

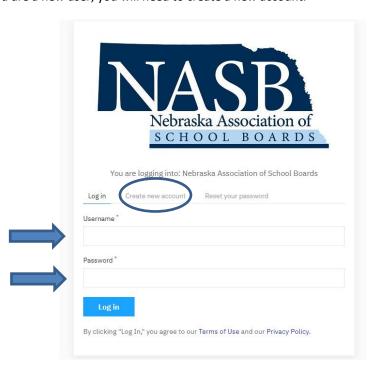
Welcome to NASB's application management system, Revelus!

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

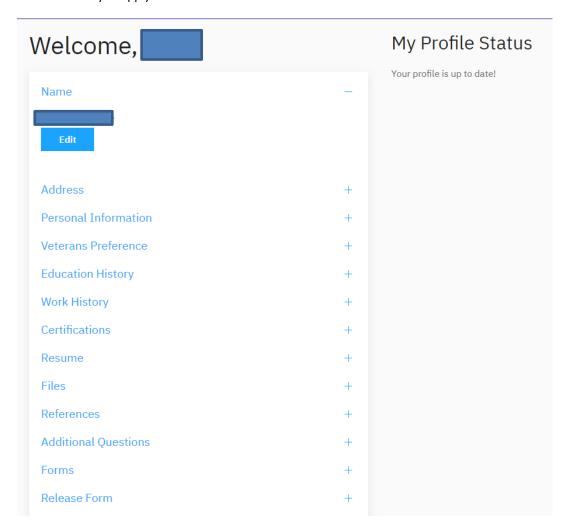


- 2. If you have your email and sign-in from the old system you can input the information into the username and password fields. Your username is your full email address.
 - a. If you are a new user, you will need to create a new account.



3. Complete a Revelus Profile

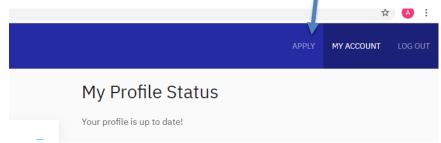
- a. Your Profile
 - Must be complete PRIOR to applying for any position
 - Must have personal documents in PDF Format
 - Is editable, prior to submitting an application
 - Will automatically be included as part of your application materials for each position for which you apply.



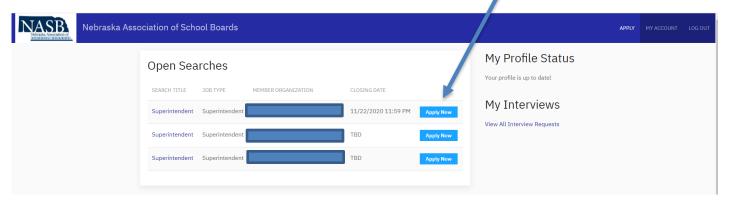
4. Profile Requirements

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

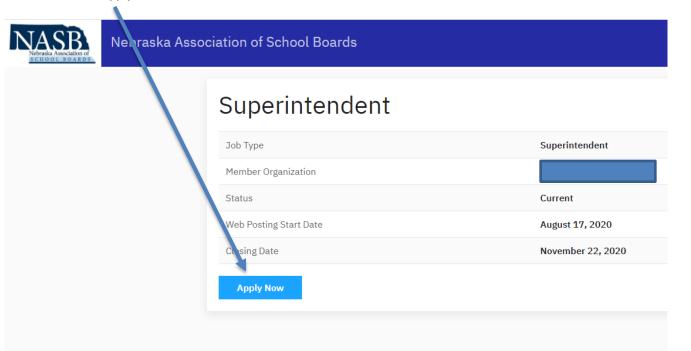
5. When you are ready to apply for a position click on the apply button



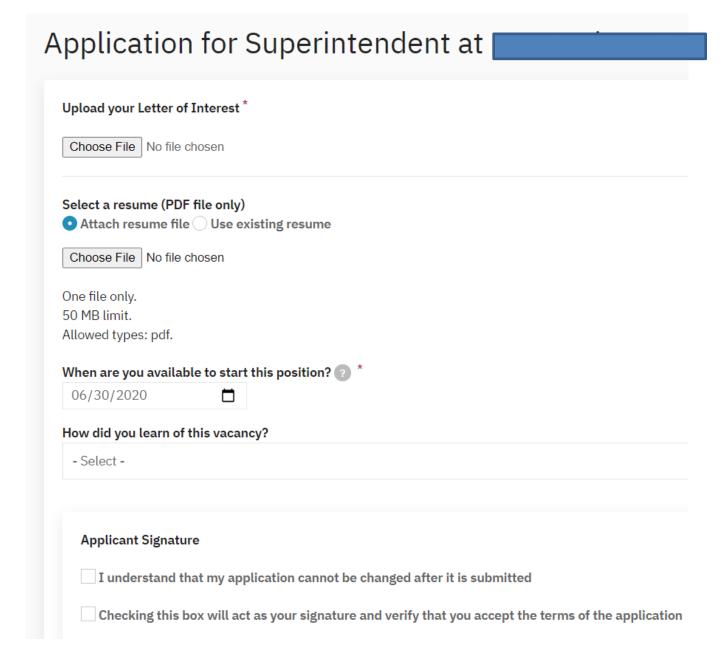
6. Once you are on the Home Page you can select the district you are applying for



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



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.