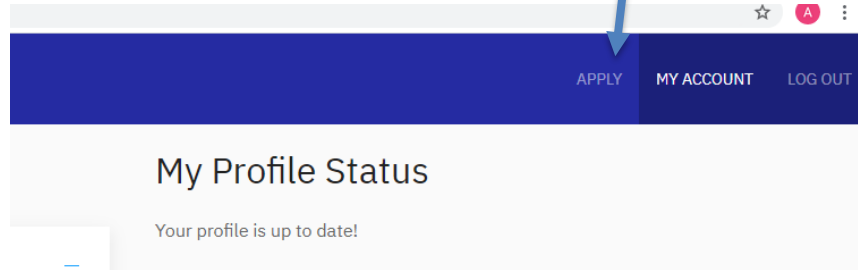
Your profile is up to date!

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

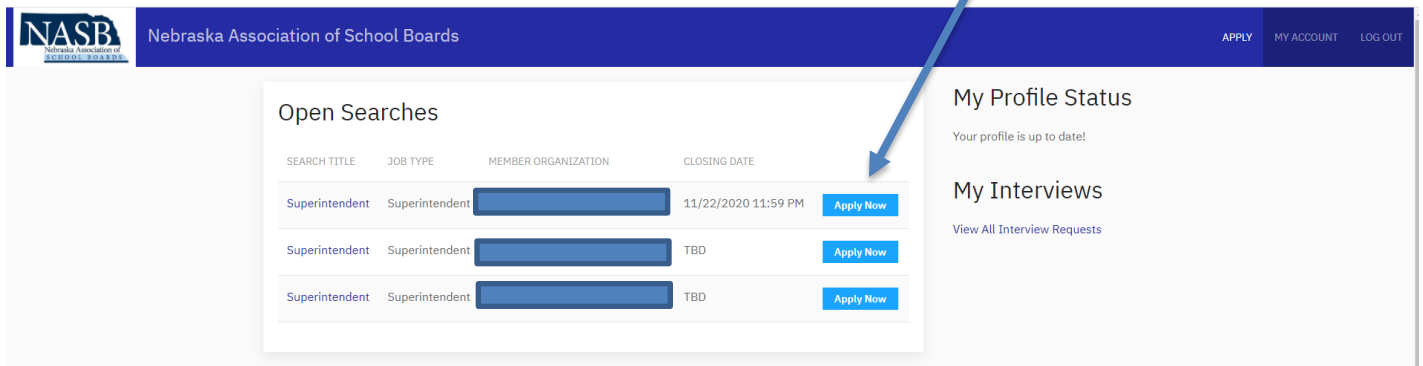
4. Profile Requirements

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

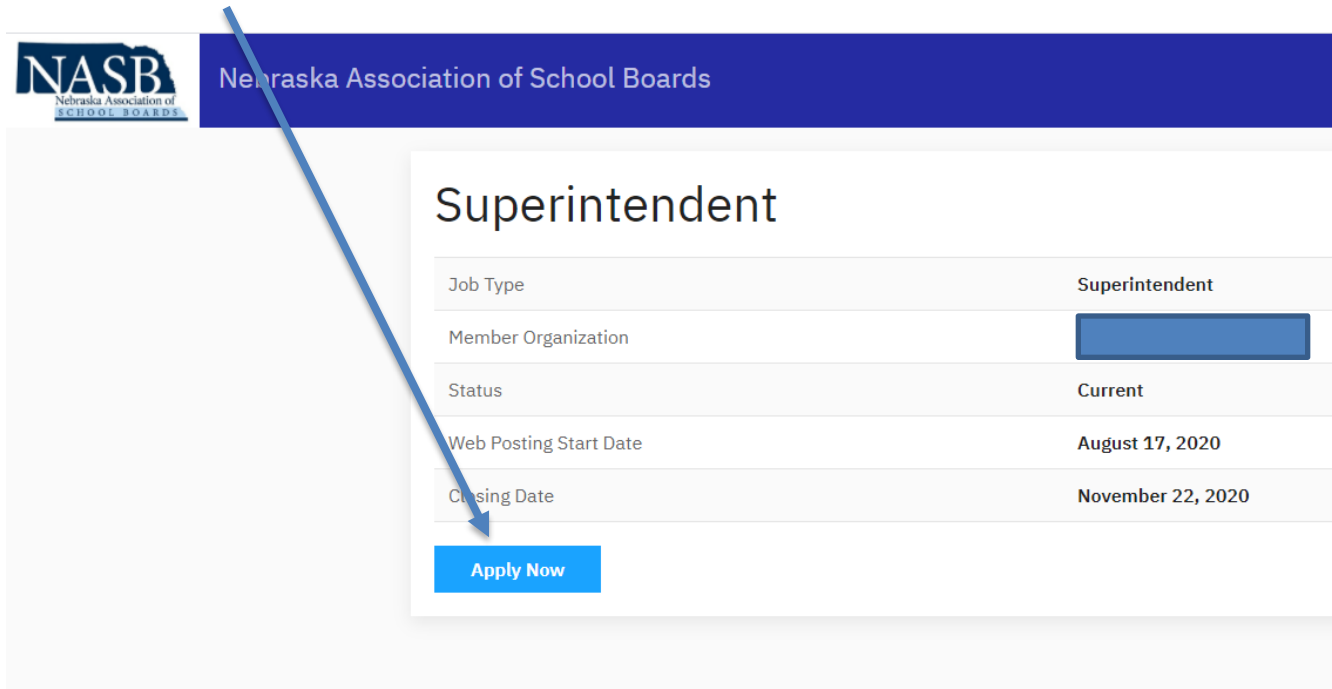
5. When you are ready to apply for a position click on the apply button



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 of interest and resume OR check to use the one in your profile
 - c. Sign Application (check the box for acceptance and verification of the application)
 - d. 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? ? *

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 Shari at sbecker@nasbonline.org for assistance. You can also click the "Need help?" button in the bottom right corner of the screen to complete a request.