



## GSBA Superintendent Search Services Applicant Instructions

**Welcome to Revelus, GSBA's new application management system.** GSBA 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 <https://gsba.myrevelus.com> and click on **LOG IN** in the top right corner. 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.

### Creating Your Revelus Profile

Your profile contains foundational information that becomes a part of each application. Once created, you can edit as needed to keep it current.

The following is required to complete your profile:

- Education history
- Work history starting with your most recent position
- At least 3 references that will receive a confidential survey that is returned to GSBA. **You must check "Send reference form" after each entry**
- The following **PDF** documents:
  - Resume
  - Superintendent Certificate or Certificate Number or PSC Letter
    - Possession of or is eligible for the Education Specialist Degree or higher and holds or is eligible for a Georgia Standard Professional Clear Renewable Tier II Certificate at Level 6 or higher in Educational Leadership. Certificate number or letter of eligibility from the Georgia Professional Standards Commission as verification of such eligibility must be provided. Georgia certification information is available from the Georgia Professional Standards Commission, 200 Piedmont Avenue, Suite 1702, Atlanta, GA 30303, 800-869-7775 or [www.gapsc.com](http://www.gapsc.com).
  - Any other credentials or reference letters
  - Your college transcript(s)

### **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** the click **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 three references are required to be sent out before you can apply for a position. They are confidential and are saved in the system for one year. 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. 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
- Complete the Affirmation Page
- **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.