

Revelus requires applicants to create an account and complete a profile prior to applying for available positions. As an applicant, you will complete **three steps**:

## 1. Set up an account

- Click LOG IN at the top right corner of this screen > Create new account.

## 2. Create your profile

- Once you have created your profile, it will automatically be included as part of your application(s); however, you may edit your profile prior to submitting your application for a specific position. Your profile includes your contact information, work and education histories, and references. You will also need to upload the following documents in PDF format:
  - Transcripts (undergraduate and graduate)
  - Superintendent license
    - If you do not yet have a MN license, you will have an opportunity to explain this in your profile.
  - Resume
    - PLEASE upload your resume as a **digital PDF copy, not a scanned copy.**
    - The resume you upload as part of your profile will automatically be included as part of your application(s); however, you may choose to upload a customized resume when applying for a specific position.

## 3. Apply for specific positions

- You will then complete a separate application for each position you are interested in (see list of "Open Searches"). The application will consist of your profile, cover letter, answers to district-specific questions, and 3-5 letters of recommendation. Your cover letter and letters of recommendation must be uploaded in PDF format.

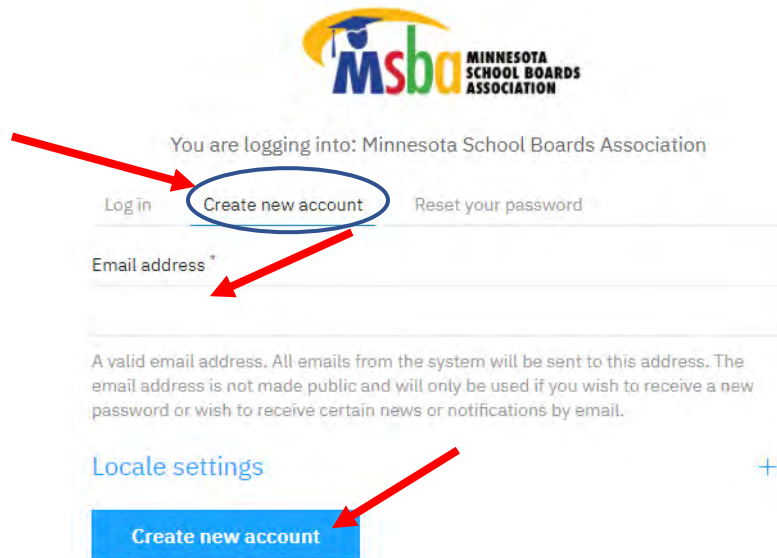
To get started, click **LOG IN** at the top right of this screen, then select "Create new account." STEP-BY-STEP ILLUSTRATED INSTRUCTIONS ARE SHOWN NEXT.

## 1. Set up Your Account:

Go to [mnmsba.myrevelus.com](https://mnmsba.myrevelus.com) and click on **LOG IN**



Click on **Create new account** and enter a Personal Email Address (we *strongly* recommend using a **non-work email address**). Click **Create new account** at the bottom of the page.



The screenshot shows the account creation page. At the top, it says 'You are logging into: Minnesota School Boards Association'. Below this are three links: 'Log in', 'Create new account', and 'Reset your password'. The 'Create new account' link is circled in blue, and a red arrow points to it. Below the links is an 'Email address\*' input field, with a red arrow pointing to it. Underneath the input field is a paragraph of text: '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.' Below this text is a 'Locale settings' link with a plus sign. At the bottom of the form is a blue button labeled 'Create new account', with a red arrow pointing to it.

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

## You're almost there!

Please finish setting up your account by verifying your email and creating a password. Click on the button below:



**Verify your account**

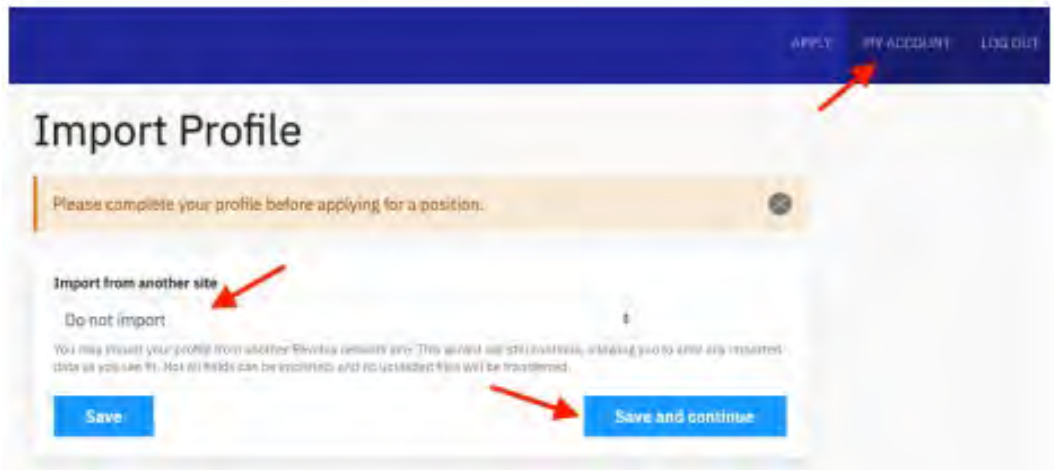
This link can only be used once to log in and will lead you to a page where you can set your password.

After you have 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.

## 2. Create your profile:

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

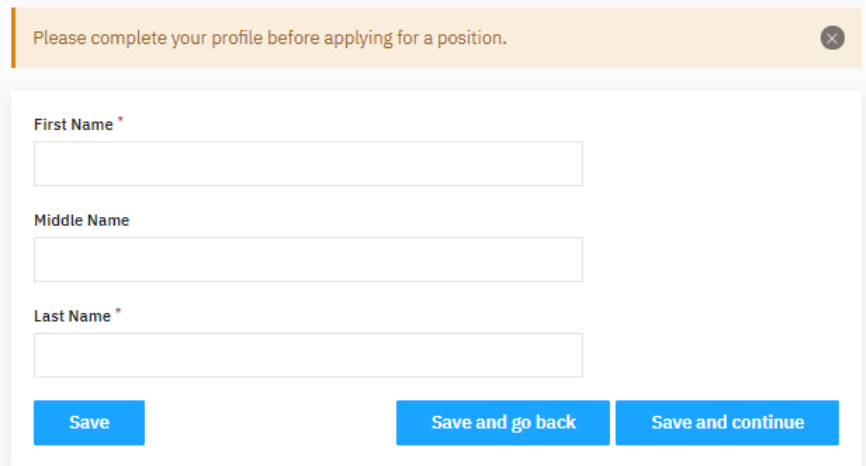
You have the option to import a Revelus profile if you have created one in another state. If that does not apply, choose the default of “Do Not Import” and click **Save and continue**.



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

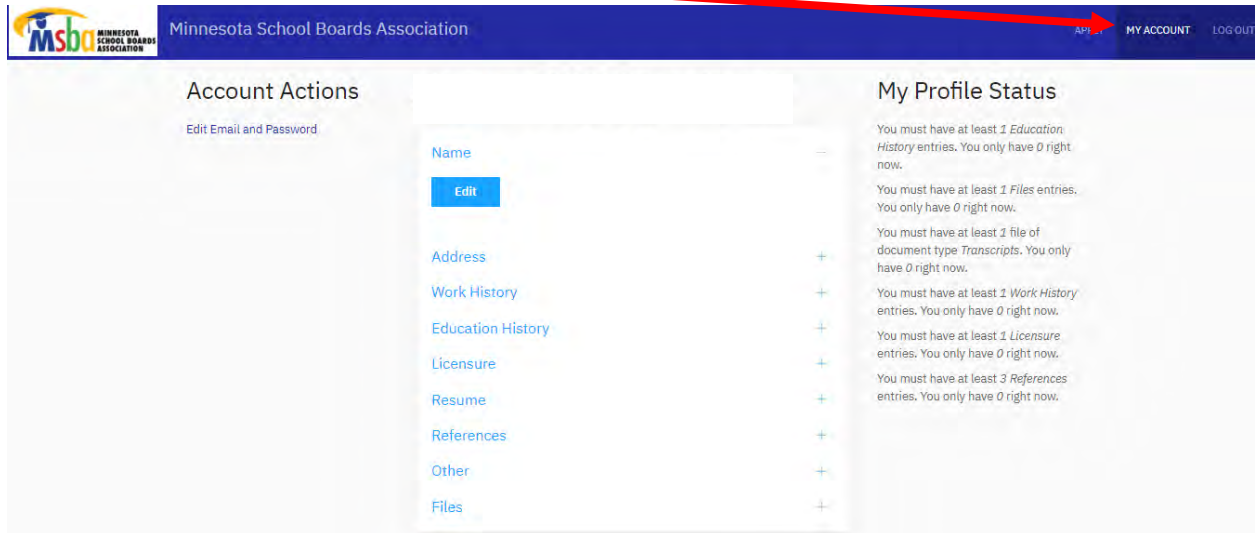
1. Import Profile
2. **Name**
3. Address
4. Work History
5. Education History
6. Licensure
7. Resume
8. References
9. Additional Information
10. Uploaded Files

## Name



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

The system *may* automatically take you to the start of the profile entry screen (pictured above), or you may click on the **MY ACCOUNT** button in the upper right corner to take you to the screen pictured below:



Minnesota School Boards Association

APPLY MY ACCOUNT LOG OUT

**Account Actions**  
Edit Email and Password

**My Profile Status**

You must have at least **1 Education History** entries. You only have **0** right now.

You must have at least **1 Files** entries. You only have **0** right now.

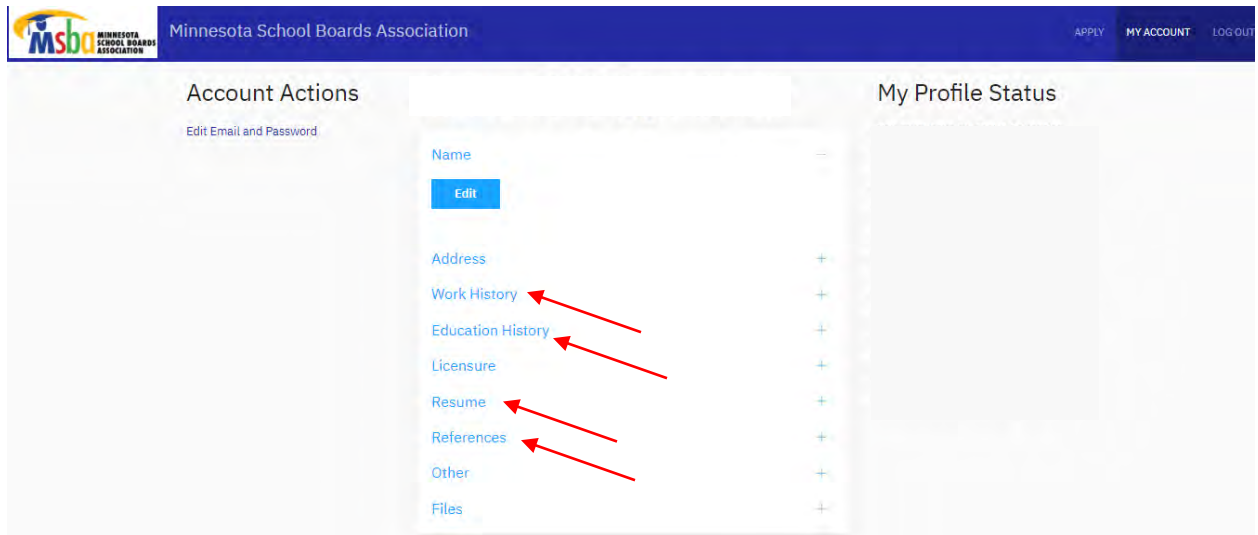
You must have at least **1** file of document type **Transcripts**. You only have **0** right now.

You must have at least **1 Work History** entries. You only have **0** right now.

You must have at least **1 Licensure** entries. You only have **0** right now.

You must have at least **3 References** entries. You only have **0** right now.

Name	—
<a href="#">Edit</a>	
Address	+
Work History	+
Education History	+
Licensure	+
Resume	+
References	+
Other	+
Files	+



Minnesota School Boards Association

APPLY MY ACCOUNT LOG OUT

**Account Actions**  
Edit Email and Password

**My Profile Status**

Name	—
<a href="#">Edit</a>	
Address	+
Work History	+
Education History	+
Licensure	+
Resume	+
References	+
Other	+
Files	+

Your profile will require the following:

- Work histories
- Education histories
- References – at least 3 (need phone numbers and email addresses)
- The following PDF documents to upload:
  - Current resume
  - College transcripts (undergraduate and graduate work)
  - Current superintendent license (if completed)

### **IMPORTANT NOTES ABOUT YOUR PROFILE:**

- Each section must be completed before the system will allow you to proceed to the next.
- For any section that requires *multiple entries*, complete the first entry, click [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. **Please upload *digital PDF files, not scanned copies.***
- A minimum of three references are required to complete your profile.
- You may start your profile and finish it later. Completed sections will remain as long as you have properly saved them after each entry.
- Use the [Archive](#) button when you want to remove an entry. Once removed (Archived), the entry may not be retrieved.

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### **3. Applying for Specific Positions**

When your profile is complete, you may apply for an open search. To view the vacancy brochure for a position, click on the "Search Title." To apply for an open search, click on [Apply Now](#).

To fill out your application, you will be prompted to:

- Upload a personalized cover letter
- Upload a personalized resume OR use the existing one from your profile – **please be sure the resume is *digital PDF copy, not a scanned copy***
- Answer the district specific application questions/statements
- Upload 3-5 Letters of Recommendations – PDF files only (recommended from individuals who have supervised or have specific knowledge of your work experience over the past three years)
- Answer the Disclosure Statements
- Review the Summary of Your Rights Under the Fair Credit Reporting Act (FCRA)
- Accept the FCRA Disclosure Statement by checking the box
- After you complete the Application fields, you may click Save Draft to return to your application at a later time
- **REVIEW BEFORE SUBMISSION—YOU CANNOT MAKE CHANGES ONCE YOU SUBMIT YOUR APPLICATION**
- Review the Applicant's Acknowledgment and Agreement
- Sign the application (check boxes)
- Submit the application

***Upon clicking submit, you will receive an email notification confirming your application has been received.***