



# OSBA Executive Search Applicant Instructions

## Welcome to Revelus, OSBA's application management system.

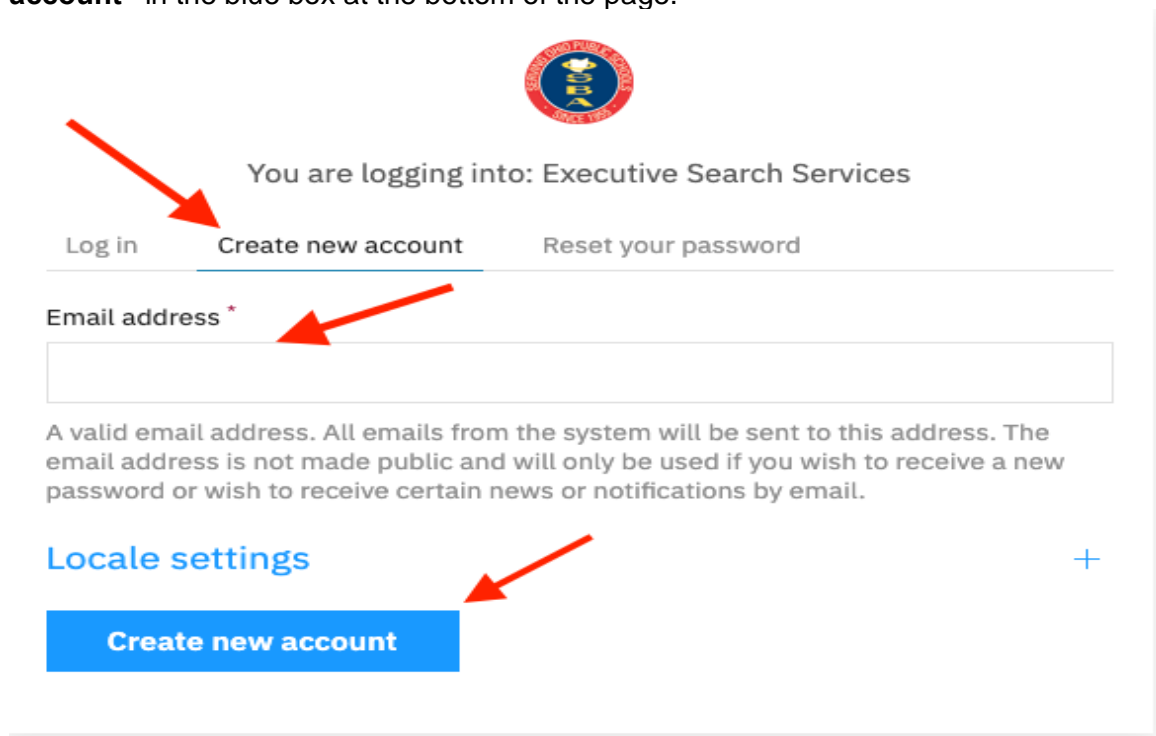
OSBA uses an online application system that requires users to create an account and complete a profile prior to applying for available positions.

### Creating your account

Go to [www.osba.myrevelus.com](http://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**.

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



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

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?

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**.

Executive Search Services Apply MY ACCOUNT LOG OUT

### Open Searches

River Valley Local [Apply Now](#)

### Network Search List

TITLE	SEARCH ORGANIZATION	CLOSING DATE	MORE INFORMATION
Superintendent of Alpena Public Schools	Michigan Association of School Boards	8/5/2020	<a href="#">More Information</a>

### My Profile Status

Your profile is up to date!

### My Interviews

[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.