

Mi Ed Careers

Welcome to MASB's new application management system!

MASB has moved away from Frontline Applitrack and is now using a new online application system and process. This change will require you to create a new profile; you will NOT be able to import your profile from a previous version of Applitrack.

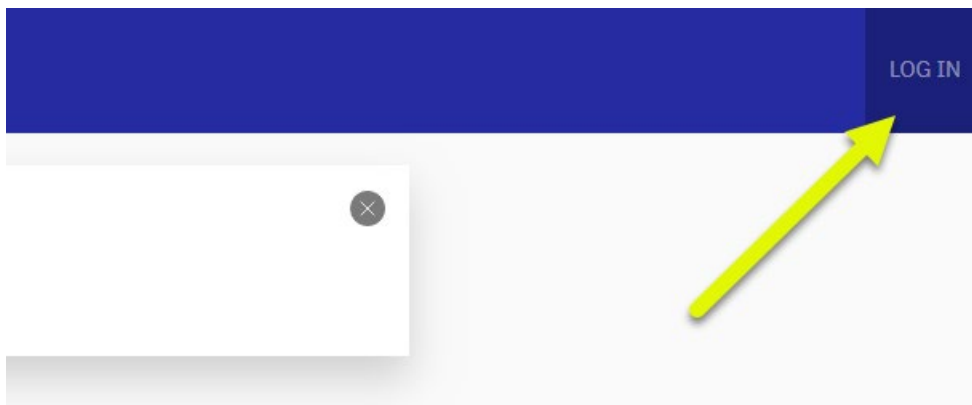
In preparation for creating your applicant profile, you will need the following information and documentation in order to complete your online application. All documents to be uploaded should be in PDF format.

- Cover letter (*Please customize this letter for each position that you apply to*)
- A minimum of three confidential reference letters must be submitted in order to apply for any position. We recommend these primarily come from individuals who have supervised or have specific knowledge of your experience and work.
- Current resume
- Current administrative certificate

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 available as you proceed.

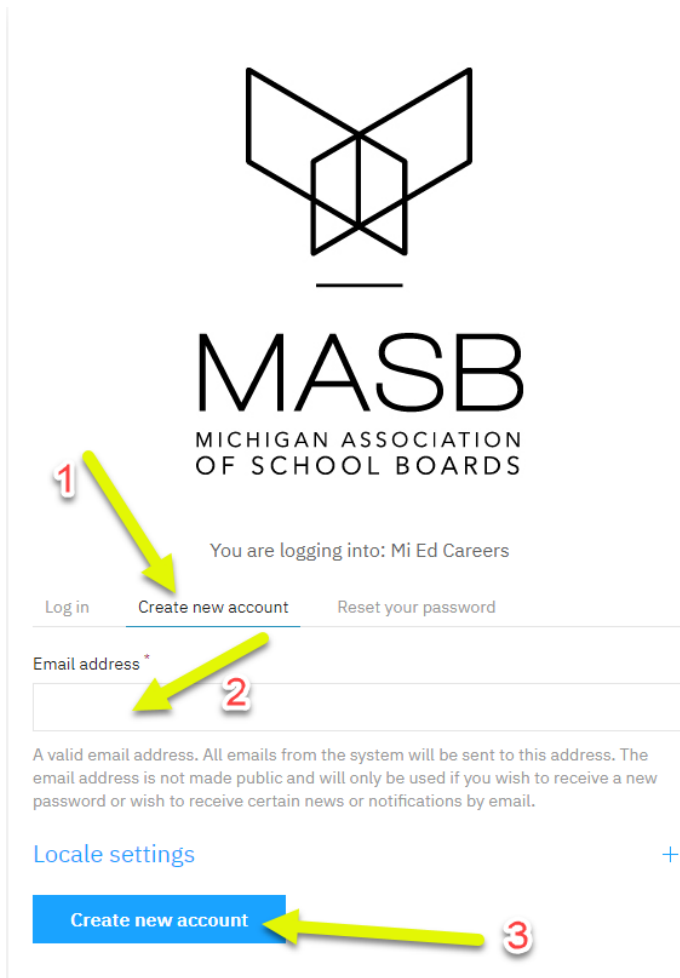
Setting up your profile

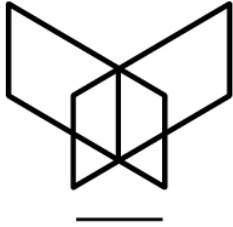
1. Go to www.MASB.myrevelus.com and click on **LOG IN** in the top right corner of the screen



Mi Ed Careers

2. Create a new account
 1. Click “Create new account”
 2. Enter a Personal Email Address (we recommend using a non-work email address)
 3. Click “Create new account” button at bottom of page
 4. You will receive an email with a one-time only link for setting up your profile




MASB
MICHIGAN ASSOCIATION
OF SCHOOL BOARDS

You are logging into: Mi Ed Careers

[Log in](#) [Create new account](#) [Reset your password](#)

Email address *

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.

[Locale settings](#) +

[Create new account](#)

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.

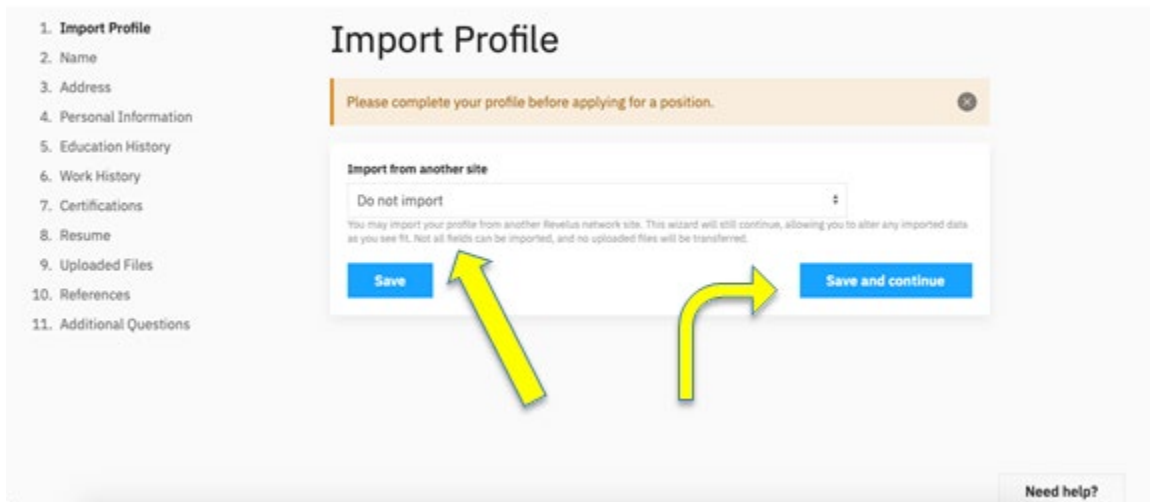
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3. Create Your Mi Ed Careers Profile

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.

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



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
11. Additional Questions

Import Profile

Please complete your profile before applying for a position.

Import from another site
Do not import

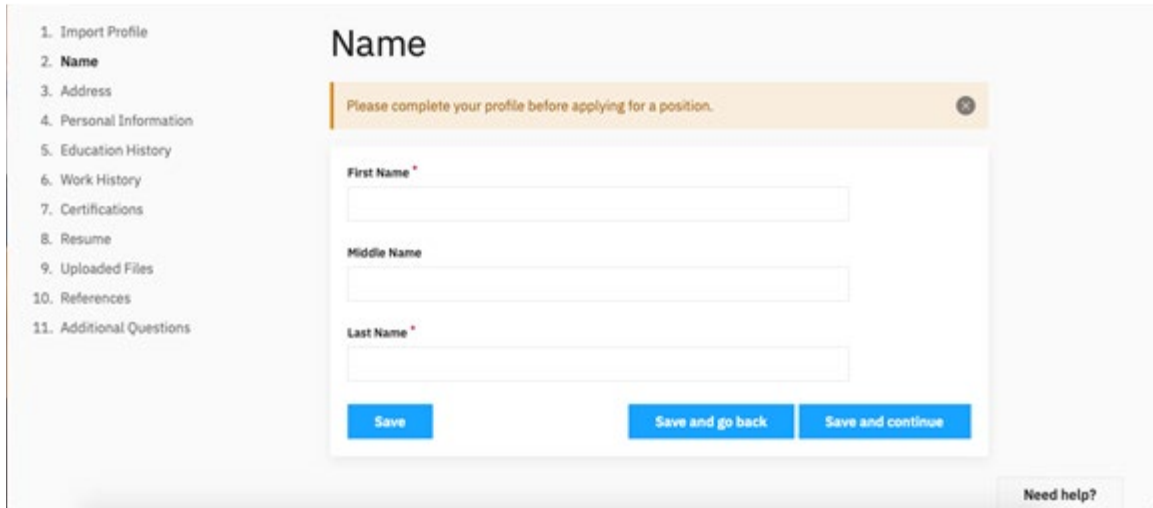
You may import your profile from another Revelus network site. This wizard will still continue, allowing you to alter any imported data as you see fit. Not all fields can be imported, and no uploaded files will be transferred.

Save Save and continue

Need help?

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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 a web interface for creating a profile. On the left is a vertical 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 'Name' and contains a light orange warning box with the text '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 blue buttons: 'Save', 'Save and go back', and 'Save and continue'. A 'Need help?' link is located in the bottom right corner of the page.

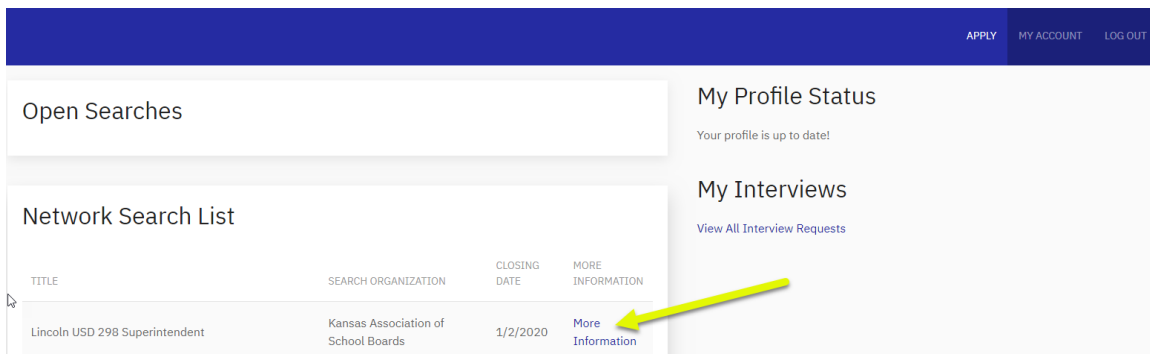
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For these sections that will require multiple entries, complete the first required entry and then hit SAVE before you click on the ADD ENTRY button for the next one. The system will remind you when all entries are complete. It will not allow you to move on until that section is finished including in some cases files that must be uploaded (PDFs).

Name	+
Address	+
Personal Information	+
Education History	+
Work History	+
Certifications	+
Resume	+
Files	+
Supervisor/Reference Contact Information #1	+
Supervisor/Reference Contact Information #2	+
Supervisor/Reference Contact Information #3	+

4. Your profile will require the following:
 - a. 3 - work histories starting with your most recent
 - b. 2 - education histories
 - c. You will need to upload the following PDF documents:
 - Resume
 - Three letters of reference

5. Your Home Page



TITLE	SEARCH ORGANIZATION	CLOSING DATE	MORE INFORMATION
Lincoln USD 298 Superintendent	Kansas Association of School Boards	1/2/2020	More Information

6. To Apply

- Click on the “More Information” link for the district for 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.