How To Complete the OADN Leadership Institute Application

We suggest you keep this guide nearby throughout your application process.

**STEP 1 – REGISTER FOR A TRAJECSYS ACCOUNT**

- Go to Trajecsys.com
- Click “Register” in the top, right-hand area of the screen

- Complete the Information on the Registration Page according to the example below
- Click “Continue” when finished completing each field
**STEP 2 - ACCESS THE APPLICATION**

- After clicking “continue”, the OADN — Leadership Institute home page will display (see example below)
- Confirm your email by clicking the “Confirm” link (see example below)
- Read through the instructions and other helpful info area
- Click “Forms” on the left side of the screen to access the application

● Click on the form title to display the application
STEP 3 – COMPLETE THE APPLICATION

• Read through the instruction in the first section:

Leadership Institute Application

Leadership Institute Application

All questions and components of your application packet must be submitted on or before the deadline. Active OADN members (either as an Individual Member or through your school as a Program Member) are eligible to apply. Non-members are also eligible to apply for an additional fee.

Applicants must commit to the program dates for one of the Cohorts.

**”Email CV and Letter of Recommendation to mary.dickow@oadn.org”**

Applicant information

• Complete each field as appropriate in the Applicant Information section:
• Complete the Applicant Statement Section by adding a response to each question in the corresponding text box.

• Complete the Applicant Expectations section by clicking “Yes” to acknowledge each statement, then signing at the bottom.

Should you need to save your work and return to it later, just click inside the box to the left of “Check to complete later, then ‘Submit’”.

• When finished, click “Submit” at the bottom.

When you’ve successfully submitted the application, a screen like the one below will appear; click the “X” on the right to exit, do not click “Complete Again”.

Check if you need to save your work and return to it later, then click “Submit”.

Application has been submitted and saved.

Click the “X” in the top right to exit. Do not choose “Complete again”.

Click “Submit” when finished.