



Revelus

Welcome to ISBA's new application management system, REVELUS!

ISBA has moved to an entirely online application process. In preparation for creating your applicant profile you will need the following information and documentation in order to complete your online application. We recommend all documents to be uploaded are in PDF format.

- Cover letter (*We recommend you customize this letter for each application you complete*)
- A minimum of three confidential reference surveys must be completed in order to apply for any position. We recommend these come from board members and/or individuals who have supervised or have specific knowledge of your experience and work.
- Current resume
- College transcripts (*Under-graduate and graduate work*)
- Current superintendent license/certificate (*if applicable*)

Candidates who do not possess a current Indiana Superintendent's License or have reciprocity questions should contact the Indiana Department of Education, licensinghelp@doe.in.gov, (317) 232-9010

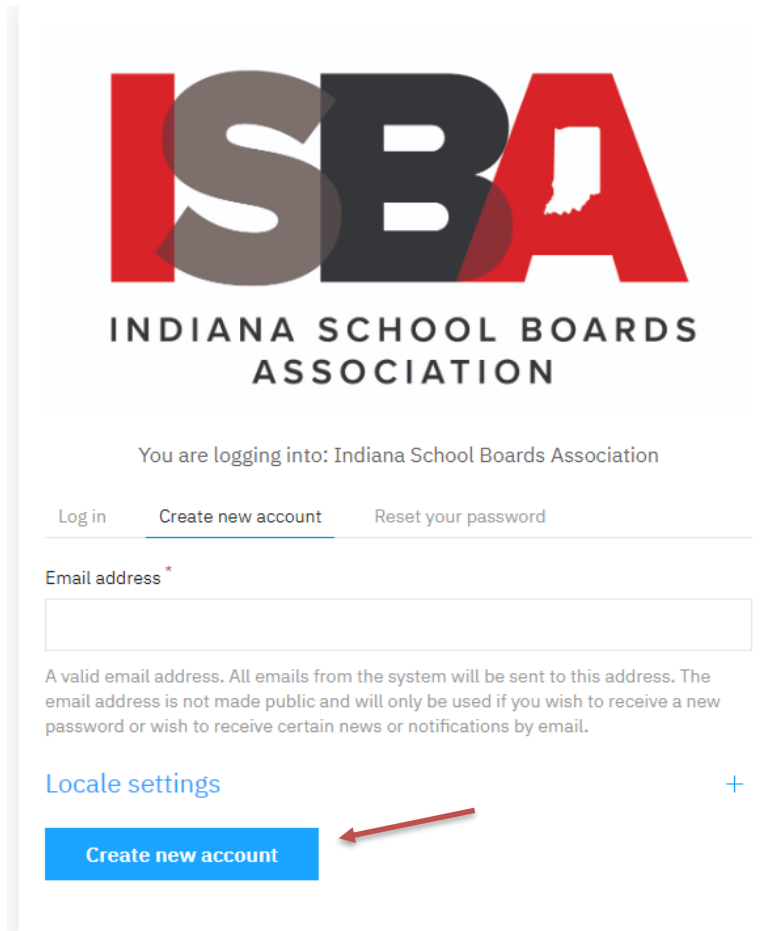
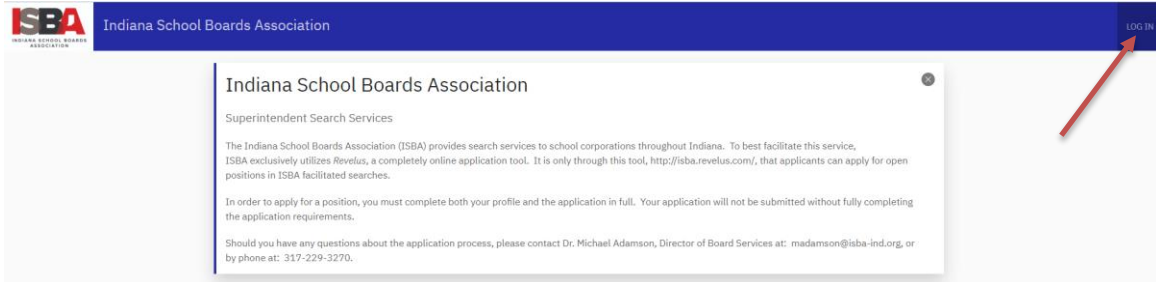
The next several pages will provide you with a step-by-step guide with screen shots to help you complete your profile and application. You may want to print this to have it handy as you proceed.



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Setting up your profile

1. Go to <https://isba.myrevelus.com/> and click on **LOG IN**
2. Create a new account
 - a. Use a **PERSONAL EMAIL** as your **USERNAME**
 - b. Create a password that **YOU CAN REMEMBER!**



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3. Create Your Revelus Profile

a. Your profile:

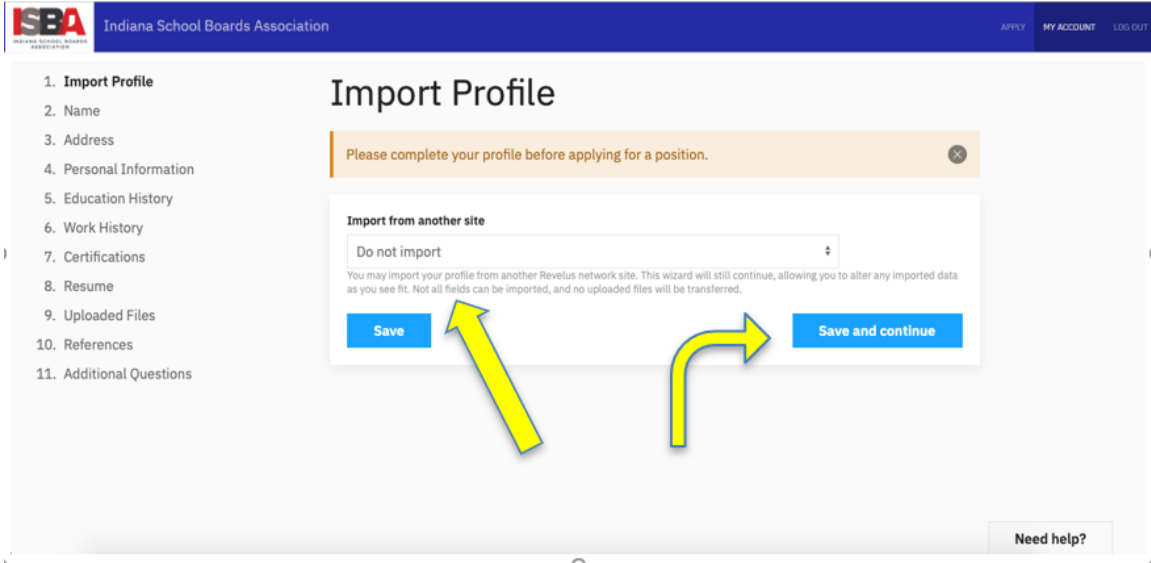
- Must be complete PRIOR to being able to apply for any position
- Can be edited prior to any submission for a position but NOT AFTER SUBMISSION
- Will be automatically included as part of your application materials for each position for which you apply.

- b. After creating your account, the system may automatically take you to the start of the profile entry screen, otherwise click on the MY ACCOUNT button in the upper right corner to take you to this screen.

The screenshot shows the Revelus user interface. At the top left is the ISBA logo and the text 'Indiana School Boards Association'. At the top right are the links 'APPLY', 'MY ACCOUNT', and 'LOG OUT'. The main content area is divided into three columns. The first column, 'Account Actions', contains a link 'Edit Email and Password'. The second column, 'Welcome, Michael', features a profile card for 'Michael T. Adamson' with an 'Edit' button and a list of profile sections: Name, Address, Personal Information, Current Employment, Education History, Work History, Certifications, Resume, and Files. The third column, 'My Profile Status', displays the message 'Your profile is up to date!'. A red arrow points to the 'MY ACCOUNT' button in the header.

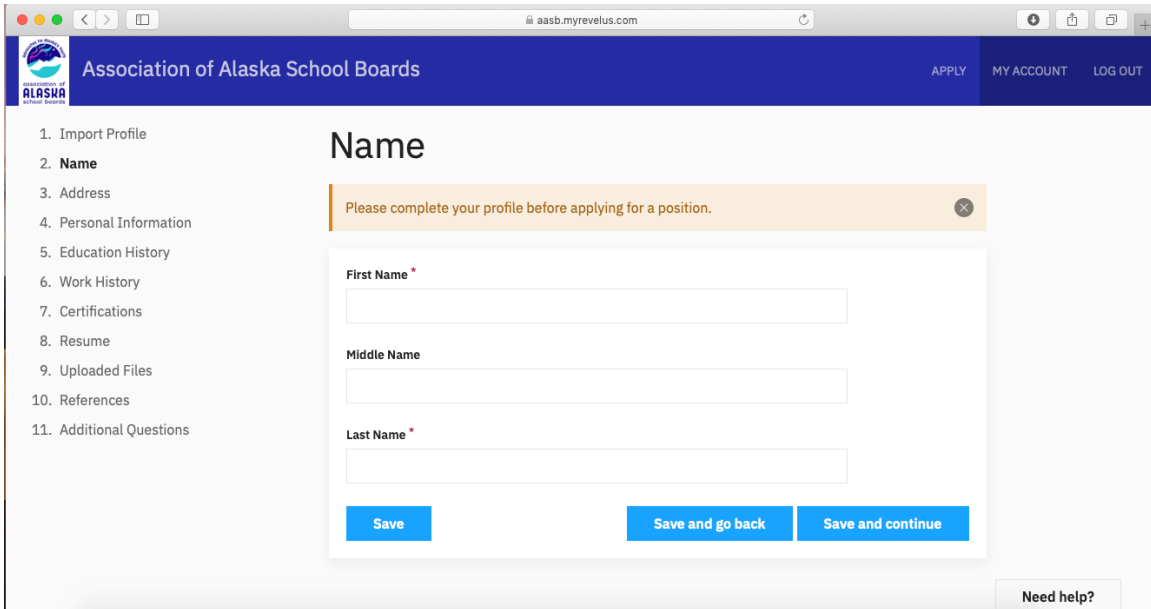
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Here is the first screen if you are just beginning to create your profile. If you have created a profile in another state using Revelus, you can **IMPORT** your current profile for the AASB applications. If this is your first time, then choose the default “Do Not Import” and hit **SAVE AND CONTINUE**.



The screenshot shows the 'Import Profile' screen. On the left is a navigation menu with 11 items: 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, and 11. Additional Questions. The main content area is titled 'Import Profile' and features a warning message: 'Please complete your profile before applying for a position.' Below this is a section 'Import from another site' with a dropdown menu set to 'Do not import'. A note explains that importing from another site allows for data alteration but not file transfer. At the bottom of this section are two buttons: 'Save' and 'Save and continue'. Two yellow arrows point to these buttons. A 'Need help?' link is located at the bottom right of the main content area.

Below is the first screen in your profile to be completed. Once you have filled in all the required boxes, you must hit **SAVE** or **SAVE and CONTINUE** to go to the next section in the profile.



The screenshot shows the 'Name' screen. The navigation menu on the left is identical to the previous screen, with 'Name' highlighted as the current section. The main content area is titled 'Name' and features the same warning message: 'Please complete your profile before applying for a position.' Below this are three text input fields labeled 'First Name *', 'Middle Name', and 'Last Name *'. At the bottom of the form are three buttons: 'Save', 'Save and go back', and 'Save and continue'. A 'Need help?' link is located at the bottom right of the main content area.



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For these sections that will require multiple entries, complete the first required entry and then hit **SAVE** before you click on the **ADD ENTRY** button for the next one. The system will remind you when all entries are complete. It will not allow you to move on until that section is finished.

Boards Association

Account Actions

[Edit Email and Password](#)

Welcome, Michael

Name —

Michael T. Adamson

[Edit](#)

Address +

Personal Information +

Current Employment +

Education History +

Work History +

Certifications +

Resume +

Files +

My Profile Status

Your profile is up to date!

including in some cases files that must be uploaded (PDFs).

Account Actions

Edit Email and Password

Welcome, *Michael*

My Profile Status

Your profile is up to date!

Name —

Michael T. Adamson

[Edit](#)

Address +

Personal Information +

Current Employment +

Education History +

Work History +

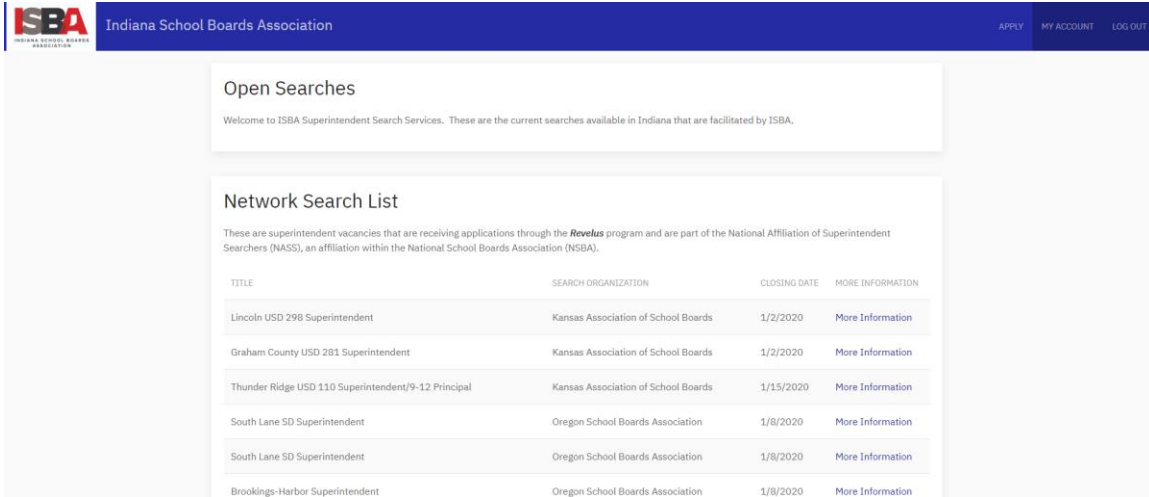
Certifications +

Resume +

Files +

4. Your profile will require the following:
 - a. 3 - work histories starting with your most recent
 - b. 2 - education histories
 - c. 3 - references
 - d. You will also need to upload the following PDF documents:
 - Cover letter
 - Resume
 - Superintendent endorsement or certificate
 - Any other certificates you may hold
 - Your college transcripts

5. Your Revelus Home Page



The screenshot shows the Revelus Home Page for the Indiana School Boards Association. The page has a dark blue header with the ISBA logo and navigation links for 'APPLY', 'MY ACCOUNT', and 'LOG OUT'. Below the header, there are two main sections: 'Open Searches' and 'Network Search List'. The 'Open Searches' section includes a welcome message and a list of current searches. The 'Network Search List' section includes a description of the program and a table of search results.

TITLE	SEARCH ORGANIZATION	CLOSING DATE	MORE INFORMATION
Lincoln USD 298 Superintendent	Kansas Association of School Boards	1/2/2020	More Information
Graham County USD 281 Superintendent	Kansas Association of School Boards	1/2/2020	More Information
Thunder Ridge USD 110 Superintendent/9-12 Principal	Kansas Association of School Boards	1/15/2020	More Information
South Lane SD Superintendent	Oregon School Boards Association	1/8/2020	More Information
South Lane SD Superintendent	Oregon School Boards Association	1/8/2020	More Information
Brookings-Harbor Superintendent	Oregon School Boards Association	1/8/2020	More Information

6. To Apply

- Select the district(s) to which you are applying
- Complete the district specific application statements
- Upload a personalized cover letter
- Upload a personalized resume OR check to use the one in your profile
- REVIEW BEFORE SUBMISSION – YOU CANNOT MAKE CHANGES ONCE YOU SUBMIT YOUR APPLICATION
- Sign the application
- Submit the application

Search Terms and Application Elements

Profile

The foundational information that becomes a part of each application. You create this one time and can edit it to keep it current.

Application

District specific and will include information requested by the Board.

Reference Surveys

Reference surveys are confidential and are saved in the system for 2 years. You will receive notification when the reference is due to expire. You MUST request 3 current reference surveys in order to apply for any positions in Alaska through AASB.