OSBA Executive Search Applicant Instructions

Welcome to Revelus, OSBA's application management system.
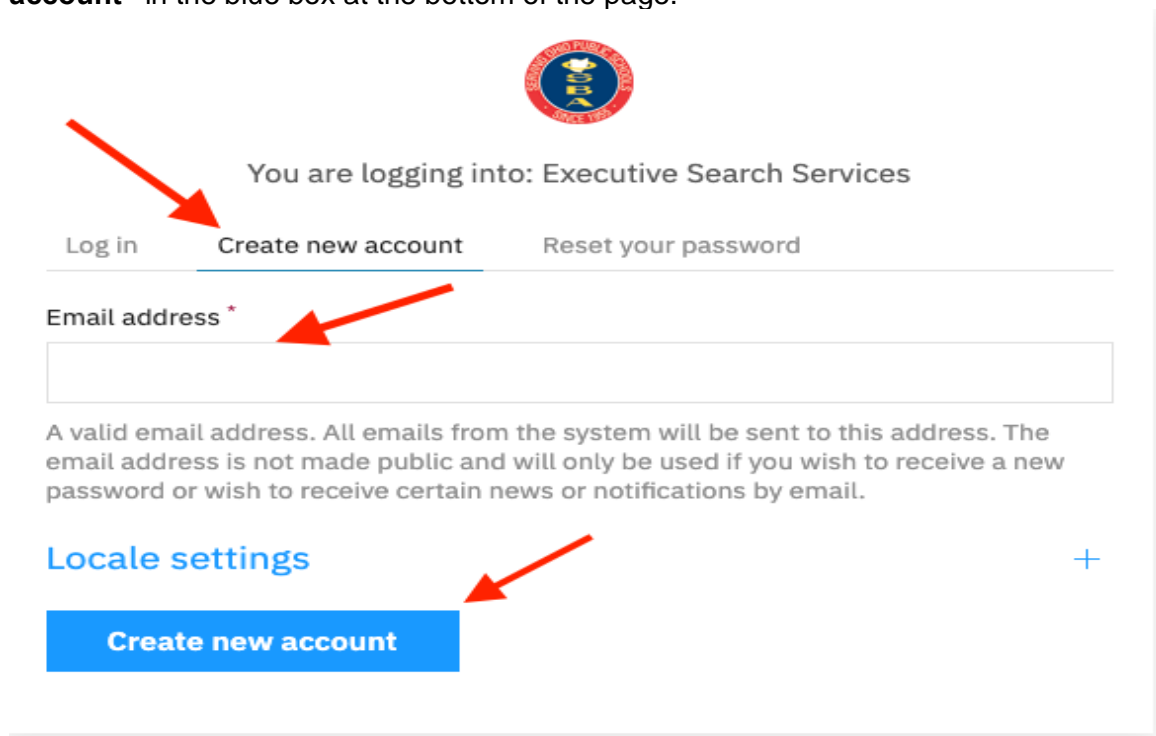
OSBA uses an online application system that requires users to create an account and complete a profile prior to applying for available positions.

Creating your account

Go to www.osba.myrevelus.com and click on **LOG IN**

Click on **Create new account** and enter a personal email address. Click "**Create new account**" in the blue box at the bottom of the page.

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 profile. It must be completed prior to applying for any position and will be automatically included in all applications.

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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:
- 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

Important notes:
- 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.

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**.

The system will walk you through each section listed on the left, starting with your Name.

After completing each section, you must hit **Save** or **Save and Continue** to proceed to the next section.

When your profile is complete, your Revelus Home Page will appear as shown below. To view the brochure for a position, click on the name of the search. To apply for a position, click on **Apply Now**.

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.