

WASB Search Services Portal

Guide for Applicants



*Go to wasb.myrevelus.com and perform the following three steps in order.

*Depending on your computer type and the browser you use, the location of the Log In, Wizard, etc. on your screen may be different from what is stated below.

① SET UP AN ACCOUNT

1. click on LOG IN in upper right > Create New Account tab
2. Enter your email address > click on the blue button that says Create New Account
3. Go to the welcome message you will receive at the email address you just entered and click on the link. Create a password.

② COMPLETE YOUR PROFILE (which is applicable to all searches to which you apply)

1. The word Name will appear at the top of your page along with a message saying, "Please complete your profile before applying for a position."
2. The steps in the Profile Wizard are shown down the left of your page. Your current step is bolded.
3. You'll need the following documents in a PDF file format in order to complete your Profile:
 - Resume
 - WI license(s) + licenses from other states, if relevant
 - Transcripts (from bachelor's degree forward including all subsequent degrees (and additional coursework, if relevant)) (redact SSN and birthdate)
4. Your Profile Status will appear in the upper right of your screen indicating which steps are not yet complete OR "Your profile is up to date!"
5. You may access your Profile by clicking on My Account in the upper right of the top, blue section.
6. When entering your Education History, enter your bachelor's degree first.
 - To enter additional degrees from other institutions, click on the "Add Entry" button.
 - If you are entering coursework that did not culminate in a degree, use the Course fields.
 - Once you're done entering your Education History, click Save and Continue.
 - Your transcripts (bachelor's degree through all subsequent degrees) should be entered in the Files section.
7. You may click on MY ACCOUNT in the blue bar to go back and edit any part of your Profile.
8. To view your Profile completeness, click on MY ACCOUNT and look at the bottom of your screen.

③ *ONCE YOUR PROFILE IS COMPLETE, YOU MAY APPLY FOR A SPECIFIC SCHOOL DISTRICT'S SEARCH FOR A SUPERINTENDENT*

1. Log into the WASB [Search Services Portal](https://wasb.myrevelus.com) and click APPLY in the upper right.
2. You'll need the following documents in a PDF file format in order to apply to a vacancy:
 - Letter of Intent
 - 3 letters of reference
 - One-page answers to the Essay Questions
3. Find the Open Search to which you want to apply and click Apply Now.
4. After you complete Application fields, click the Save Draft OR Apply button.