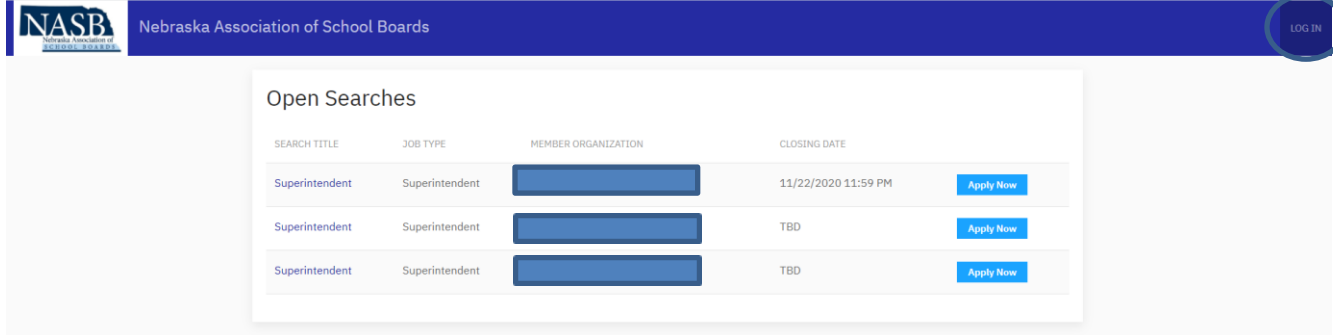# Welcome to NASB's new application management system, Revelus!

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

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
      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,

My Profile Status

Your profile is up to date!

Name —

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

APPLY   MY ACCOUNT   LOG OUT

My Profile Status

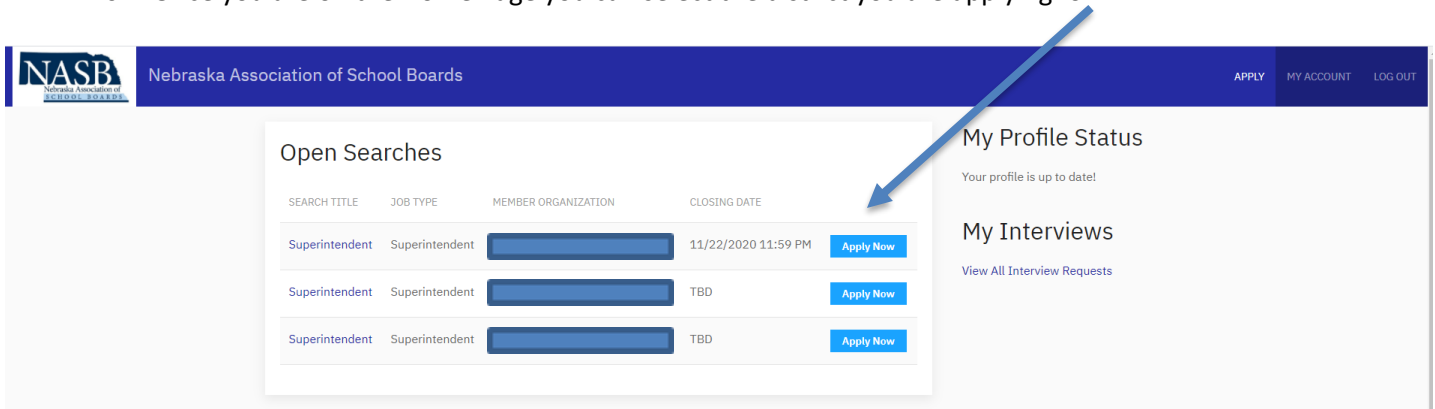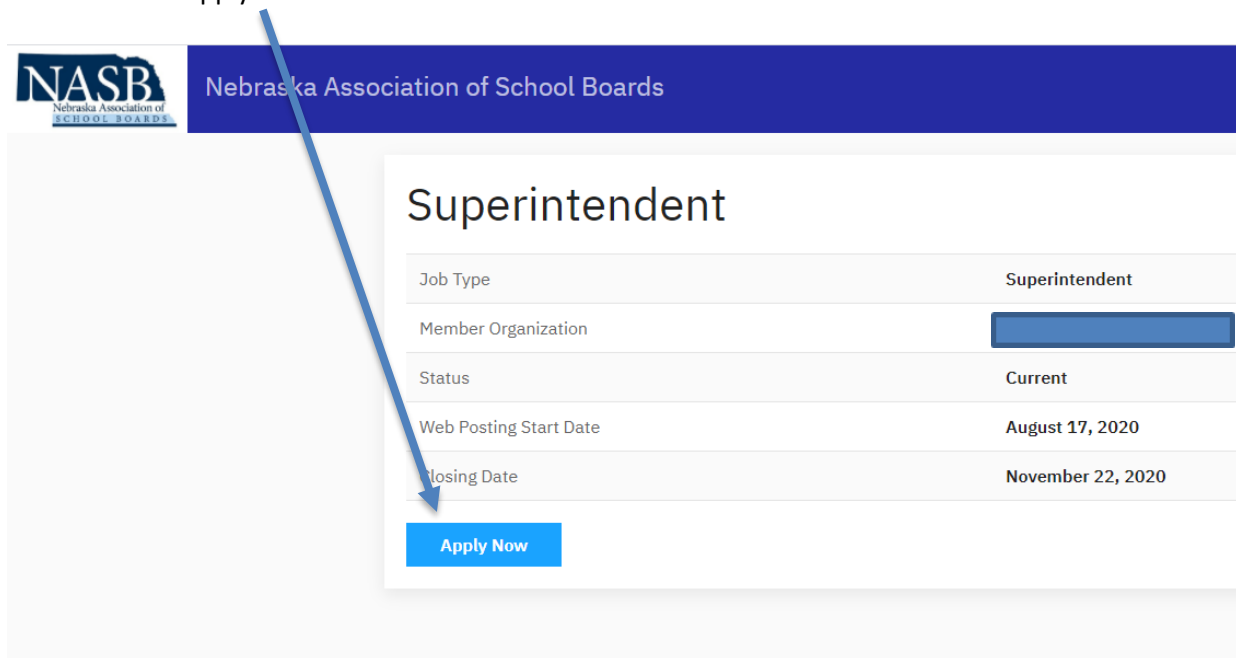Your profile is up to date!
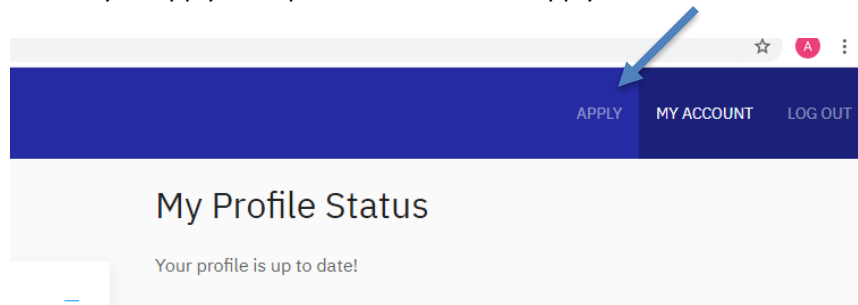
6. Once you are on the Home Page you can select the district you are applying for

Nebraska Association of School Boards

APPLY   MY ACCOUNT   LOG OUT

Open Searches

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

My Profile Status

Your profile is up to date!

My Interviews

View All Interview Requests

7. Click the Apply Now button

Nebraska Association of School Boards

Superintendent

Job Type	Superintendent
Member Organization	
Status	Current
Web Posting Start Date	August 17, 2020
Closing Date	November 22, 2020

Apply Now

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

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? ? *

06/18/2020

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.

Choose File   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 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.