


Creating a Profile

Welcome to our online application management platform, Revelus!

Before you can apply for a position, you'll need to create an account and complete a profile.

Go to osba.myrevelus.com and click on LOG IN at the top right of your screen. Choose **Create new account** and enter a personal email address, then click on Create new account in the blue box.

You are logging into: Executive Search Services

[Log in](#) [Create new account](#)  [Reset your password](#)

Email address *

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

[Create new account](#)

You will receive an email with a one-time only link for verifying your account and setting up a password.

After you've successfully set up your account, you can create your Revelus profile. It must be completed prior to applying for any position and will be automatically included in all applications.

Creating Your Revelus Profile

Your Profile contains foundational information that becomes a part of each application. Once created, you can edit as needed it to keep it current.

The following is required to complete your profile:

- personal contact information
- education history
- work history starting with your most recent position
- five references that will receive a confidential survey that is returned to OSBA **You must check "Send reference form" after each entry.**
- The following **PDF** documents:
 - Resume
 - Superintendent or treasurer certificate
 - Any other credentials or reference letters
 - Your college transcripts

Creating a Profile

To begin, click on **MY ACCOUNT** in the upper right corner.

You have the option to import a Revelus profile if you have created one in another state. If that doesn't apply, choose the default of "Do Not Import" and hit **Save and Continue**.

APPLY MY ACCOUNT LOG OUT

Import Profile

Please complete your profile before applying for a position.

Import from another site

Do not import

You may import your profile from another Revelus network site. This wizard will still continue, allowing you to alter any imported data as you see fit. Not all fields can be imported, and no uploaded files will be transferred.

Save Save and continue

The system will walk you through each section listed on the left in the order it appears, starting with your Name. **Please see Important notes below before you begin.**

1. Import Profile
2. **Name**
3. Address
4. Personal Information
5. Education History
6. Work History
7. Certifications
8. Resume
9. Uploaded Files
10. References
11. Additional Questions

Name

Please complete your profile before applying for a position.

First Name *

Middle Name

Last Name *

Save Save and go back Save and continue

Need help?

Important notes:

- After completing each section, you must hit **Save** or **Save and Continue** to proceed to the next section.
- Each section must be completed before the system will allow you to proceed.
- For any sections that require multiple entries, complete the first entry, hit **Save** then click on **Add Entry**. Repeat until that section is complete.
- You cannot edit a completed section until the entire profile is complete.
- Only PDF files can be uploaded.
- A minimum of five references are required to be sent out before you can apply for a position. They are confidential and saved in the system for 2 years. You must check the box that says, "**Send reference form.**"
- You may start your profile and finish at a later time. Completed sections will remain as long as you have properly saved them after each entry.

Creating a Profile

When your profile is complete, your Revelus Home Page will appear as shown below. To view and/or edit your profile information, click on **My Account** at the top right of your screen.



To view a search brochure, click on the name of the search. To apply for a position, click on **Apply Now**.

The screenshot shows a user interface with two main sections. On the left, under the heading 'Open Searches', there is a table with the following data:

SEARCH TITLE	JOB TYPE	MEMBER ORGANIZATION	CLOSING DATE	
Maple Heights City Treasurer	Treasurer	Maple Heights City - Cuyahoga	TBD	Apply Now
Youngstown City Treasurer	Treasurer	Youngstown City - Mahoning	TBD	Apply Now

A red arrow points to the 'Apply Now' button for the 'Maple Heights City Treasurer' position. On the right side of the page, there is a sidebar with two sections: 'My Profile Status' and 'My Interviews'. The 'My Profile Status' section contains a message: 'Your profile is up to date!'. The 'My Interviews' section contains a link: 'View All Interview Requests'.

You will be prompted to:

- Upload a personalized letter of interest.
- Upload a personalized resume OR use the one in your profile.
- Complete the district specific application questions.
- Review all information. Changes cannot be made after submission.
- Sign and submit the application.

You will receive an email notification confirming your application has been received.