

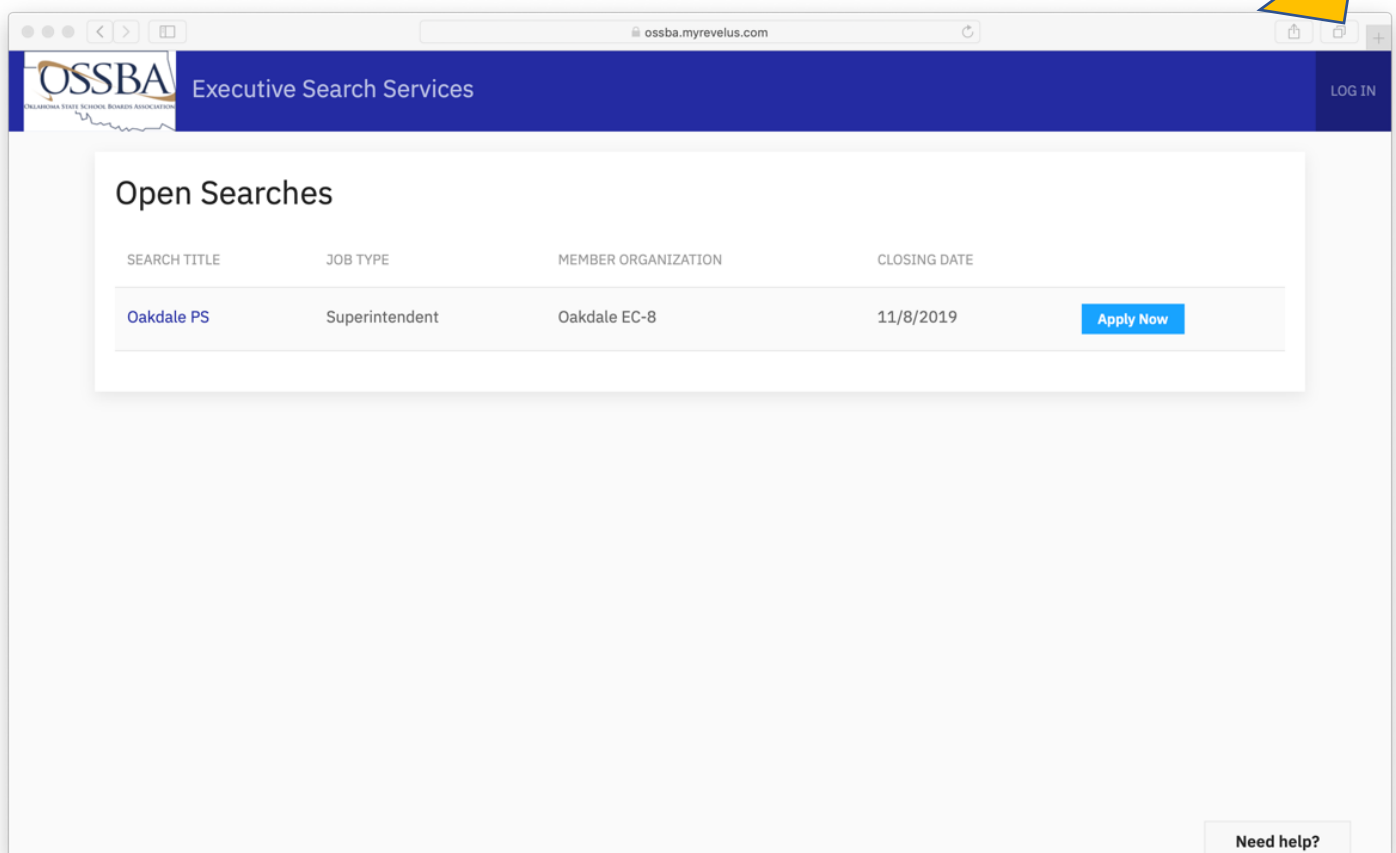
## Welcome to the OSSBA's new application management system, Revelus!

Effectively immediately, all OSSBA managed searches will utilize this online application management system. Your information and materials will be seen by the OSSBA search team and the board members for the district(s) you are applying.

- 1<sup>st</sup> Set up your Revelus profile
- 2<sup>nd</sup> Apply to district(s) of interest

[Ossba.myrevelus.com](http://Ossba.myrevelus.com)

### 1. Log In

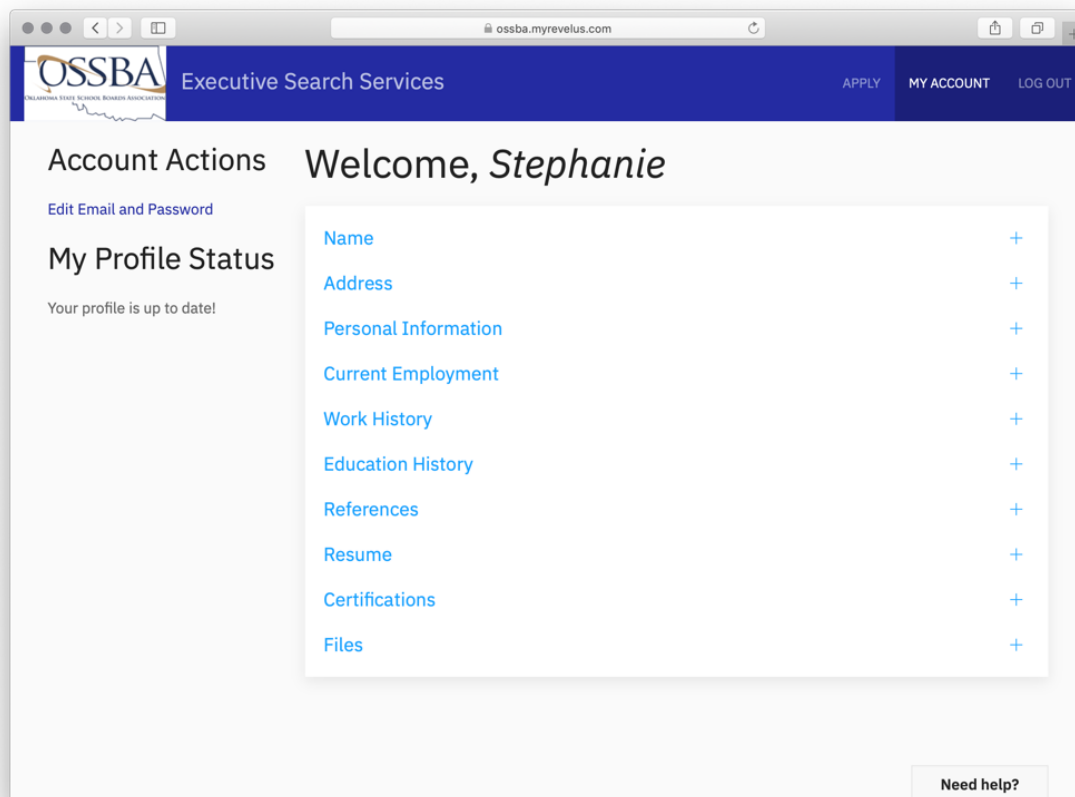


2. Create new account
  - a. Use PERSONAL EMAIL as your USERNAME
  - b. Password that YOU CAN REMEMBER 😊

### 3. Create Revelus Profile

#### a. Your Profile

- must be complete PRIOR to applying for any position.
- is editable, prior to submission.
- will be automatically included as part of your application materials for each position for which you apply.



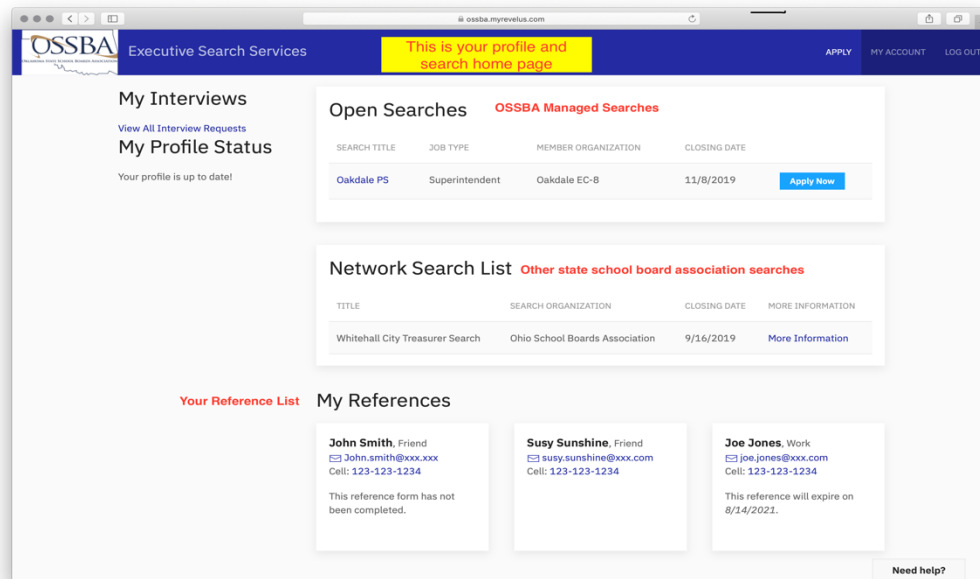
### 4. Profile Requirements

- Complete ALL profile areas
- 3 work histories
- 3 education histories, including High School
- 3 references
- Upload Requirements
  - Resume
  - Superintendent certificate
  - Transcript(s)

Questions?

Contact [stephanieh@ossba.org](mailto:stephanieh@ossba.org)

## 5. Your Revelus Home Page

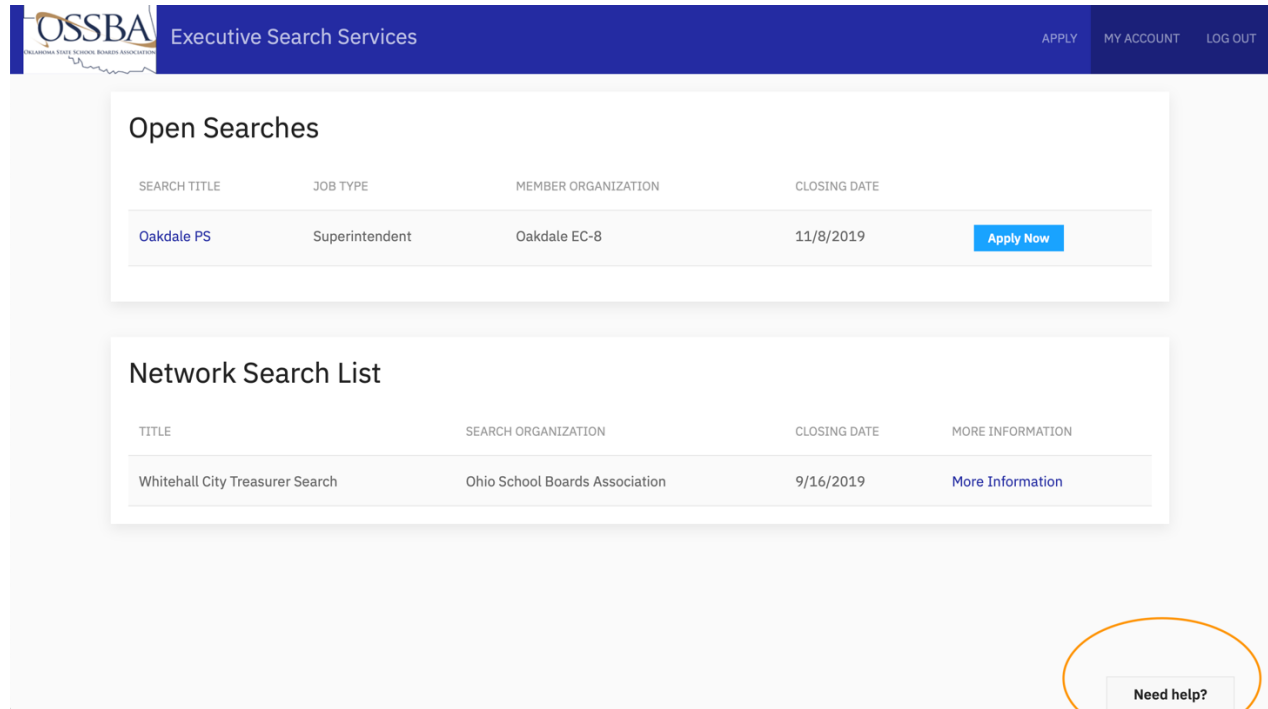


## 6. Apply

- Select the district(s) for which you are applying
- Complete the district specific application statements
- Upload personalized letter of interest
- Upload a personalized resume OR check to use the one in your profile
- REVIEW – YOU CANNOT MAKE CHANGES AFTER SUBMISSION**
- Sign application
- Submit application

## Need Help?

Click the icon to request help.



**Open Searches**

SEARCH TITLE	JOB TYPE	MEMBER ORGANIZATION	CLOSING DATE
Oakdale PS	Superintendent	Oakdale EC-8	11/8/2019

**Network Search List**

TITLE	SEARCH ORGANIZATION	CLOSING DATE	MORE INFORMATION
Whitehall City Treasurer Search	Ohio School Boards Association	9/16/2019	<a href="#">More Information</a>

[Need help?](#)

## Search Terms and Application Elements

### Profile

The foundational information that becomes part of each application.

### Application

District specific and include information requested by the board.

### Reference Surveys

Reference surveys are saved in the system for 2 years. You will receive a notification when your reference is due to expire. You WILL NOT BE ALLOWED to apply for a position without 3 current references in the system.

Questions?

Contact [stephanieh@ossba.org](mailto:stephanieh@ossba.org)